



WAYNE STATE
UNIVERSITY

Ph.D. Handbook 2022-23

Department of English



WARRIOR STRONG

Ph.D. Handbook 2022-23
Department of English
College of Liberal Arts and Sciences
Wayne State University

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Ph.D. Program in English

English is one of the largest graduate programs in the College of Liberal Arts and Sciences at Wayne State University, with a graduate faculty of approximately 25 and a graduate student population of nearly 130 actively pursuing the M.A. and Ph.D. degrees. The Ph.D. program consists of two primary concentrations—*Literature, Culture, Media and Writing* and *Rhetoric and Writing Studies*—with numerous subspecialties within and across the concentrations.

Each section of this handbook provides tools and information useful for completing your degree. Each section has three parts:

- **Checklists** of things you need to do (such as complete a Plan of Work) and should keep in mind (like confirming that a course satisfies your course distribution requirements). These are short lists and are not meant to be comprehensive.
- **Information.** Here you will find details about procedures and requirements. You will also find more detailed recommendations for things you can do at each step in the program.
- **Links to University Resources.** Many of the forms you will need to complete as you progress toward your degree are available through the university web site. You can find those links here. You will find other useful links here as well.

People:

There are many people in the English Department who will guide you as you work toward your degree:

- Department Chair - Dr. Caroline Maun
- Director of Graduate Studies (DGS) - Dr. Chera Kee. Dr. Kee serves as the academic advisor to all incoming Ph.D. students until they have selected their Dissertation Director.
- QE Director – a member of the English Department Faculty who serves as the head of the QE Committee. This person often continues as the Dissertation Director.
- Dissertation Director – a member of the English Department Graduate Faculty who serves as the student’s advisor, mentor, and head of the Dissertation Committee.
- Program Specialist – Laurean Butcher. Laurean performs the administrative tasks within the Graduate Program.

NOTE:

- This handbook is updated as necessary to reflect changes in such things as curricula, degree requirements, and department policies.
- Additional information and resources can be found on the Graduate Studies in English Canvas site.
- Full descriptions of university rules are to be found in [the current Graduate Bulletin](#). This handbook covers Department of English procedures and some, but not all, university policies and procedures. In cases where this handbook departs from relevant sections of the Graduate Bulletin, the Department of English By-Laws and/or the Collective Bargaining

Agreement between WSU and the Graduate Employees Organizing Committee-American Federation of Teachers, those documents will prevail.

Degree Requirements

Checklist

- Do you know the course distribution requirements for your concentration?
- Do you have an approved plan of work?
- Have you satisfied the foreign language requirement?
- Have you completed your Individual Development Plan (IDP) for the year?

Information

Course Distribution requirements

All entering doctoral students must take [GS 0900, RCR: Essential Research Practices](#) (0 credit hours) during their first year in the program. This is a pass-fail course, so there are no costs associated with registration.

Full-time enrollment each semester is a minimum of eight credit hours.

Funded students are limited to ten credit hours each semester. An exception is if a student is enrolled in dissertation research and they add one additional course of 3 or 4 credits. In that case, their credit hours for the semester would be $7.5 + 3 = 10.5$ or $7.5 + 4 = 11.5$.

Courses in English are typically three credit hours. Film & Media courses are four credit hours. Pedagogy courses are two credit hours. You can meet the eight to ten credit hour requirement for full-time enrollment in a number of ways by taking a combination of two-, three-, and four-credit hour courses.

All Ph.D. students must take 60 credit hours of coursework (composed of credit hours in our program and, when applicable, up to 30 credit hours transferred from a previously earned M.A. degree).

The Department of English does not currently require minors in the Ph.D. program, and students are allowed to take a limited number of courses outside of the Department as necessary. Please discuss any courses you wish to take outside of the department with the Director of Graduate Studies.

Coursework must satisfy the following course distribution requirements for your chosen concentration:

Literature, Culture, Media and Writing Concentration

- ENG 7001, Introduction to Doctoral Studies in English (3 credits)
- Two teaching practica at the 6000- or 7000-level (4 credits)
 - First-year GTAs must take ENG 7850, Pedagogical Practicum I, in the fall. Second-year GTAs must take ENG 7860, Pedagogical Practicum II. These courses satisfy the teaching practica distribution.

- Electives: transfer credit and additional courses in English at the 6000, 7000, and 8000 levels (53 credits)

Rhetoric and Writing Studies Concentration

- ENG 7062, Designing Research in Composition and Rhetoric (3 credits)
- ENG 7007, Composition Theory (3 credits)
- ENG 7061, Rhetorical Theory (3 credits)
- ENG 8007, Seminar in Rhetoric (3 credits)
- ENG 7820 (Internship) (2 credits)
- Two teaching practica at the 6000- or 7000-level (4 credits)
 - First-year GTAs must take ENG 7850, Pedagogical Practicum I, in the fall. Second-year GTAs must take ENG 7860, Pedagogical Practicum II. These courses satisfy the teaching practica distribution.
- At least two courses from the following list (6 credits):
 - 7063, History of Rhetoric
 - 7064, Teaching of Writing
 - 7065, Writing Technologies
 - 7066, Writing in Multiple Settings
 - 7840, Technical Communication
- Two additional courses in English, Communication, or a related field (6 credits)
- Electives: transfer credit or additional courses in English or Communication (30 credits)

Dissertation credits for both concentrations:

- The final 30 credits toward the degree for all doctoral students are earned through Dissertation Research and Direction credits (ENG 9991, 9992, 9993, and 9994).
- Students should enroll in these four courses in consecutive academic year semesters with the exception of Spring/Summer.
- Students should enroll in ENG 9991 the semester they will take their Qualifying Exams.
- Students will not be able to register for ENG 9992 until they have passed their Qualifying Exams and filed a Recommendation for Candidate Status.
- If a student has completed regular coursework and is not ready to enroll in ENG 9991 or if the student has completed ENG 9991 but has not passed their Qualifying Exams, they will then need to register in ENG 9990, a zero-credit maintenance course.
- After reaching 90 credit hours, any students who has yet to complete all degree requirements must maintain enrollment by registering each fall and winter semester for ENG 9995, a zero-credit maintenance course, up to and including the semester of graduation. The fees for this course are equal to the fees for 1 credit hour.

Plan of Work

The Plan of Work lists courses you want to take to satisfy the distribution requirements for your degree. Use the courses listed in the distribution requirements for your concentration along with the Graduate Bulletin in English to complete the plan of work.

A completed plan of work is accompanied, as necessary, by a transfer credit form, which lists up to 30 credits of coursework taken at another university at the graduate (MA) level and transferred as credit toward your degree. The Plan of Work and transfer credit forms are available online at the [Forms](#) page on the Graduate School website.

Students should complete their Plan of Work in consultation with the Director of Graduate Studies.

A sample [Plan of Work](#) is located in Appendix A.

On your Plan of Work, there should be:

- 30 transfer credits (for those students entering with an MA)
- 30 credits of coursework (at the 6000-level and above, the minimum required by the university; this will be 60 credits for those students entering without an MA)
- 30 credits of dissertation maintenance (999X)
- A total of 90 credits

Some things to notice when filling out your Plan of Work:

- Where it asks, "Is there an Academic Service Officer?" Select "Yes." Enter "Laurean Butcher" (Access ID = hm8081)
- Courses listed on the Plan of Work are selected from courses listed [in the Graduate Bulletin](#). If you are unsure about which courses to list, check the course distribution list in the handbook and/or consult with the DGS.
- Not all courses listed in the Bulletin are taught every year. When faculty plan the courses they will teach, they make every effort to plan several semesters in advance. The Graduate Director will provide you with a list of those courses so you can complete your Plan of Work.
- The total number of credit hours taken at or above the 7000-level must be at least thirty.

As you decide which courses to list on your Plan of Work, think about your career trajectory. Try to include a few two-credit courses on teaching and an internship if you think these would be helpful.

Ask yourself the following questions:

- What courses will help prepare me for my qualifying exams?
- What courses will prepare me as a teacher?
- What courses have I enjoyed the most?

Be advised that circumstances change and a few courses listed on your plan of work may not get taught. You may also decide to take a course other than one listed on your Plan of Work. This is fine. What matters is that you complete the distribution requirements for course work and complete the minimum number of credits for the degree in a timely way. If you have any questions about courses, contact the Graduate Director.

Your Plan of Work must be approved before you complete 40 credits toward your degree, including transfer credits. This generally happens in the first academic year for students entering with the M.A. and in the 3rd year for students who are entering the Ph.D. program with the B.A. only. Once your Plan of Work is approved, all you need to do each year is complete an Annual Review and Individual Development Plan (see below).

Transferring Credits

Students who enter the PhD program having taken graduate courses in English or having earned an MA in English elsewhere can transfer up to 30 credits toward completion of the doctoral program. If you want to transfer credits, you will need to complete the [Transfer of Credit Form](#). **The Transfer of Credit form must be submitted at the same time as the Plan of Work.**

An example of a completed [Transfer of Credit](#) form is located in Appendix A.

Some things to notice:

- Where it asks “Is there an academic service officer?” Select “Yes.” Enter “Laurean Butcher” (Access ID = hm8081)
- The form asks you to list an appropriate equivalence for every course taken elsewhere. In the example, ENGL 527, American Literature and Culture, taken at another university, is listed as equivalent to ENG 5450, Modern American Literature. The match between the two courses does not need to be exact as long as it is reasonably close.
- Sometimes there is no equivalence. In the sample transfer of credit form in Appendix A, there is no equivalent for ENGL 779, The Past Decade. Here credit is transferred for the equivalent level of course work by typing a generic placeholder into the “WSU Course” column. In the sample, the WSU course equivalent of ENGL 779 is “ENG 7XXX.”
- Different universities have different systems for numbering their classes, and those differences can make it difficult to evaluate how much credit can be transferred. This is especially true of courses taken at universities outside the United States. Wayne State uses a service to evaluate courses taken at international universities. Students transferring courses from domestic universities should try to make as clear as possible on the Transfer of Credit form the equivalence of courses being transferred to courses in the department.
- Sometimes more information is required than you can provide on the Transfer of Credit form. When this is the case, the Graduate Director will work with you to secure your transfer credits.

Foreign Language Requirement

All doctoral students must satisfy the foreign language requirement or request a waiver. A Petition for the Language Requirement must be filed with the Director of Graduate Studies at the time of the Plan of Work or the semester a student reaches 40 credit hours. Students are encouraged to finalize plans for the Language Requirement with their Dissertation Committee Chair at the time of Candidacy. The requirement may be adjusted up until the time of the Prospectus approval. The requirement on file at that time will be considered final for the degree.

Students who fulfill the language requirement at the M.A. level and who continue in the

Ph.D. program in English at Wayne State will have to submit a new Petition for the Language Requirement for the Ph.D. program. They should contact the DGS for the petition.

The foreign language requirement can be satisfied in one of three ways: through coursework, through examination, or through application for a waiver.

An example of a completed [Petition for the Language Requirement](#) form is located in Appendix A.

- **Coursework:** At least three semesters of coursework in a language other than English at the undergraduate level or higher with grades of B or better and one appropriate 5000- level (or higher) course in the same language with a grade of B or better. This course can be either a non-translated literature course or an intensive language course the level of which is determined by placement exam (e.g., FRE 5000 for 3 credits or more).

If a student elects to take language courses as part of their Ph.D. program, any undergraduate coursework that must be taken will not count toward the Ph.D.

Two semesters of Old English with grades of B or better satisfy the foreign language requirement. This instruction may be delivered either through coursework or through directed study.

If graduate coursework (5000-level) is required by the DGS to fulfill the foreign language requirement, it should be included on the student's Plan of Work, although existing limits on the number of courses that may be taken outside of the degree program will still apply.

- **Examination:** (*Note: this is the preferred option*) Passing a translation examination administered by an appropriate individual. Students interested in this option should talk with the Director of Graduate Studies as approval of the proctor is required from the DGS.

Completing an Educational Testing Service CLEP test in the language with a score of 60 or higher.

- **Waiver:** Students may petition their DGS for a waiver. If knowledge of a foreign language is not essential to the student's dissertation research, they may petition to have the foreign language requirement waived.

Annual Review and Individual Development Plan

Each year between April 1 and October 1, doctoral students must complete materials for an Annual Review/Individual Development Plan (AR & IDP). It should reflect work completed during the prior academic year. Students should have a current AR/IDP on file every year during the Ph.D. program except their first.

The AR/IDP can be found at [Forms for Ph.D. Students](#) on the Grad School website.

The AR/IDP asks students to reflect on their career goals, strengths, and areas for improvement. Students complete the form and submit it electronically. The form is directed to their Dissertation Director (if identified) or to the DGS in cases where students have not yet identified a Dissertation Director. The Dissertation Director approves the form (with the opportunity for comment) and the form is then forwarded electronically to the DGS. The DGS then approves the form (with opportunity for comment) and the AR/IDP for that year is completed.

The AR/IDP presents an occasion for constructive conversations and planning from Dissertation Directors and from the DGS. Students should take the opportunity to make appointments with their Dissertation Directors to discuss plans and benchmarks for the upcoming year as part of this process. The AR/IDP is the clearest record of progress in the degree program, and it is required documentation for the Summer Dissertation Fellowship and any Time Extension requests. If there is not a continuous record of Annual Reviews/Individual Development Plans, then students will not be eligible to apply for these key resources and will not be in good academic standing with the program.

Students who do not complete the Annual Review/Individual Development Plan by October 1st will have a department-level registration hold placed on their accounts. It will not be removed until the Annual Review/Individual Development Plan form is received. Students who do not complete the AR/IDP are also subject to a registration hold placed by the Graduate School.

Links to University Resources

- [Graduate School](#)
- [Annual Review / Individual Development Plan](#)
- [Plan of Work](#)
- [Transfer of Credit](#)

Coursework

Checklist

- Do you need to register for full-time or part-time?
- Does a course satisfy your distribution requirements?
- Do you need an override? Do you know who to contact?
- Are you registering for enough credits?
- Do you need to take dissertation maintenance credits (ENG 999X)? If so, which ones?
- Have you contacted an instructor about a course prior to the start of the semester to inquire about the course content?
- As you are taking courses, think ahead about which instructor in your concentration would serve as your QE Director and possibly your Dissertation Director.
- Think ahead about who among your instructors could serve on your QE committee and possibly dissertation committee.

Information

Registering for Courses

The one thing you will do every semester you are enrolled in the doctoral program is register for courses. To register, use the [registration portal](#). Graduate courses in English are listed in the [course schedule](#). Answers to many questions about registering for courses can be found on the [Registration](#) webpage. The Department publishes a Course Sampler each semester, with more detailed descriptions of the courses offered that semester. The Course Sampler can be found on the [English Department's website](#).

Full-time or part-time? If you are a full-time student, you will need to register for a minimum of 8 credits per semester. Part-time students register for less than 8 credits.

All students who are receiving funding from the University (fellowships, GA-ships) as well as all international students must be full-time students.

As you decide which courses to take any given semester, consult your degree distribution requirements, review your Plan of Work, and think about your career trajectory. You are encouraged to schedule a meeting with the Director of Graduate Studies to discuss your registration options.

When you are planning your semester, consider asking yourself the following questions:

- What courses will help prepare me for my qualifying exams?
- What courses will prepare me as a teacher?
- What courses have I enjoyed most?
- What courses will broaden or deepen my disciplinary knowledge?

Which procedure you use to register any given semester depends on the courses for which you are registering. At any time if you have concerns or questions about registration, contact either the Graduate Program Specialist or the Graduate Director.

Here are some common registration procedures:

- You can register for 7000-level seminars by going to the registration portal.
- Some courses, like ENG 7990, Directed Study, and the 8000-level seminars, require a department override. You obtain all department overrides by sending an email request to Laurean Butcher [l.butcher@wayne.edu]. Whenever you write with an override request, please include your WSU Access ID, the course name, number, CRN number (you can find these in the Course Schedule) and the semester in which you wish to register for the course.
- To request an override for ENG 7990, first complete a [Directed Study Form](#), secure the required signatures, and submit the form to Laurean Butcher [l.butcher@wayne.edu]. Once the override has been provided, you will need to go to course registration and manually select the number of credit hours for the course.

Remember: Check your registration to ensure you are registered for the correct number of credits, especially when you are enrolled in variable credit courses like ENG 7990.

Registering for Maintenance Credits (ENG 9990, 9991, 9992, 9993, 9994, 9995)

Please note how to register for different courses below.

Some things to know about dissertation maintenance credits:

- **ENG 9990** Credits earned in ENG 9990 do not count toward the degree. Sometimes, however, students need to register for ENG 9990 to address any number of registration and scheduling issues. Requests for an override for ENG 9990 must first be approved by the Director of Graduate Studies. If you think you may need to register for ENG 9990, contact the DGS for assistance first.
- **ENG 9991** Students register for ENG 9991 the semester they plan to take their Qualifying Exams. Students making reasonable progress toward their degrees register for ENG 9991 the semester after they complete coursework. Students registering for ENG 9991 should use the form located on the [Forms](#) page of the Graduate School website. Registration for ENG 9991 requires confirmation of your eligibility by the Graduate Director, so before you fill out the form, be sure to contact the DGS to get written approval that you can then upload with your form.
- **ENG 9992** To register for ENG 9992 you must have passed your Qualifying Exams and you must have a completed Candidacy form on file in the Graduate School. The Candidacy form is available on the [Forms](#) page of the Graduate School website. A completed Candidacy form has the signatures of your dissertation committee members, including your outside reader (a member of your dissertation committee who is not in our department). An outside reader who is not a WSU faculty member will need to create a guest ID to fill out the form. The instructions for doing so are available at the [Forms Instructions](#) web page on the Graduate School website.
- **ENG 9993 and ENG 9994** After completing ENG 9992, students register for ENG 9993 the next Fall or Winter semester. The semester after that, students register for ENG 9994 the next Fall or Winter semester. Overrides are provided by the Graduate School on the [Forms](#) page of the Graduate School website.
- **ENG 9995** This course is for students who have completed all required credit hours for the degree and who need to register to maintain their status in the program. You will need to

request an override for this course through the [Forms](#) page on the Graduate School website. Even though ENG 9995 is a zero-credit maintenance course, it is considered full-time enrollment, and the fees are equivalent to those for a 1-credit hour course. If you need to enroll in ENG 9995, contact the English Department Director of Graduate Studies.

Funded students and international students: You must be enrolled full-time (minimally 8 credits) for the Fall and Winter semesters. Funded students who have completed course work continue to register each semester for dissertation research credits and then for dissertation maintenance credits as a condition of their funding. Once you have registered for ENG 9994, funded students should continue to register for ENG 9995 each subsequent Fall and Winter semester to maintain their funding.

Unfunded students: if you have completed course work, you should register for dissertation research and direction credits (ENG 9991, ENG 9992, ENG 9993, and ENG 9994) until you reach the limit of thirty credits. After that you will not need to register for dissertation maintenance credits until the semester you defend your dissertation, at which time you will register for ENG 9995. If you choose not to enroll in ENG 9995 except in the semester you defend your dissertation, please be aware that you will lose access to university services such as library access in the semesters that you are not enrolled. Students often enroll in ENG 9995 to continue to demonstrate their full-time enrollment for the purposes of financial aid.

Links to University Resources

[Registration](#)

English Department Graduate Program Specialist Laurean Butcher (hm8081) l.butcher@wayne.edu

[Forms](#)

[Forms Instructions](#)

phdstudents@wayne.edu

Qualifying Exams and Candidacy

After completing course work, which is 60 course hours (including Transfer credits), the next step in completing the doctorate is taking the qualifying exams.

The qualifying exam measures and validates general competence in a standard professional field while providing a foundation for the dissertation. Standard professional fields are represented by job ads, such as those in the Modern Language Association Job Information List or the Society for Cinema and Media Studies Career Center.

Checklist

- How do you form a QE committee?
- How do you complete the QE Committee Request Form?
- What goes on a QE reading list?
- Do you have a studying strategy for the QE?
- Are you ready to schedule your QE?
- How do you complete the QE?
- What do I need to do to complete Candidacy?

Information

Forming a Qualifying Exam Committee

Before completing coursework, you will need to form a QE committee:

- Begin thinking about who you would like to serve on your QE committee while you are in coursework.
- Things to consider when forming a committee include your working relationship with the faculty member(s), their research interests, and their availability. Students often ask faculty members they have known through seminars to be their QE Director. You can always ask a faculty member you have not yet had courses with to be your QE Director if you think it is more appropriate. What is most important in choosing a QE Director is what you perceive as the faculty member's potential contribution.
- Plan on forming your QE committee one or two semesters before completing sixty credit hours of course work.
- To form a committee, ask the faculty members you are interested in working with if they would be able to serve. When you are asking, be sure to identify one of these faculty as your QE Director. This person will most likely then serve as your Dissertation Director. Please keep in mind that your Dissertation Director should have [Graduate Faculty Status](#) and at least one other member of your dissertation committee should also have Graduate Faculty Status.
- After you have identified the faculty willing to serve on your QE committee, you will need to fill out [a Qualifying Exam request](#). An example of a completed [QE Request form](#) is located in Appendix A.
- The timing of creating your committee is important because the qualifying exams must be scheduled for the semester following completion of 60 credit hours of course work.

- The semester after completing 60 credits of coursework, you will register for ENG 9991, Doctoral Candidate Status I. You cannot register for the next course in the doctoral candidate sequence—ENG 9992, Doctoral Candidate Status II—until you have completed your QE and filed your Candidacy form.

Here are some things to discuss with faculty as you decide on your QE committee chair:

- How many QE committees has the faculty member chaired? How many dissertations?
- Who has the faculty member directed?
- What are the faculty member’s research interests?
- What availability/expectations does the faculty member have for you?
- What expectations do you have for the faculty member who will direct your QE?
- What is the faculty member’s sense of their field? How does the faculty member respond to your sense of the field?
- How does the faculty member explain the process and purpose of the QE?

The Qualifying Exam request form:

- This should be filled out by you in consultation with your QE committee chair.
- You will use the form to identify the QE committee chair as well as two other members from the English Department. The Qualifying Exam committee must consist of three members. Remember that at least two of these three people, including the chair, need to hold Graduate Faculty Status.
- You will identify two or three areas that will form the sections of your QE reading list and subsequent examination. This will determine how many exams you will take (either two exams for three hours each or three exams for two hours each). You should discuss which option will best serve your needs with your committee chair.
- At least one of these areas must be a standard professional field, such as Rhetoric and Composition, British Literature, American Literature, or Film and Media Studies; additional areas may be composed of theoretical approaches, methodologies, and/or more specific areas of study.
- When you have completed the form, you should email it to the DGS and cc the Program Specialist. The Graduate Committee will then evaluate your proposed committee and exam areas. The final decision on the composition of the Qualifying Examination Committee rests with the Graduate Committee.

Creating the QE Reading List

The Qualifying Examination committee works with the student to construct a list of texts on which they are to be examined. Students may examine previous QE reading lists on the [English Grad Studies Canvas site](#).

When the list of texts is completed and approved by the QE Committee, a copy must be filed with the Director of Graduate Studies. It should be filed at least two weeks prior to the written exam date.

Lists should consist of roughly 100-120 texts (these can be books, articles, book chapters or other materials deemed appropriate by your committee) with an approximate 6:4 ratio for lists covering

two areas and an approximate 5:3:2 ratio for lists covering three areas. If the list areas for the exam change from those identified on the students' Qualifying Examination Committee Request Form, that change must be approved by the Graduate Committee prior to the written exam.

Students should create their lists with an eye towards: A) being able to demonstrate proficiency in their discipline and B) gaining proficiency in other areas/sub-disciplines that pertain to the student's intended dissertation project.

Studying for the QE

Before you begin to study for your qualifying exams, you should consider discussing with your committee some procedures for studying as well as responsibilities and expectations for the exams.

Some questions to consider discussing with your committee:

- What procedures can you establish with the members of your committee to remain in contact and discuss the reading list as you study for your exam?
- Can you do practice exams?
- Which portion of the list will each of the three committee members cover?
- Which committee member will be responsible for which of the three exams?
- What format will each exam take? A single question or a choice of multiple questions?

Some committee members ask students to write sample QE questions based on their readings as a jumping off point for discussions about their lists. This can be a good way of thinking about how to synthesize and connect different readings.

Scheduling the QE

To schedule your QE, contact the graduate Program Specialist. Be mindful that you will need to discuss the scheduling with your committee (to make sure everyone is available) before contacting the Program Specialist.

When you contact the Program Specialist, you will need to provide the agreed-upon date and time for your oral examination. Once this is scheduled, you will work with the Program Specialist to schedule your written exams, roughly a week before the oral examination.

Your QE committee chair will need to provide the written exam questions, as well as any special instructions, to the graduate Program Specialist at least one week prior to the start of the written exams. The exam questions should be clearly labeled (Exam 1, Exam 2, Exam 3) and presented in the appropriate order (Exam 1 will be the first exam given, etc.).

Please be aware that at the successful completion of the Qualifying Exams, students will need to fill out a Recommendation for Candidacy form. This form requires an outside reader for the Dissertation Committee. The student, in consultation with their QE chair, should begin the process of securing an Outside Member before taking the Qualifying Exams.

Our graduate Program Specialist is Laurean Butcher (l.butcher@wayne.edu).

The Written Examinations

The Qualifying Examination committee composes questions for the written examination. Be sure that your QE chair has discussed the expectations for the rest of the committee with them before the written exams commence.

During the exam, the student may use books and notes. No Internet-equipped devices, including phones, may be used during the examination. The exam will be word-processed. The written examination consists of one response per question per area of the Qualifying Examination list.

In cases in which the Qualifying Examination list covers two areas, the written examination will be composed of two three-hour exam sittings; in cases in which the list covers three areas, the exam will be completed during three two-hour sittings. In both cases, the student will be given only the question(s) under review for that sitting at the start of each exam.

While the exams may be taken in one day, students may elect to take them over the course of two or three days as well. All exams must be completed within seven calendar days from the start of the student's first exam.

The Oral Examination

Within one week after taking the final written exam, the student will take a 90-minute oral exam. The nature of this exam will be contingent on the committee's evaluation of the written portion of the exam.

The student passes or fails the Qualifying Examination in its entirety. The committee votes at the end of the oral exam with the candidate outside of the room. The decision is based upon a majority vote and is recorded in a Report on Doctor of Philosophy Oral Qualifying Exam Form submitted to the Graduate School.

If the student fails, the entire examination must be re-taken. A re-take of the Qualifying Exam may not be held until at least one semester has elapsed, but it must be held within one calendar year following the first examination. The same examining committee must preside over both examinations. The second written examination will be considered final. Students who do not pass the Qualifying Examination on the second try must leave the Ph.D. program.

Completing the Forms

There are two forms that the student should complete after successfully completing the Qualifying Exam: Report on Oral Examination and the Recommendation for Candidacy Status. These forms can be found on the [Forms](#) page on the Graduate School website.

- Upon successful completion of the QE, you must initiate the Recommendation for Candidacy Status form within four weeks. This form requires you to enter the names and email addresses of your dissertation committee members and the Department's Director of Graduate Studies.

- Generally speaking, the members of the QE committee are also the members of the student's Dissertation committee. If there is going to be a change in the student's committee, it should be agreed upon before filling out the Recommendation for Candidacy Status form.
- For the Recommendation for Candidacy Status form to be completed, you will also need to have the outside reader of your dissertation committee identified and available to approve the form. Please alert this person that the form is coming so they can keep an eye out for it (these forms sometimes end up in spam or junk folders).
- Where it asks, "Is there an academic service officer?" Select "Yes." Enter "Laurean Butcher" (Access ID: hm8081).

Assistance with completing forms is available from the Graduate School on their page: [How to submit PhD forms.](#)

Once the Recommendation for Candidacy Status form is approved, you will be able to register for ENG 9992, Dissertation Maintenance II.

Prospectus

The Prospectus is the final step before the Dissertation. Most students complete the Prospectus (and the Prospectus meeting) between one semester and one year after completing the Qualifying Exams.

Checklist

- Are you ready to form your dissertation committee?
- Have you completed your Prospectus?
- What forms do you need to complete?

Information

Forming the Dissertation Committee

Typically, the QE committee continues as the dissertation committee, with the only change being the addition of a faculty member from outside the department. Sometimes, the roles of faculty on the QE committee can change on the dissertation committee. The dissertation committee can also be completely different from the QE committee. Whichever you choose, you should choose what will work best for you and communicate that clearly with your committee members.

A dissertation committee consists of at least four faculty members: usually it is three members of the English Department faculty (at least two of which have Graduate Faculty Status) and one appropriately qualified individual who is not a member of the Wayne State Department of English. Where appropriate the committee can consist of two members of the English Department faculty and two qualified faculty outside the department. In that situation, the two committee members from the department must hold graduate faculty status. Reference the [Graduate Faculty Roster](#) to confirm status.

The Dissertation Committee Director must be a member of the Department's graduate faculty and must hold Graduate Faculty Status. You may choose to have co-Directors. If you do, your committee must have five members.

Graduate School requirements for the dissertation committee:

The dissertation committee should be established prior to candidacy and is reported to the Graduate School via the Recommendation for Candidacy form.

If for any reason, your dissertation committee must change after you have filed your Prospectus, you will need to fill out a Change in Committee form via the [Forms](#) page on the Graduate School website.

Committee requirements:

- Must consist minimally of four members. If there are co-chairs, the committee must consist of five members.
- At least two committee members must be from the student's home department.

- At least two members, including the chair, must hold graduate faculty appointments in the home department. If there are co-chairs, the one from the home unit must hold a graduate faculty appointment.
- The committee must have an external member who broadens the dissertation committee beyond the home program to represent a different perspective by virtue of their field, location, or knowledge application. The external member cannot hold any salaried or contractual appointment, tenure line or retreat rights in the home unit. They may be from within or outside Wayne State.

Identifying a Dissertation Director

Here are some questions you can ask as you decide who you want on your dissertation committee and to serve as your Dissertation Director. They are similar to the questions asked of a potential QE Director. Because you will be working closely with your Dissertation Director and your dissertation committee, it is important to identify faculty who will provide you the direction and support you need.

Some questions to ask include:

- How many dissertations has the faculty member chaired?
- How many dissertation committees have faculty served on?
- What availability/expectations does the faculty member have?
- What expectations for feedback and communication do you have for the faculty member who will direct your dissertation?
- What expectations do you have for the faculty member who will serve on your dissertation committee?
- What is the faculty member's sense of their field? How does the faculty member respond to your sense of the field? How does the faculty member respond to your project?
- What is the placement history of the faculty's students? (This is also available on the department website)
- What is my working relationship with the faculty member? Do we work well together?

Writing the Dissertation Prospectus

The dissertation Prospectus provides an outline of the dissertation. Once your Prospectus is completed and approved, you will have completed all requirements for the degree except the dissertation and will be ABD (All But Dissertation).

While a meeting is not required to approve a Prospectus, it is a best practice in the department for the student and their dissertation committee to meet to discuss a final or near-final draft of the Prospectus prior to its formal approval. Some Dissertation Directors will require a student to have a Prospectus meeting before starting to write the dissertation.

Students should discuss the scheduling of their Prospectus Meeting with their committee and contact the graduate Program Specialist when they have agreed upon a day and time. Please be advised that you will need to provide a copy of the Prospectus to the DGS two weeks ahead of the Prospectus Meeting.

Completing the Prospectus

The Prospectus must be a document of 15-20 pages containing the following sections:

- **Overview/Research Questions** Present the proposed argument and research questions in a persuasive, specific, logically coherent, sustained, and well-structured way.
- **Scholarly Context** Situate the argument in ongoing relevant conversations in the field.
- **Theoretical and Methodological Frameworks** The theoretical and methodological frameworks are clearly explained and appropriate for the argument.
- **Significance** Explain how the argument and project will make an original contribution to the scholarly field.
- **Chapter Descriptions** Chapter descriptions are organized, detailed, and form a coherent structure that contributes to the main argument.
- **Works Cited** Formatted in the appropriate professional format for the subdiscipline of the Prospectus.

Additionally, the Prospectus should exhibit academic integrity (academic honesty, research integrity, responsible use of sources, and appropriately balanced claims and evidence), and be well-organized, well-written, and well-edited, exhibiting clarity, style, and appropriate tone.

Students should complete their Prospectus in consultation with their Dissertation Director and they can expect to complete multiple drafts before the Dissertation Director thinks it is ready to share with the whole committee.

Students must submit a copy of their Prospectus to the Director of Graduate Studies (DGS) at least two weeks in advance of the Prospectus meeting.

Students may find examples of previous Prospectuses at [Graduate Studies in English Canvas](#).

The following forms need to be completed upon the successful completion of the Prospectus meeting.

- Conflict of Interest form
- Prospectus and Record of Approval form

These forms can be found on the [Forms](#) page of the Graduate School website.

If you are engaging in human subject research or any research that requires WSU Institutional Review Board (IRB) approval, you will need to complete the IRB approval process before completing the Prospectus and Record of Approval form. Please be aware that IRB review can take additional time.

These forms are available on the [Forms](#) page of the Graduate School website.

- On all forms, where it asks, "Is there an academic service officer?" Select "Yes." Enter "Laurean Butcher" (Access ID: hm8081)

You are responsible for initiating the forms. If you need any assistance, please contact the Program Specialist or the DGS.

Dissertation

Checklist

- How often should I meet with and get advice from my dissertation committee?
- What do I have to do the semester I plan to defend my dissertation?
- How early in the semester in which I plan to graduate do I have to defend my dissertation?

Information

To ensure satisfactory progress towards the Ph.D., you should have your Prospectus approved by the dissertation committee no later than six months after passing the Qualifying Examination. While it takes some students longer than this, delays may inhibit your applications for additional funding, scholarships, or awards.

Writing the Dissertation

The dissertation is an extended research project developed by the student and approved by faculty. The dissertation should make an original contribution to knowledge in the field of English Studies. It demonstrates the student's ability to handle primary and secondary source material, to employ standard bibliographical and scholarly techniques, and to present a clearly written and cogent argument. Students are strongly encouraged to develop dissertations that test disciplinary and sub-disciplinary boundaries and utilize contemporary methods of criticism.

Writing your dissertation will require ongoing commitment to timely communication between you and your dissertation committee. Because writing the dissertation is a long process, you will likely have to address procedures for submitting and having drafts of chapters reviewed as you progress.

Some things you can do to facilitate working with your Dissertation Committee:

- Discuss a timeline for getting dissertation chapters to your committee.
- Decide who will read each chapter. Will your Dissertation Director read them first? Will all committee members read all chapters as you turn them in?
- Find out what availability/expectations the Dissertation Committee members have for you.
- Discuss with your committee your expectations for feedback and communication.
- Find writing groups or other ways to gather feedback and get support as you write.

Defending the Dissertation

The semester you plan to defend your dissertation, you will need to do the following:

- Apply for graduation
- Schedule the defense
- Submit a draft of the dissertation for plagiarism check
- Submit a formatted copy of the dissertation to the Graduate School
- Complete all necessary [Forms](#): contact the Graduate Director as soon as you have a tentative date for your defense so that these forms can be completed on time.

- Please consult the [Completion deadlines and graduation for Ph.D. students](#) on the Graduate School website for information about due dates and requirements.

Upon completing the appropriate forms and having the dissertation approved by their committee, the student must submit one copy of the finished dissertation to the Director of Graduate Studies at least two weeks prior to the defense. Following the committee's approval of the dissertation, the student will make a required oral defense before the dissertation committee and any guests who may wish to attend. The Director of Graduate Studies must be notified at least one month in advance of the date of the oral defense.

To schedule the defense, the student should communicate with their committee and decide on an appropriate day/time (that fits within the completion deadlines set by the Graduate School). The student should then contact the graduate Program Specialist to put the defense on the Department calendar and to request a space for the defense.

NOTE: At least two weeks prior to the defense, students must send a copy of the completed dissertation to the Director of Graduate Studies so that a plagiarism check may be run. They should file their Final Defense Report and Conflict of Interest forms online with the Graduate School.

The public dissertation defense lasts for one and a half to two hours, and the format is straightforward.

The student will give a twenty-minute public presentation of their dissertation. The nature of the presentation is up to the student in consultation with their dissertation chair. Typically, students provide a broad overview of the main argument of the dissertation and describe its import, giving brief overviews of individual chapters. Once the presentation is finished, the dissertation committee members take turns asking questions. This first round of questions may last thirty or forty minutes. After the first round of questions, members of the dissertation committee have the option of asking follow-up questions. When the committee is finished asking questions, members of the audience are given the opportunity to ask questions. When all questioning is finished, the student and the audience leave the room so that the dissertation committee can deliberate. When the committee has made its decision regarding the defense, everyone will be invited back into the room.

Once you have successfully defended your dissertation, you may be asked to make minor revisions to the dissertation. These revisions can only be minimal and must be completed within two weeks of the defense date.

Students are responsible for completing the necessary forms after successfully defending the dissertation. They should consult with the graduate Program Specialist to make sure that all of their forms are submitted.

After receiving approval of the dissertation from their committee, the student files a signed title page, a final format approval, a survey of earned doctorates, an exit survey and a form outlining the dissertation title and any previous degrees. These forms can be found on [Completion deadlines and graduation for Ph.D. students](#).

NOTE: The dissertation will not be approved until the student has completed all preliminary requirements—e.g., course distribution requirements, the foreign language requirement, and sixty hours of completed course work; a completed Conflict of Interest Form must also be submitted

alongside the Ph.D. Prospectus and Record of Approval Form following successful Prospectus approval.

Funding

Checklist

- What funding options are available?
- What are the due dates for funding applications?
- What funding are you eligible for?
- Do you know how to apply?
- When are you no longer eligible for funding?

Information

Three categories of funding are available to all doctoral students: graduate assistantships, university fellowships and scholarships, and department scholarships.

Graduate assistantships

GTA/GSA/GRA

Each academic year, new and continuing students are invited to apply for Graduate Teaching Assistantships, Graduate Student Assistantships, and Fellowships (fellowships are awarded to Ph.D. students only).

Students who receive an initial award of funding upon admission or in a later application will receive information about the number of years of funding they can plan on receiving, given continued satisfactory academic standing. For those years, students do not need to submit new application materials each year.

If students wish to apply for an additional year of funding after the initial span of their award, they should submit application materials as described below. There are a limited number of funding opportunities in the department, so the awards are highly competitive. For the guidelines for Graduate Student awards in the department, visit the [Student Awards](#) page on the English Department website. For a full list of available opportunities, visit the [English Department Scholarships and Financial Aid](#) page.

Timing and Availability

Nine-month Graduate Teaching Assistantships (GTAs) typically begin in the Fall term but may be available to start in the Winter term in special circumstances. Depending on availability and approval by the Graduate School, some English graduate students may also be supported via Graduate Student Assistantships (GSAs) and Graduate Research Assistantships (GRAs); these are typically twelve-month appointments that begin during the Fall term.

Fellowships provide an academic year (nine months) of support and, when available, are awarded for both recruiting new students and students completing the dissertation.

Due Date of Applications

New Ph.D. student applications and continuing student funding applications are due January 15th. Most award decisions will begin on or before March 1st and continue until April 15th. Decisions

regarding the reappointment of assistantships are communicated to students no later than June 15th for appointments beginning the following Fall term and December 1st for appointments beginning in the following Winter term.

Application Materials

Students who are seeking new admission to the graduate program in English will find materials about applying for funding on the [Graduate School Funding](#) page and on the [Department of English Admissions](#) page. Application materials for the reappointment of funding or for students applying for funding who are already enrolled but are currently not funded are distributed to all students on an annual basis via the graduate student listserv, but general information on this funding can be found on [Guidelines for Student Awards](#).

Criteria

Graduate Teaching Assistantships, Graduate Student Assistantships, and Fellowships appointed during the academic year (Fall and Winter semesters) are recommended by the Graduate Committee to the Director of Graduate Studies who then recommends them to the Chairperson of the Department in accordance with English Department Bylaws.

Assistantships and fellowships are awarded on a competitive basis to superior students admitted to the M.A. and Ph.D. programs:

- In the case of new student awards for 9-month teaching assistantships and recruiting fellowships, the department considers the promise of and/or present achievement in research and teaching.
- In the case of internal or extended student awards for 9-month teaching assistantships or dissertation completion fellowships, the department considers: the applicant's current academic standing, progress toward the degree and their timeliness in meeting degree benchmarks, teaching excellence and related professional development, and the applicant's promise of and/or present achievement in research.
- In the case of GSA positions, specific hiring criteria are identified at the time of posting.

For students who enter the Ph.D. program with the M.A. degree, transfer credit, and four years of support who are seeking additional support for their 5th year of studies, the Prospectus must be approved before the date of application (January 15).

Ph.D. students who are awarded GTA or GSA funding are limited to a maximum of 5 years of support for that degree, depending on good academic standing and excellence in teaching or service, as relevant to the appointment.

If you are unsure if you are eligible to apply for funding, please contact the DGS.

Summer Teaching

Graduate Teaching Assistantships appointed during the Spring/Summer term are recommended by the Department's Scheduling Committee (consisting of the Chair, Associate Chair, Director of Composition, Director of Graduate Studies, and the Academic Services Officer working with the

Scheduling Committee) and approved by the Chairperson of the Department. Current GTAs and GSAs may apply to teach summer courses in the English Department via a GTA appointment.

Applications for summer teaching are typically due April 15 for positions beginning the following Spring/Summer term; notifications are made on a rolling basis between the time of application and the start of the semester. In the case of hiring for summer teaching, hiring criteria will be identified at the time of posting.

GEOC

Many students holding Graduate Assistantship positions are represented by the Graduate Employees Organizing Committee (GEOC). You can find more information about the GEOC on [GEOCWSU](#).

Nondiscrimination Statement (Article X of the Collective Bargaining Agreement between WSU and the Graduate Employees Organizing Committee-American Federation of Teachers):

Wayne State University and the GEOC recognize an obligation and reaffirm their commitment to achieve equal employment opportunity, non-discrimination, and non-harassment within the University. Accordingly, it is agreed that, consistent with University policies, the University and members of the bargaining unit shall not discriminate or harass on the basis of race, color, veteran status, height, weight, ethnicity, religion, creed, political affiliation, political beliefs, membership in any social or political organization, national origin, ancestry, marital or parental status, age, gender, gender identity or expression, pregnancy, sexual orientation, disability, or HIV status, of those capable of performing their professional duties.

Fellowships and University Scholarships

Students have the opportunity to apply for a number of department and university fellowships and scholarships. Application deadlines will be announced annually as appropriate by the Graduate Director but often occur during the Winter semester.

Below is a partial list of recurring fellowship and scholarship opportunities available to doctoral students in English:

The DeRoy Dissertation Fellowship is distributed to doctoral students by the English Department Director of Graduate Studies in consultation with the Department Graduate Committee.

Thomas Rumble Fellowships are distributed to entering or continuing doctoral students by the Director of Graduate Studies in consultation with the Department Graduate Committee.

Graduate Professional Scholarships provide tuition for up to 10 credits of coursework for both fall and winter semester. The application deadline is typically March 1 for the next academic year. Information and applications are available on the [Scholarships](#) page of the Graduate School website.

The Humanities Center Doctoral Dissertation Fellowship is awarded annually by the Humanities Center. The application deadline is in the Fall semester. Please check the [Humanities Center](#) for availability and deadlines.

Department Scholarships

Each year the English Department offers multiple scholarships. The application deadline is March 1. You can apply for department scholarships through [AcademicWorks](#).

To be considered for any financial need-based department scholarship, you must have a current FAFSA form on file. You can complete the [FAFSA](#) here.

Below is a partial list of department scholarships. Details on requirements for each are available through [AcademicWorks](#).

- Albert Feigenson Endowed Scholarship Fund
- Daniel Keyes Family Graduate Scholarships in Creative Writing
- Dennis M. Turner Memorial Scholarship
- Doretta Burke Sheill Endowed Memorial Scholarship Fund
- Dr. Karen Louise Haslanger Vaneman Memorial Endowed Scholarship
- Loughead-Eldredge Endowed Fund in Creative Writing
- Louise Heck-Rabi Endowed Scholarship in Dramatic Writing
- Pearl Applebaum Warn Endowed Scholarship in English
- Professor Arnold Goldsmith Endowed Scholarship in English
- Thomas R. Jasina+ Endowed Scholarship in English
- Terrance King Endowed Memorial Fellowship in English

Links to University Resources

[Department Scholarships](#)

[FAFSA](#)

[Graduate Professional Scholarships](#)

[Graduate Assistantships](#)

[GEOC](#)

Professionalization

Checklist

- Are you participating on department committees?
- Are you participating in other on-campus organizations and groups?
- Are you presenting at conferences?
- Do you need to apply for a travel award?
- Are you attending workshops offered across the university?
- Are you writing and submitting grants and/or journal articles?
- Are you preparing for the job market?

Information

Professionalization opportunities involve activities outside degree requirements that prepare you for a career. These include, but are not limited to, opportunities to serve on department, college, and university committees; present at conferences; participate in workshops available across campus; as well as submit work for publication and apply for grant funding.

Department committee service

All graduate students may volunteer to serve on department committees. At the start of the academic year, the Director of Graduate Studies solicits self-nominations from all graduate students for department committee service. You are invited to nominate yourself for any and all available committees. Graduate students are appointed to department committees from the list of self-nominations. Decisions on who gets appointed to what committee are made by committee chairs in consultation with the department's Policy Committee.

If you would like to know more about any of the department's committees, please consult the DGS or the chairperson of the Policy Committee.

Student Groups and Organizations

There are several student groups and organizations that you may be interested in joining at Wayne State. To find out about university-sponsored groups, visit [Dean of Student's Office Student Organizations](#). You can also visit [English Department's Student Clubs and Groups](#).

Conference Travel

Conference presentation is an encouraged professionalization activity. The department supports graduate student travel to conferences through a limited number of competitive graduate student professional travel awards. There are two awards periods each academic year: one announced at the beginning of the Fall semester, and one announced at the beginning of the Winter semester. Students are limited to one department travel award each year.

Any money received for a travel award may be used for more than one conference up to the total amount awarded.

The Humanities Center graduate travel program also funds conference travel. Consult the [Humanities Center](#) for deadlines and information. The Graduate School also offers travel funding. Consult [Graduate School Travel Funding](#) for deadlines and information.

University workshops

Workshops are held throughout the year across the university. To stay up-to-date with these events, visit the [Wayne State Main Events Calendar](#) or the following websites:

- [Graduate School](#)
- [Humanities Center](#)
- [Office of Teaching and Learning](#)

Job search

When you near the completion of your degree and you are preparing to go on the job market, contact the Director of Graduate Studies to review your written job materials and schedule mock interviews and practice job talks.

The written materials required for almost all faculty positions are:

- a cover letter
- a CV
- a writing sample
- a statement of teaching philosophy

Other materials often required include:

- sample syllabi
- a research statement
- a statement of diversity, equity, and inclusion

It is a good idea to begin preparing these materials early in the program and revise them as you progress toward your degree. For example, you can start a CV and add to it as you increase your professional activity. You can also draft a statement of teaching philosophy and revise it as you gain more experience teaching.

Be sure to talk to your Dissertation Committee early about securing letters of recommendation so that they can be prepared to write them for you. A general rule of thumb is to give a letter writer at least one month to write a letter on your behalf.

Links to Resources

[Academic Jobs Wiki](#)

[Inside Higher Ed Careers](#)

[MLA Job List](#)

Policies, Procedures, University Requirements

Checklist

- Have you completed all necessary forms?
- Do you need a time extension?

Information

Satisfactory Academic Progress

Students maintain satisfactory academic progress through satisfying enrollment requirements, maintaining at least a 3.0 GPA overall and each semester, and meeting degree benchmarks (completing a Plan of Work, filing yearly Annual Reviews and Individual Development Plans, passing the Qualifying Examination within two attempts, filing the candidacy form, having the Prospectus approved, and completing the dissertation defense) in a timely manner.

Probationary Status

Probationary status will be applied when students do not meet degree benchmarks in a timely way or otherwise do not maintain satisfactory academic progress. Students are expected to complete the Qualifying Examination in the semester after they earn 60 credit hours (inclusive of transfer credit), and students are expected to have their Prospectus approved within six months of the completion of the Qualifying Examination. If there is a lapse of more than two semesters (Fall and Winter) after a student earns 60 credit hours of coursework and the Qualifying Examination has not been attempted, the student will be informed in writing that they are in a probationary status. If two semesters lapse after the successful completion of the Qualifying Examination and the Prospectus has not been approved, then the student will be informed in writing they are in a probationary status. Students must meet the identified benchmark within the probationary period, which will not exceed two semesters. If they do not meet the benchmark within that probationary period, they will be dismissed from the program. During a probationary period, students are ineligible to apply for additional internal funding (Graduate Teaching Assistantships, Graduate Student Assistantships, or Fellowships), the Summer Dissertation Fellowship, department scholarships, or travel support. A student in probationary status should consult with his or her Dissertation Director and the DGS to create a plan for meeting their benchmarks successfully.

Grades

The Graduate student grading scale is available [in the Graduate Bulletin](#).

Students must maintain a minimum 3.0 grade point average overall and each semester. While some individual grades may fall below 3.0, they are considered inadequate for graduate work. Students receiving funding must earn a 3.0 GPA each semester for the continuation of funding. Students whose overall GPA falls below a 3.0 will have a registration hold placed automatically. Students should then consult with their Dissertation Director and the DGS to develop a plan to raise their GPA by repeating up to two courses; when the written plan has been made, the DGS will request that the hold be lifted so the student may register. Failure to raise the overall GPA above 3.0 within one year will result in dismissal from the program.

Students may repeat up to two courses when they have earned a grade of B- or below. University financial support is not available for repeated coursework. Both the original and repeated grades will appear on the academic transcript, but only the second grade is calculated in the GPA.

Final grades are recorded under the following system:

A: Excellent (4.0 per credit hour)

A-: (3.67 per credit hour)

B+: (3.33 per credit hour)

B: Good (3.0 per credit hour)

B-: Below graduate standards (2.67 per credit hour)

C+: Below graduate standards (2.33 per credit hour)

C: Below graduate standards (2.0 per credit hour)

F: Failure (0 per credit hour)

M (Marginal Pass): Marginal Pass in designated courses such as field work, practicums and internships (not considered in calculation of grade point average)

S and U (Satisfactory and Unsatisfactory): Satisfactory and Unsatisfactory performance in non-degree courses and in certain designated courses such as field work, practicums and internships. The grade of 'S' is given for all dissertation credits upon final acceptance of the dissertation in partial fulfillment of the requirements for the Ph.D. and Ed.D. degrees. 'S' and 'U' grades are not considered in the calculation of the grade point average, but courses completed with an 'S' grade may count toward a degree

I (Incomplete): The mark of I (Incomplete) is given to a student when he/she has not completed all of the course work as planned for the term and when there is, in the judgment of the instructor, a reasonable probability that the student will complete the course successfully without again attending regular class sessions. The student should be passing at the time the grade of I is given. A written contract specifying the work to be completed should be signed by the student and instructor. Responsibility for completing all course work rests with the student.

The mark of I will be changed to a letter grade when the student completes the course work as arranged with the instructor or, if the instructor has left the University, with the Chairperson of the Department or other instructional unit. Work must be completed within one calendar year. There are NO extensions.

The mark of I will not be awarded if, in the instructor's judgment, it is necessary for the student to attend subsequent sessions of the class. If regular attendance is necessary to complete coursework, the student must register for the class for the semester in which attendance is planned. The student will be assessed tuition and applicable fees for the second registration. If the student decides to register for the course, subsequent to the assignment of an I, then the mark of I for the original election will be changed to a Withdrawal/Passing (WP), and the student will be responsible for tuition and applicable fees for the second registration. Students are responsible for notifying their

department and the department offering the course that they have reregistered for the course so that the I is not changed to an F.

Any unchanged mark of I will, within one calendar year from the time it was received, be changed to a grade of F or failure. This will not be changed after the I is replaced.

WF (Official Withdrawal Failing): The mark of WF (Official Withdrawal Failing) is given when the student withdraws from the course in accordance with University policy and the student had earned a failing grade as of the date the withdrawal is approved.

WN (Official Withdrawal No Basis for Letter Grade): The mark of WN (Official Withdrawal No Basis for Letter Grade) is given to students when there is no basis for a letter grade.

WP (Official Withdrawal Passing): The mark of WP (Official Withdrawal Passing) is given when the student drops the course in accordance with University policy and the student had earned a passing grade as of the date the withdrawal is approved.

Students who request course withdrawals in the fifth week of the term or later will receive the notation of **WP** (withdrawal with a passing grade earned to date), **WF** (withdrawal with a failing grade earned to date), and **WN** (withdrawal having never attended or no graded work to date). Students may initiate withdrawals through [Academica.com](https://www.academica.com), and the last day to withdraw from a course is published each semester by the Registrar's office (reg.wayne.edu). Carefully review the guidance about withdrawals and Federal aid provided by the Office of Financial Aid to gauge the impact of doing so on that funding.

Z (Auditor): The mark of Z (Auditor) is given when the student has formally registered for the course for audit. The student's Academic Dean or his/ her designee must provide written audit authorization to the student at the time of registration.

Y (Deferred): A grade of Y (Deferred) is reserved only for ENG 7999, ENG 8999, and Dissertation Maintenance Courses (ENG 9991 – ENG 9995). In these courses, it can be expected that the work of the course is planned to continue beyond one semester. When the work is completed, the Y grades are changed. In the case of Y grades that are assigned to Dissertation Maintenance credits, they are changed to S (Satisfactory) at the time of the student's graduation.

Grade Appeals

Students may appeal final grades in coursework (but not individual assignment grades) according to procedures published by the College of Liberal Arts and Sciences. Students should first seek to settle grade disputes informally with the instructor. If this does not result in a satisfactory conclusion, a formal grade appeal may be filed within 30 days of the time the student has or should have received a final grade. The College of Liberal Arts and Sciences Grade Appeal Procedures are published on the CLAS website (clas.wayne.edu).

Other Appeals

Students may appeal program decisions by first discussing the matter with the DGS within 30 days of the DGS's notification of the decision under discussion. If the matter is not satisfactorily resolved for the student, the next step is petitioning the Graduate Committee in writing within 30 days of the conference with the DGS. If the matter arises during the Spring/Summer semester, the Graduate

Committee will consider it during the first meeting in the Fall semester. If the student wishes to appeal the decision of the Graduate Committee, they may contact the Department Chairperson within 10 days of the Graduate Committee's written notification. Should the matter not be resolved by the Chairperson, the student may follow procedures for appeal as outlined by the College of Liberal Arts and Sciences, the University Bulletin, and by the Graduate School.

Exceptions

A student who wishes to request an exception to any of the Ph.D. program requirements should file a written, detailed petition with his or her Dissertation Director. If the Dissertation Director approves the petition, they will forward it, along with his or her recommendation, to the DGS, who will consider it with the Graduate Committee and the Department Chair. If approved by the department, and the exception is for a university requirement, the petition will be forwarded to the Graduate School. All exceptions must ultimately be approved by the Graduate School. Appeals of decisions follow the same process; appeals of Graduate School decisions may be presented to the Provost.

Time Limitation

Students have a seven-year time limit to complete all requirements for the Ph.D. degree. The seven-year period begins with the end of the semester during which the student was admitted to doctoral study and was completing work toward meeting the requirements for the degree.

Time extension

After seven years: a student may request a time extension. To initiate a time extension request, complete the Time Extension Request form available at the [Forms for PhD students](#) link of the Graduate School webpage.

If the Dissertation Director supports the request, it is forwarded to the DGS, and if approved, it is reviewed by the Graduate School. The petition must include information concerning the reasons for the request, an explanation of how the student's circumstances have changed to enable her or him now to complete the dissertation, compelling evidence that the student's dissertation is in progress, a plan and timeline for completion of the dissertation and an explanation of how the student has remained current in her or his field.

After ten years: If students do not complete the program within ten years of their applicant date with approved time extensions, the Qualifying Examination must be repeated. Students who have been granted time extensions must complete all program requirements within twelve years of the application date. Time Extension Requests will not be supported by the DGS if there is not an approved dissertation Prospectus and/or if the evidence of progress is insufficient.

Leaves of Absence

Students requesting a leave of absence from the Ph.D. program for any reason should be in touch directly with the Director of Graduate Studies and submit their request in writing.

Requests for a leave of absence for more than one semester will be reviewed by both the Director of Graduate Studies and the Chairperson and subject to approval from the Graduate School. Leaves of absence, when granted, do not pause the seven-year time limitation of the Ph.D. degree. For specific

information and requirements for maternal leaves of absence for GTAs and GSAs, consult the Collective Bargaining Agreement between WSU and the Graduate Employees Organizing Committee-American Federation of Teachers.

University Requirements

In addition to all departmental requirements for the Ph.D. program, English Ph.D. students must also abide by all of the following university-level requirements, which are available on the [Graduate School](#) webpage.

Residency: The Ph.D. requirement of one year of residence is met by the completion of at least six graduate credits in course work, exclusive of dissertation, in each of two successive semesters. In addition, all doctoral students must have taken at least 30 hours of course work (exclusive of candidate status credits) at WSU.

Distribution of Credits: A minimum of 90 credits is required for the Ph.D., including at least 60 hours in coursework that satisfies the following requirements:

- A minimum of 12 hours in the major
- At least 30 credit hours at the 7000-8000 level or above (the remaining credits may be course work, directed study, or research distributed over the major)
- Four semesters of consecutive enrollment under Candidate Status (English 9991, 9992, 9993, 9994).

Directed Study Credits: No more than 12 credits of Directed Study courses may be counted toward the minimum credit requirement for the Ph.D. degree. Students who are enrolled in both the M.A. and Ph.D. programs (who enter with the B.A. only) have access to the directed study credit limits for both degree programs.

Course Load: The typical course load for full-time graduate students (including holders of Graduate Professional Scholarships and Graduate Fellowships) is 8 hours/semester. The maximum allowable is 16 credit hours/semester. The course load for Graduate Teaching or Research Assistants in order to maintain funding is a minimum of 8 credits each semester.

Be Aware: Enrolling for less than 8 credits/semester can impact financial aid for fellowship and international students. Check with the [Office of Financial Aid](#) with all questions about enrollment and financial aid.

Transfer Credits: A maximum of 30 graduate credit hours may be transferred from another institution. Only courses for which the final grade was B or better may be used for transfer credit. To request transfer credits, the student must submit a Transfer of Credit Form along with the Plan of Work.

Plan of Work: The Plan of Work, which lists courses completed and proposed, must be submitted to the Graduate Office for approval before 40 credit hours have been completed. The Plan of Work is devised by the student under the supervision of the Director of Graduate Studies and is submitted on a special form.

Dissertation Credits: No course work is involved in taking Candidate Status registration numbers (ENG 9991, 9992, 9993, 9994). The Graduate School, not the English Department, authorizes registration in all ENG 999X courses. You can request an override to register for any of the ENG 999X courses by sending an email to phdstudents@wayne.edu.

Time Limit: The time limit for completion of the Ph.D. is seven years dating from the end of the first semester in which classes are taken as a doctoral applicant. The form for requesting extensions to this limit is available on the Graduate School website.

Links to University Resources

[Graduate School](#)

[Financial Aid](#)

[Forms for PhD Students](#)

Appendix A: Sample Forms

Below are some of the forms you will need to complete. Refer to the appropriate sections above for information on when and how to complete these forms. You may need to complete additional forms as necessary. All forms are available on the [Forms for PhD students](#) link on the [Graduate School](#) website or on the [Graduate Programs in English](#) page on the [College of Liberal Arts and Sciences](#) website.

Remember, for all forms:

- Where it asks **“Is there an academic service officer?”**
- Select **“Yes.”**
- Enter **“Laurean Butcher”** (Access ID: hm8081)

Sample Plan of Work – Rhetoric and Composition



Ph.D. Office, 5057 Woodward, Room 6303, Detroit, MI, 48202, USA
Phone: 313.577.2170 | phdstudents@wayne.edu

PHD4L21v4

PLAN OF WORK Doctor of Philosophy

All students are encouraged to submit a Plan of Work by the end of their first year in the PhD program.
Students must submit a Plan of Work prior to completing 40 credits of coursework, including any transfer courses.

Today's date: 06/01/2022

Student's First Name: WSU Access ID:
 Student's Last Name: Access ID Email:
 Department: English Program: Ph.D.
 Major: Rhet/Comp Minor: Minor:
 Is this a revised submission for Veterans/military benefit or OISS? -- Please Select --

For Major, enter Rhet/Comp or Lit, no entries for Minors

INSTRUCTIONS:

- List all WSU credits earned or to be earned that you would like to apply toward fulfillment of Ph.D. requirements, including master's credits earned at Wayne State that you wish to apply to the Ph.D. If you do not know exactly when a course will be offered in future, consult with the graduate program director to make a best guess.
- Make sure that your plan reflects all program requirements, as well as the university requirements that 30 or more course credits are completed at Wayne State AND that 30 or more credits (not counting the dissertation sequence) are completed at the doctoral level (7000 or higher).
- If **transferring credits** from another institution or the WSU School of Medicine, fill out an approved Transfer of Credit form listing all courses/credits taken outside WSU that are to be applied toward the program credit total and submit it at the same time as the Plan of Work. **Do not list these courses individually on the Plan of Work.** Instead, indicate the total number of credits transferred in the appropriate box at the end of the following table.
- Please note that 32 credits is the maximum allowed in combined total for transfer, whether from prior study at Wayne State or from other institutions.
- GS 0900 is required for graduation for PhD students in all programs. Please indicate which semester you have taken or plan on taking this course.

Dept. & No.	Semester	Course Title	Major	Minor	Other
GS 0900		Essential Research Practices: Responsible Conduct of Research			0
ENG 7001	F22	Introduction to Doctoral Studies	3		
ENG 7061	F22	Rhetorical Theory	3		
ENG 8007	F22	Seminar in Rhetoric	3		
ENG 6002	W23	Teaching of Literary and Cultural Studies	2		
ENG 7007	W23	Composition Theory	3		
ENG 7063	W23	Historical Studies in Composition	3		
ENG 7820	W23	Graduate Internship	2		
ENG 7064	F23	Teaching of Writing	3		
ENG 7850	F23	Pedagogical Practicum I	2		
ENG 7990	F23	Directed Study	2		
ENG 7062	F23	Designing Research in Composition and Rhetoric	3		

Enter planned course work.

Semester is F (fall), W (winter), or S (spring/summer) followed by 2-digit year

Dept. & No.	Semester	Course Title	Major	Minor	Other
ENG 7860	W24	Pedagogical Practicum II	2		
ENG 9991	W24	Doctoral Candidate Status I	7.5		
ENG 9992	F24	Doctoral Candidate Status II	7.5		
ENG 9993	W25	Doctoral Candidate Status III	7.5		
ENG 9994	F25	Doctoral Candidate Status IV	7.5		

ENG 9991-9994 are mandatory for all plans

TOTAL 61.00 0.00 0.00

WSU CREDIT	61.00
TRANSFER CREDIT (32 credit max)	31
PROGRAM TOTAL (90 credit min)	92.00

Enter approved credits from TOC form

Total should be at least 90

To be completed by the student:

Is there an Academic Service Advisor or another designated person in your department reviewing Ph.D. paperwork before you submit it to your Faculty Advisor and Graduate Director? If you are unsure, select 'No'.

Select Yes

Please provide the name and AccessID (i.e. AB1234) for your departmental Academic Service Advisor or another designated person.

First Name	Last Name	Access ID (i.e. AB1234)	Access ID Email (i.e. AB1234@wayne.edu)
Academic Service Officer:			
*Laurean	*Butcher	*hm8081	*hm8081@wayne.edu

Enter the Program Specialist

Please provide the name and AccessID (i.e. AB1234) for your Faculty Advisor and departmental Graduate Director.

Faculty Advisor:			
*Your Dissertation	*Director	*xx0000	*xx0000@wayne.edu
Graduate Director:			
*Chera	*Kee	*eu0610	*eu0610@wayne.edu

If you do not have a Dissertation Director identified, enter the Graduate Director as your Faculty Advisor

Graduate Director's Comments:

Check this box if you are enrolled in a joint degree program.

Graduate School Approval

Submission approved? * -- Please Select -- Approval

Graduate School Choose File no file selected

Upload: Files over 25 MB will not be accepted

Check if a signature override was required.

Graduate School Comments:

Click "NEXT" to submit your electronic signature.

Be sure to Save or Continue

Save Progress Next

Sample Plan of Work – Literary and Cultural Studies



Ph.D. Office, 5957 Woodward, Room 6303, Detroit, MI, 48202, USA
Phone: 313.577.2170 | phdstudents@wayne.edu

PHD4L21v4

PLAN OF WORK Doctor of Philosophy

All students are encouraged to submit a Plan of Work by the end of their first year in the PhD program.
Students must submit a Plan of Work prior to completing 40 credits of coursework, including any transfer courses.

Today's date: * 06/01/2022

Student's First Name: WSU Access ID:
 Student's Last Name: Access ID Email:
 Department: * English Program: * Ph.D.
 Major: Lit Minor: Minor:

Is this a revised submission for Veterans/military benefit or OISS? * -- Please Select --

For Major, enter Rhet/Comp or Lit, no entries for Minors

INSTRUCTIONS:

- List all WSU credits earned or to be earned that you would like to apply toward fulfillment of Ph.D. requirements, including master's credits earned at Wayne State that you wish to apply to the Ph.D. If you do not know exactly when a course will be offered in future, consult with the graduate program director to make a best guess.
- Make sure that your plan reflects all program requirements, as well as the university requirements that 30 or more course credits are completed at Wayne State AND that 30 or more credits (not counting the dissertation sequence) are completed at the doctoral level (7000 or higher).
- If **transferring credits** from another institution or the WSU School of Medicine, fill out an approved Transfer of Credit form listing all courses/credits taken outside WSU that are to be applied toward the program credit total and submit it at the same time as the Plan of Work. **Do not list these courses individually on the Plan of Work.** Instead, indicate the total number of credits transferred in the appropriate box at the end of the following table.
- Please note that 32 credits is the maximum allowed in combined total for transfer, whether from prior study at Wayne State or from other institutions.
- GS 0900 is required for graduation for PhD students in all programs. Please indicate which semester you have taken or plan on taking this course.

Dept. & No.	Semester	Course Title	Major	Minor	Other
GS 0900	*	Essential Research Practices: Responsible Conduct of Research			0
ENG 7001	F22	Issues in Critical Theory	3.		
ENG 7043	F22	20th C American Lit	3.		
ENG 8006	F22	Seminar Film and Media Studies	3.		
ENG 7033	W23	Postmodernism	3.		
ENG 7990	W23	Directed Study	2.		
ENG 7053	W23	Film and Media Genres	4.		
ENG 5300	W23	20th C British Lit	3.		
ENG 6001	F23	Pedagogical Practicum I	3.		
ENG 8008	F23	Seminar in Theory	3.		
ENG 6004	F23	Pedagogical Practicum II	3.		
ENG 7033	F23	Postmodernism	3.		

Enter planned course work.

Semester is F (fall), W (winter), or S (spring/summer) followed by 2-digit year

Dept. & No.	Semester	Course Title	Major	Minor	Other
ENG 8998	W24	Prospectus and Dissertation Workshop	3.		
ENG 9991	W24	Doctoral Candidate Status I	7.5		
ENG 9992	F24	Doctoral Candidate Status II	7.5		
ENG 9993	W25	Doctoral Candidate Status III	7.5		
ENG 9994	F25	Doctoral Candidate Status IV	7.5		
ENG 9995	W26	Doctoral Candidate Maintenance			
ENG 9995	F26	Doctoral Candidate Maintenance			

ENG 9991-9994 are mandatory for all plans

TOTAL 64.00 0.00 0.00

WSU CREDIT	64.00
TRANSFER CREDIT (32 credit max)	30.
PROGRAM TOTAL (90 credit min)	94.00

Enter approved credits from TOC form

Total should be at least 90

To be completed by the student:

Is there an Academic Service Advisor or another designated person in your department reviewing Ph.D. paperwork before you submit it to your Faculty Advisor and Graduate Director? If you are unsure, select 'No'.

Select Yes

Please provide the name and AccessID (i.e. AB1234) for your departmental Academic Service Advisor or another designated person.

First Name	Last Name	Access ID (i.e. AB1234)	Access ID Email (i.e. AB1234@wayne.edu)
Academic Service Officer:			
*Laurean	*Butcher	*hm8081	*hm8081@wayne.edu

Enter the Program Specialist

Please provide the name and AccessID (i.e. AB1234) for your Faculty Advisor and departmental Graduate Director.

Faculty Advisor:			
*Your Dissertation	*Director	*xx0000	*xx0000@wayne.edu
Graduate Director:			
*Chera	*Kee	*eu0610	*eu0610@wayne.edu

If you do not have a Dissertation Director identified, enter the Graduate Director as your Faculty Advisor

Graduate Director's Comments:

Check this box if you are enrolled in a joint degree program.

Graduate School Approval

Submission approved? * -- Please Select -- Approval Date:

Graduate School Upload: no file selected
Files over 25 MB will not be accepted

Check if a signature override was required.

Graduate School Comments:

Click "[NEXT](#)" to submit your electronic signature.

Be sure to Save or Continue

Sample Petition for the Language Requirement

Wayne State University, Department of English -- Petition for the Language Requirement

Name _____ Date: _____

Program: Ph.D. M.A. Plan B

Academic Adviser (Faculty Adviser or DGS) Chera Kee

**If you do not have a
Dissertation Director
identified, enter the
Graduate Director as
your Faculty Adviser**

Proposed plan for fulfilling the language requirement, including how it will be demonstrated (through an examination or through coursework), a timeline for completing the requirement, and the relationship of the language proficiency to the student's academic project (s) or career goals:

This requirement was fulfilled by taking the Arabic Translation exam in F2021.

OR

If the student is applying for a waiver of the Language Requirement, provide a brief rationale:
My dissertation research (American film) does not require proficiency in a foreign language.

Is this a revision? Yes No / Previous petition date: _____

Student signature and date

Determination of the Academic Adviser or DGS regarding the Language Requirement:

Academic adviser signature and date

Director of Graduate Studies signature and date

Please turn this form in to the DGS at the time the Plan of Work is completed – in the semester of 40 credit hours for Ph.D. students (including transfer credits) or 10 credit hours for M.A. Plan B students. A copy of these approvals will be kept in the student's file and a copy of the approved petition along with the result will be returned to the student.

Sample QE Request Form

Department of English Ph.D. Qualifying Exam Request Form

Wayne State University Department of English, 5057 Woodward Avenue Suite 9408, Detroit, MI 48230

I Student Information

Name _____

Date _____

(First) _____ (Last) _____

Email			
Entry Term (Semester/Year)	19	Concentration	
Field and Emphasis (es)			
QE Faculty Advisor:	enter QE Director here		

II Course List

- Fill out the table below with courses from your studies (transfer and WSU) that support the proposed area of study and emphasis (es).
- Check here if this is a revised form.

University	Course Number & Name	Instructor	Semester/Year
			18
			18
			2019
			19
			20
			21

III Graduate Committee's Assignment of QE Committee Members

To be filled out by the Graduate Committee upon review of the request.

Member	add committee members here
Member	

IV Approval

Director of Graduate Studies

Date

Appendix B: Program Learning Outcomes for the Ph.D. Program in English

Students will be able to:

- Demonstrate proficiency in their field.
- Conduct scholarly and professional activities in an ethical manner.
- Meet degree benchmarks in a timely manner.
- Create and defend scholarly work that makes a contribution to knowledge in the field.

Appendix C: Graduate Course Learning Outcomes

For courses offered for both undergraduate and graduate credit, these outcomes are in addition to the departmental undergraduate course learning outcomes:

For 5000-level courses (excluding creative writing) the graduate learning outcomes include the undergraduate outcomes plus:

- Write arguments that are coherent, organized, and consistent.
- Engage in scholarly conversations in the field as part of advanced research.
- Relate course knowledge to issues within English Studies.
- Successfully apply appropriate field-specific and interdisciplinary methodologies to the course topic.
- For 5000-level creative writing courses the graduate learning outcomes include the undergraduate outcomes plus:
- Create original work that is situated in and exhibits awareness of relevant contemporary and historical creative work.
- Apply appropriate field-specific and interdisciplinary methodologies to the course topic.

ENG 6800 – Advanced Creative Writing

- Analyze exemplary works in order to recognize, evaluate, imitate, and experiment with the stylistic and formal choices their authors made.
- Compose original work that exhibits a grasp of the contemporary and historical writings in the field.
- Revise and edit early drafts in response to criticism
- Create a portfolio of writing that includes an artist’s statement, critical reflection, and/or strategies for publication.

For courses offered for Graduate credit only, students completing these courses will be able to:

ENG 6001 and other pedagogical practica:

- Produce pedagogical materials that reflect accepted practices in the field.
- Locate, evaluate, and integrate teaching practices in the context of relevant contemporary and historical scholarship.

ENG 7001 -- 7007:

- Write arguments that are coherent, organized, consistent, and of sustained length.
- Demonstrate knowledge of foundational theoretical and critical texts.
- Historicize and contextualize foundational theoretical and critical texts.
- Employ critical methodologies appropriate both to the practice of theorizing and to their disciplines.

ENG 7011—7066 & 7840

- Write arguments that are coherent, organized, consistent, and of sustained length.

- Demonstrate analytical and critical knowledge of a representative variety of primary and secondary texts.
- Successfully apply theoretical approaches within scholarship in the field.
- Identify and enter into ongoing critical conversations in the field.

For ENG 7800

- Analyze exemplary works in order to recognize, evaluate, imitate, and experiment with the stylistic and formal choices their authors made.
- Compose original work that exhibits a grasp of the contemporary and historical writings in the field.
- Create a portfolio of writing that includes an artist's statement, critical reflection, and/or strategies for publication.

ENG 7990 -- Directed Study in English

- Write arguments that are coherent, organized, consistent, and of sustained length.
- Engage in scholarly conversations in the field through the production of advanced research.
- Relate course knowledge to issues within English Studies.
- Apply appropriate field-specific and interdisciplinary methodologies to the course topic.

8000-level courses:

- Write original arguments that are coherent, organized, consistent, and of sustained length.
- Demonstrate analytical and critical knowledge of relevant primary and secondary texts.
- Locate and contextualize a research topic within a broader field.
- Apply key methods for advanced research in the field.
- Participate as a scholar within ongoing critical conversations in the field.

Appendix D: Sample Ph.D. Trajectory

What might your trajectory through the Ph.D. program look like?*

For a student in the *Literature, Culture, Media and Writing* concentration who will have 30 transfer credits and has a GTA-ship:

	Fall	Winter	Notes
Year one	GS 0900 (required) ENG 7001 (required) ENG 7056 ENG 7850 (required for new GTAs) *you will teach one course this semester	ENG 6002 (second teaching practica) ENG 7004 ENG 7044 * you will teach two courses this semester	By the end of the Winter semester, you will want to file your Plan of Work and Transfer of Credits forms. By the end of this year, you should also be thinking about your dissertation project and a possible QE committee.
Year two	ENG 7033 ENG 7044 ENG 8008	ENG 7003 ENG 7860 (if you are a GTA, you will be required to take this) ENG 8006	If you haven't already, you will need to start forming the QE committee this year with plans on taking it next year. At this point, the student has earned 35 credits towards the degree. That plus the 30 transfer credits = 65 credits. The student is ready to take the QEs.
Year three	ENG 9991 You will schedule the QE to happen sometime this semester	ENG 9992 You should be working on your prospectus	You will only be able to enroll in 9992 if you take and pass your Qualifying Exams. Aim to have your prospectus meeting either one or two semesters after passing your QEs
Year four	ENG 9993 Prospectus meeting Start working on the dissertation	ENG 9994 Dissertating Apply for continuing funding and/or fellowships	
Year five	ENG 9995 Dissertating	ENG 9995 Finalizing the dissertation, applying for	Once you have completed 9991-9994, you will enroll in 9995 every semester until you graduate.

		graduation, and defending the dissertation	
--	--	--	--

For a student in the *Rhetoric and Writing Studies* concentration who will have 30 transfer credits and has a fellowship for year one and then will have a GTA:

	Fall	Winter	Notes
Year one	ENG 7001 ENG 7007 (required) ENG 7061 (required)	ENG 6005 ENG 7062 (required) ENG 7065 (required)	By the end of the Winter semester, you will want to file your Plan of Work and Transfer of Credits forms. By the end of this year, you should also be thinking about your dissertation project and a possible QE committee.
Year two	ENG 7063 (required) ENG 7820 (required) ENG 7850 (required for GTAs) *you will teach one course this semester	ENG 7840 ENG 7860 (required for GTAs) ENG 8007 (required) * you will teach two courses this semester	If you haven't already, you will need to start forming the QE committee this year with plans on taking it next year. At this point, the student has earned 34 credits towards the degree. That plus the 30 transfer credits = 64 credits. The student is ready to take the QEs.
Year three	ENG 9991 You will schedule the QE to happen sometime this semester	ENG 9992 You should be working on your prospectus	You will only be able to enroll in 9992 if you take and pass your Qualifying Exams. Aim to have your prospectus meeting either one or two semesters after passing your QEs
Year four	ENG 9993 Prospectus meeting	ENG 9994 Dissertating	

	Start working on the dissertation	Apply for continuing funding and/or fellowships	
Year five	ENG 9995 Dissertating	ENG 9995 Finalizing the dissertation, applying for graduation, and defending the dissertation	Once you have completed 9991-9994, you will enroll in 9995 every semester until you graduate.

For a student in the *Literature, Culture, Media and Writing* concentration coming straight from the BA who has a GTA-ship:

	Fall	Winter	Notes
Year one	GS 0900 (required) ENG 7001 (required) ENG 7056 ENG 7850 (required for new GTAs) *you will teach one course this semester	ENG 6002 (second teaching practica) ENG 7004 ENG 7044 * you will teach two courses this semester	
Year two	ENG 7003 ENG 7033 ENG 7044	ENG 7005 ENG 7025 ENG 7860 (if you are a GTA, you will be required to take this)	By the end of this year, you should also be thinking about your dissertation project and a possible QE committee.
Year three	ENG 7014 ENG 6003 ENG 8008	ENG 7820 ENG 7024 ENG 8006	By the end of the Fall semester, you will want to file your Plan of Work form. If you haven't already, you will need to start forming the QE committee this year with plans on taking it next year.
Year four	ENG 7045 ENG 7053 ENG 7990	ENG 9991 You will schedule the QE to happen sometime this semester	At the end of the Fall semester, the student has earned 60 credits towards the degree. The student is ready to take the QEs during the Winter semester.

			You will only be able to enroll in 9992 if you take and pass your Qualifying Exams.
Year five	ENG 9992 You should be working on your prospectus Prospectus meeting	ENG 9993 Start working on the dissertation	Aim to have your prospectus meeting either one or two semesters after passing your QEs
Year six	ENG 9994 Dissertating	ENG 9995 Finalizing the dissertation, applying for graduation, and defending the dissertation	Once you have completed 9991-9994, you will enroll in 9995 every semester until you graduate.

*These tables are intended for informational purposes only. Students will move through the Ph.D. program in various ways, taking various amounts of time as their needs dictate.

Appendix E: Rough Calendar for Graduate Students in English

Entries in **brown** represent events/activities related to the **Spring/Summer semesters**.

Entries in **blue** represent events/activities related to the **Fall semester**.

Entries in **green** represent events/activities related to the **Winter semester**.

August	September	October	November
<p>Final Graduate School paperwork due for dissertations (Aug. graduation).</p> <p>Final paperwork for MA degree filed (Aug. graduation).</p> <p>GTAs and GSAs should start preparing for their work duties for the Fall semester.</p> <p>Classes Start.</p> <p>New PhD students should take GS0900.</p> <p>If you are planning to take your QEs, hold the Prospectus meeting, or defend your dissertation this semester (Fall), you should reach out to the Program Specialist to put it on the calendar as soon as possible.</p> <p>Graduate Student orientation will be at the end of August or the beginning of September.</p>	<p>Labor Day—no classes</p> <p>Announcement of graduate travel funding applications (Fall).</p> <p>Graduate students self-nominate for positions on Department committees.</p> <p>Fall Department assembly.</p> <p>If you are a graduating student or a student taking 5990, 7990, 7999, 8999, or 9XXX, you should check in with the DGS early in the semester.</p> <p>Sometime between April 1 and Oct. 1 all continuing Ph.D. students must fill out an Annual Review/Individual Development Plan Form.</p>	<p>Degree applications due for December graduation.</p> <p>Last day to defend for December graduation.</p> <p>Fall graduate travel funding awarded.</p> <p>Students who will need a Time Extension filed (timing out in December) should talk to the DGS before November.</p> <p>Late October or early November, registration begins for the Winter semester.</p>	<p>Final Graduate School paperwork due for dissertations (Dec. graduation).</p> <p>Election day—No Classes</p> <p>Announcement of application for additional funding (due Jan. 15)</p> <p>Thanksgiving holiday—no classes</p> <p>MA students: Plan C portfolios are due four weeks prior to the final day of the semester.</p> <p>Last day to request a course withdrawal (Fall).</p>

December	January	February	March
<p>Final paperwork for MA degree filed (Dec. graduation).</p> <p>Classes end/finals.</p> <p>December graduation ceremony.</p> <p>Have you registered for Winter classes yet? Do you need overrides?</p> <p>Winter holidays—no classes (late December into early January).</p>	<p>Jan. 15: Applications for additional/continuing funding due.</p> <p>MLK Jr. Day—no classes</p> <p>Announcement of graduate travel funding applications (Winter).</p> <p>If you are a graduating student or a student taking 5990, 7990, 7999, 8999, or 9XXX, you should check in with the DGS early in the semester.</p> <p>If you are planning to take your QEs, hold the Prospectus meeting, or defend your dissertation this semester (Winter), you should reach out to the Program Specialist to put it on the calendar as soon as possible.</p>	<p>Degree applications due for May graduation.</p> <p>Graduate travel funding awarded.</p> <p>Grad School summer dissertation award applications due.</p> <p>Applications for summer teaching will be due during the Winter semester.</p> <p>Registration begins for the S/S semesters.</p>	<p>FAFSA due March 1st (needed for funding and scholarships/fellowships).</p> <p>Most scholarships and awards applications due March 1st.</p> <p>Spring Break—no classes</p> <p>Registration begins for the Fall semester.</p> <p>Last day to defend for May graduation.</p> <p>Students who will need a Time Extension filed (timing out in May) should talk to the DGS before April.</p> <p>Last day to request a course withdrawal (Winter).</p>
April	May	June	July
<p>Final Graduate School paperwork due for dissertations (May graduation).</p> <p>Department Assembly.</p> <p>Either late April or early May, classes end/finals.</p> <p>MA students: Plan C portfolios are due four</p>	<p>Final paperwork for MA degree filed (May graduation).</p> <p>May graduation ceremony.</p> <p>If you are planning to take your QEs, hold the Prospectus meeting, or defend your dissertation this semester</p>	<p>Degree applications due for August graduation.</p> <p>Juneteenth—no classes</p>	<p>4th of July—no classes</p> <p>Have you registered for Fall classes yet? Do you need overrides?</p> <p>Last day to defend for August graduation.</p> <p>MA students: Plan C portfolios are due four weeks prior to the final day of the semester.</p>

<p>weeks prior to the final day of the semester.</p> <p>Sometime between April 1 and Oct. 1 all continuing Ph.D. students must fill out an Annual Review/Individual Development Plan Form.</p>	<p>(Spring/Summer), you should reach out to the Program Specialist to put it on the calendar as soon as possible. You should also make sure that your committee members can commit over the summer.</p> <p>Memorial Day—no classes</p>		
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Notes:

Many dates vary year to year, so events and deadlines have been placed in the approximate month they are happening. It is a student’s responsibility to verify when events will happen and when applications and paperwork are due.

Remember that all international students, GTAs, and GSAs need to be enrolled full-time (8 credits) during the Fall and Winter semesters. Full-time enrollment may also be a stipulation of some fellowships/scholarships. These students should be especially mindful of registering BEFORE CLASSES START. Failure to do so may cause problems with visas and funding and may cause the incursion of fees.

The Plan of Work should be filled out in the semester a Ph.D. student accumulates 40 credits (including transfer credits).

If a Ph.D. student will be transferring credits, they should submit that form at the same time as the Plan of Work.

Typically, the QE should be scheduled the semester after a Ph.D. student finishes coursework. Then, the prospectus meeting should happen within one or two semesters (Fall, Winter) after the QEs are passed.