Department of English

PhD HANDBOOK

What is included?

Each section of this handbook provides tools and information useful for completing your degree. The sections are:

- Degree Requirements
- Coursework
- Qualifying Exams
- Prospectus
- Dissertation
- Funding
- Professionalization
- Policies, Procedures, University Requirements
- Appendices

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.

English is one of the largest Ph.D. 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 program consists of two primary concentrations—Literature, Culture, Media and Writing and Rhetoric and Writing Studies—with numerous subspecialties within and across the concentrations.

**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 for the year?

Information

Course Distribution requirements
All entering doctoral students must take GS 0900, RCR: Essential Research Practices (0 credit hours)

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 direction 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 courses are four credit hours. Pedagogy courses are two credit hours. So 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).

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, in the fall. These courses satisfy the teaching practica distribution
- Electives: transfer credit and additional courses in English (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 8005, Seminar in Rhetoric (3 credits)
- ENG 7820 (Internship) (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, in the fall. 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
  - 7084, 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).

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
Completing the 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 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.

Below is the link to a sample plan of work. Use it as a guide. It is located in Appendix A:

Sample Plan of Work

Notice there are:

- 30 transfer credits
- 30 credits of coursework (7000-level and above, the minimum required by the university)
- 30 credits of dissertation maintenance (999X)
- A total of 90 credits

Use this example as you complete your Plan of Work.

Some other things to notice:
- Where it asks “Is there an academic service officer?” Select “Yes.” Enter “Yashica Newby” (Access ID = bb9020)
- Courses listed on the Plan of Work are selected from courses listed in the Graduate Bulletin [https://bulletins.wayne.edu].
- 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.
- In the example above, the student takes eight credits in the fall, then nine credits in the winter.
- The total number of credit hours taken at or above the 7000-level must be at least thirty. In this example the total is 35, including transfer credits.

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 forty credits toward your degree, including transfer credits (generally 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).

Completing the Transfer of Credit form

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 Credit form available at the “Forms” page on the Graduate School website.

Below is the link to a completed Transfer of Credit form. Use it as a model. The form is located in Appendix B.

Sample of Transfer of Credit

Some things to notice:

- Where it asks “Is there an academic service officer?” Select “Yes.” Enter “Yashica Newby” (Access ID = bb9020)
• 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 courses are equivalent and the match between the two does not need to be exact.

• Sometimes there is no equivalence. In the sample transfer of credit form, 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. The university 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. 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 one reaches 40 credit hours. Students are encouraged to finalize plans for the Language Requirement with their dissertation directors 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. The foreign language requirement can be satisfied in one of three ways: through coursework, through examination, through application for a waiver.

• 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). (Any undergraduate coursework that must be taken will not count toward the PhD).

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

Undergraduate coursework may be taken during the student’s Bachelor’s degree program to count for this requirement. If graduate coursework (5000-level) is required by the academic advisor to fulfill this 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: Passing a translation examination administered by an appropriate individual; approval of the proctor is required from the Director of Graduate Studies. (Note: this is the preferred option.)
Completing an Educational Testing Service CLEP test in the language with a score of 60 or higher.

- **Waiver**: Students may petition their academic advisor for a waiver. Contact the graduate director for the waiver.

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 language requirement petition for that program. Contact the graduate director for the petition.

**Annual Review and Individual development plan**

Each year in March and April, doctoral students complete materials for an Annual Review and an Individual Development Plan (AR & IDP). Materials for the Annual Review (AR) are completed by an academic advisor and submitted to the DGS. The DGS will then make an evaluation of the student’s progress and return the Annual Review to the student and academic advisor. The Annual Review is also the occasion to encourage professionalizing activities and note outstanding progress.

The Individual Development Plan (IDP) is initiated by Ph.D. students after a prompt from the DGS and Graduate School. The 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 academic advisor (if identified) or to the DGS in cases where students have not yet identified an academic advisor. The academic advisor 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 IDP for that year is completed.

Both the Annual Review and the IDP are occasions for constructive conversations and planning from academic advisors and from the DGS. Students should take the opportunity to make appointments with their academic advisors to discuss plans and benchmarks for the upcoming year as part of this process. The Annual Review 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 and 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 and Individual Development Plan by August 1st will have a department-level registration hold placed on their accounts. It will not be removed until the Annual Review and Individual Development Plan are received. Students who do not complete the IDP are also subject to a registration hold placed by the Graduate School.

**Links to university resources**

Graduate School (https://gradschool.wayne.edu/students/phd)

IDP (https://gradschool.wayne.edu/students/phd/forms)

Plan of work (https://gradschool.wayne.edu/students/phd/forms)

Transfer Credit (https://gradschool.wayne.edu/students/phd/forms)
**Coursework**

**Getting Started Taking Courses**

**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 dissertation advisor.
- 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 courses offered each semester. The Course Sampler can be found on the English Department’s website (english.wayne.edu).

**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.

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. Each semester, try to include a two credit course on teaching or an internship if you think these would be helpful.

**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 the most common 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 Yashica Newby [Yashica.Newby@wayne.edu].

To request an override for ENG 7990, first complete a directed study form, secure the required signatures, and submit the form to Yashica Newby [Yashica.Newby@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 English department graduate director. If you think you may need to register for ENG 9990, contact the graduate director 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. Registration for ENG 9991 requires email confirmation of your eligibility by the Graduate Director to phdstudents@wayne.edu. When you request an override for ENG 9991, make your request by email to phdstudents@wayne.edu and copy the graduate director on the request so the graduate director can send a follow-up email confirming the scheduling of your qualifying exam.

- **ENG 9992** To register for ENG 9992 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. 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, register for ENG 9993 the next semester. The semester after that, register for ENG 9994. Overrides are provided by the Graduate School after you send an email requesting them to phdstudents@wayne.edu.

- **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. 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 have to enroll in ENG 9995 and need to confirm your full-time status, you can contact the English department director of graduate studies.
Whenever you write to phdstudents@wayne.edu 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.

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

Yashica Newby

Forms

Forms Instructions

phdstudents@wayne.edu

**Qualifying Exams and Candidacy**

**Next Steps after Coursework**

After completing course work 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**

- Do you need to 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:

- Plan on forming your QE committee one or two semesters before completing sixty credit hours of course work.
- The timing 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 to take 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.

Ask a faculty member in your chosen concentration to chair the QE committee. Students often ask faculty members they have known through seminars to be their QE committee chairs. You can always ask a faculty member you have not yet had courses with to be your QE committee chair if you think it is more appropriate. What is most important in choosing a QE committee chair is what you perceive as the faculty member’s potential contribution.

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 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?

When you and a faculty member have agreed to work together and have identified the areas in which you will be examined, submit a Qualifying Examination Committee Request Form (available on the Department’s website) to the Director of Graduate Studies. See the example below

Some things to notice:

- As you can see from the example, use the form to identify the committee director and the 2-3 areas that will form the sections of the QE reading list and subsequent examination.
- At least one of these areas must be a standard professional field as identified above; additional areas may be composed of theoretical approaches, methodologies, and/or more specific areas of study.
- The Qualifying Exam committee must consist of three members, with at least two members from the English Department and at least two of the members holding current Graduate Faculty appointments. A current list of Graduate Faculty Appointments is available on the Graduate School’s website (https://gradschool.wayne.edu/faculty/graduate-faculty-roster)

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 the list of texts on which she or he is to be examined. When the list of texts is completed and approved by the Examination Committee, a copy must be filed with the Director of Graduate Studies at least two weeks prior to the written exam date. Previous lists are archived and available as precedents or models for the student and the committee (consult the Director of Graduate Studies for access to such lists). Lists should consist of roughly 100-120 book-length works (or the equivalent in books, scholarly articles, and other media), 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.

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?

Scheduling the QE
To schedule your QE, contact Yashica Newby (Yashica.Newby@wayne.edu).

The Written Examinations
The Qualifying Examination Committee composes questions for a written examination. 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 question per area of the Qualifying Examination list (which may be selected by the student from a greater number of questions, depending on the preference of the Qualifying Examination Committee). 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 the sitting at the start of each exam. While the exams may be taken in one day, 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 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*

Report the results of the Qualifying Examination to the DGS and the Graduate School using the Forms link 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 committee members and the department’s director of graduate studies. Where it asks “Is there an academic service officer?” Select “Yes.” Enter “Yashica Newby” (Access ID)

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.

- Where it asks “Is there an academic service officer?” Select “Yes.” Enter “Yashica Newby” (Access ID: bb9020)

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 after requesting the override from phdstudents@wayne.edu.

**Links to university resources**

**Prospectus**

**Final Steps toward the Dissertation**

**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.

A dissertation committee consists of four faculty members: Usually three members of the English Department faculty (at least two of which have graduate faculty status) and one appropriately qualified individual 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. The two committee members from the department must hold graduate faculty status. (A list of current university Graduate Faculty members is maintained on the Graduate School website.).

The dissertation committee director must be a member of the department’s graduate faculty. You may choose to have co-directors. If you do, your committee must have five members.

Here are the Graduate School requirements for the dissertation committee:

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

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 and 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 as your dissertation director. They are similar to the questions asked of a potential QE committee chair. 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)

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 his or her dissertation committee to meet at least once to discuss a final or near-final draft of the prospectus prior to its formal approval.

Completing the Prospectus

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

• Overview/Research Questions Present the 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 must submit a copy of their prospectus to the Graduate Director at least two weeks in advance of the prospectus meeting.

The following forms need to be completed upon successful completion of the prospectus defense.

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

If you are engaging in human subjects 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.

All 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 “Yashica Newby” (Access ID: bb9020)
You are responsible for initiating the forms. If you need any assistance, please contact Yashica Newby.

Links to university resources

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. Your dissertation committee consists of at least four members: Two faculty members from the English department who have graduate faculty status (one of these members is also the dissertation director), one other faculty member,

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 the 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.

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

Upon completing and having the dissertation approved by her or his 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.

NOTE: At least two weeks prior to the defense, dissertation advisors must complete the first part of the Final Defense Report Form and also submit a memo to the Director of Graduate Studies certifying that a SafeAssign check has been performed on the dissertation; a completed Conflict of Interest Form must also be submitted alongside the completed Final Defense Report Form after successful dissertation defenses, even if the student and committee involved already completed a copy of the former after the Prospectus approval.

You give a twenty to thirty minute public presentation of your dissertation. The nature of the presentation is up to you in consultation with your dissertation chair. Typically students provide a broad overview of the main argument of the dissertation and describe its import. Once the presentation is finished, the dissertation committee members take turns asking questions. This first round of questions lasts 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, you 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.

Complete the necessary forms after successfully defending the dissertation.

After receiving approval of the dissertation from her or his committee, the student then files a Doctoral Dissertation Outline and Record of Approval Form and a Conflict of Interest Form with the Director of Graduate Studies, who reviews and approves both documents.

The Director of Graduate Studies then forwards the documents to the Graduate School. (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.)

Links to university resources
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 a full list of available opportunities, visit the English Department website (clas.wayne.edu/English/Graduate-Studies)

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 number of 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 are due December 15th, 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 15 for appointments beginning the following Fall term and December 1 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 at wayne.edu/admissions/graduate and on the Department of English website (clas.wayne.edu/English/Graduate-Admission). 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.

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 all of the following criteria: the applicant’s current academic standing, progress toward the degree, 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.

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 department of English 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.

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.

Graduate Professional Scholarships

*Fellowships and university scholarships*

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

**DeRoy Dissertation Fellowship** is distributed to doctoral students by the English department graduate director in consultation with the department graduate committee.

**Thomas Rumble Fellowships** are distributed to entering or continuing doctoral students by the English department graduate director 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.

**Humanities Center Doctoral Dissertation Fellowship** is awarded annually by the Humanities Center. The application deadline is in fall semester. Please check the Humanities Center website 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 on file a current FAFSA form. 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
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 have the opportunity to volunteer to serve on department committees. At the start of the academic year, the graduate director 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.

**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. The award competition is announced at the start of each fall and 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 their website for deadlines and information.

**University workshops**

- Graduate School
Job search

When you near the completion of your degree and you are preparing to go on the job market, contact the graduate director 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, and a statement of teaching philosophy. Other materials often required include: sample syllabi, and 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.

Links

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 long 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 long 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 long
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. The student in a probationary status should consult with his or her academic advisor and the DGS to create a plan for meeting the benchmark successfully.

**Grades**

The Graduate student grading scale is available on the Graduate School web page

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 academic advisor and the DGS to develop a plan to raise the 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, 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, he or she 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 advisor. If the advisor approves the petition, he or she will forward it, along with his or her recommendation, to the DGS, who will consider it with the Graduate Committee and the Chairperson. 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 advisor 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 applicant 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 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 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**
- [Graduate School](#)
- [Financial Aid](#)
- [Forms for PhD Students](#)

**Appendices**

**Appendix A Sample Forms**

Below are forms you will need to complete in the order you will need to complete them. 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 to the Graduate School website.

**Remember, for all forms:** Where it asks “Is there an academic service officer?” Select “Yes.” Enter “Yashica Newby” (Access ID: bb9020)

Transfer of Credit
TRANSFER OF CREDIT
Doctor of Philosophy

Note: You must use a separate form for each institution

Today's Date: 

Student's First Name: 

Student's Last Name: 

AccessID: 

AccessID Email: 

TRANSFER CREDIT EARNED AT:

College or University: 

City: 

State: 

Dates of Attendance: 

INSTRUCTIONS:

1. Submit your transcript at the bottom of this form (official, unofficial or copy)
2. Fill the **WSU COURSE** field with the course equivalent. If no direct equivalent is granted, indicate the subject and level elective credit (i.e. 5000 level credit is 5XXX)
3. Fill the **COURSE NUMBER AND TITLE** field exactly as it appears on your transcript
4. B-, S & P grades are not acceptable for transfer
5. Include a letter grade and/or credit conversion memo if necessary

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<th>SEMESTER</th>
<th>COURSE NUMBER AND TITLE</th>
<th>CREDIT HOURS</th>
<th>LETTER GRADE</th>
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</thead>
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<td>F19</td>
<td>ENGL 507 Theory, rhetoric, and aesthetics</td>
<td>4</td>
<td>A</td>
</tr>
<tr>
<td>ENG 5450</td>
<td>F19</td>
<td>ENGL 527 American literature and culture</td>
<td>4</td>
<td>A</td>
</tr>
<tr>
<td>ENG 5595</td>
<td>F19</td>
<td>ENGL 537 Global and multiethnic literatures and cultures</td>
<td>4</td>
<td>A</td>
</tr>
<tr>
<td>ENG 5795</td>
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<td>ENGL 557 Language and literacy</td>
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<td>A</td>
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<tr>
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<td>W20</td>
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<td>A</td>
</tr>
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<td>A</td>
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<tr>
<td>ENG 7054</td>
<td>W20</td>
<td>ENGL 784 Seminar in visual cultures</td>
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Dynamic Forms - Form Transfer Of Credit

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<td>ENGL 555 Teaching college writing</td>
<td>4</td>
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</tr>
<tr>
<td>ENG 7012</td>
<td></td>
<td>ENGL 655 Renaissance literature</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL (not to exceed 32)</td>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>

Attach your transcript (official, unofficial or copy) *  

Files over 25 MB will not be accepted

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'.

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

First Name                      Last Name                      Access ID Email
Faculty Advisor:                Access ID Email
Graduate Director:              (i.e. AB1234@wayne.edu)

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

Graduate Director's Comments:

Graduate School Approval

Submission approved? *  

Approval Date: *  

Graduate School Comments:
Plan of Work
**PLAN OF WORK**

**Doctor of Philosophy**

(Submit prior to completing 40 credits of coursework)

**INSTRUCTIONS:**

1. 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.

2. If transferring credits from another institution, 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 from prior study at Wayne State and other institutions.

<table>
<thead>
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**WSU CREDIT** 60.00

**TRANSFER CREDIT** (32 credit max) 32

**PROGRAM TOTAL** (90 credit min) 90.00

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**FOR OFFICE USE ONLY**

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**FOR OFFICE USE ONLY**

- TOTAL HOURS
- DISSERTATION HOURS
- WSU COURSE WORK
- MAJOR
- 7000 AND ABOVE
- RESIDENCY
- GS 0900
## Submission approved

**Graduate School Comments:**

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**Is there an Academic Service Officer or another designated person in your department who reviews Ph.D. paperwork before you submit it to your Faculty Advisor and Graduate Director?**

Please provide the name and Access ID email for your Faculty Advisor and departmental Graduate Director.

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

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[Save Progress]  
[Next]
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'.

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

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

Graduate Director’s Comments:

Graduate School Approval

Submission approved? — Please Select —

Approval Date:

Graduate School Comments:

Click "NEXT" to submit your electronic signature.
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 Graduate Committee Assessment Rubrics

From year to year, the Graduate Committee develops assessment rubrics to articulate what the program expectations are for benchmark documents in the graduate programs. We do this to assess our program – and not individual students or advisors – and to better develop guidelines, curricula, and policies. These may assist students and faculty advisors in their work. While assessment practices are consistent from year to year, the graduate committee also on occasion designs assessments to address specific areas of the program. All assessment information can be found on the university assessment website.