

University of Kentucky Department of English
Graduate Program Handbook

MA & PhD. Programs in Literature & Film

Implemented for Academic Year 2025-2026

[Draft Revision Final 2.3, December 2024]

Reviewed and approved in divisional faculty meeting 12/04/2024

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[Introduction]**[Milestones in ENG MA & PhD. Graduate Degree Progress]****Important Graduation Deadlines to Remember**

For AY 2024-2025 deadlines, please check the Graduate School here:

<https://gradschool.uky.edu/key-dates>

Also refer to the UK Academic Calendar for deadlines here: <https://registrar.uky.edu/academic-calendars/university>

MA students have 4 deadlines to meet to graduate**1. Apply to graduate:**

- To apply to graduate, go to <https://myuk.uky.edu/irj/portal>. Click on Student Services / myRecords / Graduate Degree Application
- If you submitted a degree application for a previous semester but did not graduate, you must complete a new degree application for the current term. If you have any issues completing the degree application online, please send an email to Kaylee Lloyd in the Graduate School: kaylee.lloyd@uky.edu.

2. Request to schedule Final Oral Exam or Thesis Defense:

- Submit the request here:
https://ris.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm
- The request must be submitted at least **2 weeks** prior to the MA Final Oral Exam or Thesis Defense.

3. Sit for Final Oral Exam or Thesis Defense:

- Communicate with your committee chair and committee members directly to schedule a date for the examination or defense and, in the cases of Thesis Option, to circulate the MA thesis to your committee.
- The deadline to sit for the MA Final Oral Exam or Thesis Defense is at the end of each semester: check the Graduate School's [Key Dates](#) for the specific day. For 2024-2025, the deadlines are December 5, 2024 and April 24, 2025.

4. Submit thesis paperwork (for Thesis Option students):

- You must submit an **Electronic Thesis/Dissertation (ETD) Form** with your thesis or dissertation to the Graduate School. Here are instructions on how to upload your ETD document to UKnowledge:
<https://libguides.uky.edu/contributestudentwork/ETD1>
- Nonthesis MA candidates do not have to submit a thesis.

PhD. candidates have 6 deadlines to meet to graduate:**1. Apply to graduate:**

- To apply to graduate, go to <https://myuk.uky.edu/irj/portal>. Click on Student Services / myRecords / Graduate Degree Application
- If you submitted a degree application for a previous semester but did not graduate, you must complete a new degree application for the current term. If you have any issues completing the degree application online, please send an email to Kaylee Lloyd in the Graduate School, kaylee.lloyd@uky.edu.

2. Submit a “Notice of Intent to Defend”:

- Submit the NOTIF here:
https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm
- The NOTIF must be submitted **8 weeks** prior to the intended defense date. You will need to provide a 2-week time frame within which to schedule the dissertation defense itself. Be sure to arrange this with your dissertation chair.

3. Circulate the draft dissertation to your committee:

- A draft of your complete doctoral dissertation should be circulate to your entire committee at least **4 weeks** prior to the dissertation defense.

4. Request to schedule Doctoral Dissertation Defense:

- Submit the request here:
https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm
- The request must be submitted at least **2 weeks** prior to the dissertation defense.

5. Sit for the PhD. Doctoral Dissertation Defense:

- Communicate with your committee chair and committee members directly to schedule a date for the defense.
- The deadline to sit for the PhD. defense is usually about three weeks before the end of the semester: check the Graduate School’s [Key Dates](#) for the specific deadline. For 2024-2025, the deadlines are December 5, 2024 and April 24, 2025.

6. Submit the Doctoral Dissertation:

- You must submit an **Electronic Thesis/Dissertation (ETD) Form** with your dissertation to the Graduate School. Here are instructions on how to upload your ETD document to Uknowledge:
<https://libguides.uky.edu/contributestudentwork/ETD1>

For MA, and PhD students, these deadlines all occur in the semester you are planning to graduate, but many are earlier than you might think. You can begin preparing for these deadlines now: <https://gradschool.uky.edu/key-dates>. Please check the UK Academic Calendar for other deadlines here: <https://registrar.uky.edu/academic-calendars/university>

The Master of Arts in English

The MA in English is a two-year program designed to introduce students to the advanced study of literature and/or film, and to prepare them for a variety of careers at the master's level or for further study in a doctoral program.

The Department of English offers four tracks leading to a degree of Master of Arts in English:

- Master of Arts in English with a Concentration in Literature, Non-Thesis Option
- Master of Arts in English with a Concentration in Literature, Thesis Option
- Master of Arts in English with a Concentration in Film, Non-Thesis Option
- Master of Arts in English with a Concentration in Film, Thesis Option

Students should select their track and notify the Director of Graduate Studies and the Department Manager by the end of their first year.

I. Requirements for the Master of Arts in English with a Concentration in Literature, Non-Thesis Option

1. Coursework Requirements:

MA students must complete **36 credit hours, including 30 hours of coursework, with a minimum of 24-30 seminar hours** (i.e., not practicum or lab hours), following a plan drawn up in consultation with the student's advisor. Graduate level courses are generally numbered in the 500s, 600s, and 700s. MA coursework must observe these requirements:

- Two courses based in a historical period, one before 1800 and one after 1800
- Two courses based in geographical regions, one American and one British

Courses cannot be double-counted for the historical period and geographical region requirements. Courses from other departments can fulfill these requirements with the approval of the Director of Graduate Studies, based on a course description and/or syllabus.

- For full enrollment for students funded through UK, 9 credit hours of enrolled credits per semester is required during Years 1 and 2.
- Students must take a minimum of **24 hours of regular graduate seminars in ENG**, exclusive of any additional practicum courses, non-seminar certificate courses, or training seminars.
- The program also allows for up to 6 credit hours of non-seminar courses (e.g., practicums) to accommodate the requirements of elective [graduate certificates](#). Popular certificates include the Certificate in College Teaching & Learning, the Certificate in Gender & Women's Studies, the Certificate in Social Theory, and more. When not used for certificate requirements, these 6 credit hours should be used in graduate seminars.
- All coursework must be at the 500 level or above, with at least half of the credit hours at the 600-700 level.

- ENG 780 “Directed Studies” may be taken with the permission of the Director of Graduate Studies. Repeat enrollments are allowed only under different course syllabi.
- Students may count up to 6 hours (2 courses) of graduate credits from outside the English Department toward the 24-seminar hour requirement.
- ENG 502 and ENG 602 are not available for ENG MA and PhD. students.
- Courses in the Creative Writing curriculum (ENG 507, 601, 607, and 608) are generally not available to MA students and do not count toward the 30-hour requirement.
- ENG 609 “Composition for Teachers” may count toward the minimum 24-hour seminar requirement, but it may not be used to fulfill one of the required distributional categories mentioned above.
- ENG 691 “Readings in Rhetoric” does not count toward the minimum 24-hour seminar requirement.
- ENG 611 “Literature Teaching Seminar” and ENG 700 “Tutorial for PhD. Candidates” are not open to MA students.
- Courses at the 400G level outside the English Department may be taken, but only with permission of the Director of Graduate Studies. 400G courses inside ENG are not open to ENG graduate students.
- It is a Graduate School policy that the student must have two-thirds of the required coursework in regular courses, not in independent research or practicum courses.

Students should think carefully about which courses would best suit their needs and goals for degree completion, certificate completion, and longer term career plans. See the Degree Track Map at the end of this section for guidance on how to arrange coursework. Here are general guidelines:

- In **Year 1**, students take 9 credit hours of seminars each semester Fall-Spring, plus the 1 hour of ENG 691 required for students assigned to the Writing Center.
- In **Year 2 in the Fall**, students generally take 6 hours of seminars, plus ENG 609 & ENG 691 required for students with TA assignments in Writing, Rhetoric, & Digital Studies (WRD).
- In **Year 2 in the Spring**, students take one seminar, plus ENG 780 “Directed Studies” for 6 hours, if on the non-thesis track; or one seminar, plus ENG 768 “Residence Credit for the Master’s Degree” for 6 hours, if on the thesis track.

2. Committee Formation:

By the end of the Spring semester of Year 1, students should identify a chair and members for their **MA Committee**. Students should form their committee in full by the early Fall of Year 2, if not sooner.

The MA Committee consists of three members: the chair of the committee and two additional faculty members. The committee must be approved by the Director of Graduate Studies.

- At least two members of the committee must be from the English Department.

- At least two committee members—including the chair or co-chair—must have **Graduate Faculty status**, and at least one of the two must be a **Full member** of the graduate faculty. Please consult with the DGS for advising on this and see here for the definition of Graduate Faculty status: <https://gradschool.uky.edu/graduate-faculty>. Generally, no non-tenured regular faculty member can chair an MA committee. A committee chair should be a full professor or tenured associate professor of the English Department.
- Creative Writing faculty are not permitted to chair MA committees. However, PhD.-qualified faculty, who are co-located in both Literature & Film and Creative Writing, may chair committees. Creative Writing faculty may participate as committee members with the approval of the DGS.
- The committee must be in place and approved by the Director of Graduate Studies by the end of the Fall semester of the student's Year 2.

3. MA Examination Reading List for the Non-Thesis Option:

In the late Fall/early Spring of Year 2, students will draft a **Reading List of 30 texts** which, in diverse ways, address a central focus. Students should develop this list in consultation with their committees. These texts will be the basis for their final oral examination at the end of the Spring semester of Year 2. The texts should reflect the range of courses taken in the program.

- Once this list has been approved by the committee, the final examination can be scheduled.
- The Reading List must be shared with all members of the committee in a timely manner in preparation for the oral examination.

4. The “Synthesis Statement”:

Toward the end of Spring of Year 2, in consultation with their committee chair and members, MA students will compose a **Synthesis Statement** about their reading and schedule the Final Oral Examination.

- Working from their examination Reading List, students will identify three or four major ideas, intellectual threads, and/or pedagogical connections and discuss them in a “Synthesis Statement”: a 2-page, 1.5x/2x spaced document of approximately 650-900 words. This Synthesis should highlight these intellectual points in an organized and original manner. It should discuss how these insights might be introduced as units in a college course.
- Students are responsible for sending the Synthesis Statement to their committees at least 1 week prior to the oral examination. It will be the starting point for exam questions and discussion.

5. The Final Oral Examination for the Non-Thesis Option:

At the end of Spring of Year 2, in consultation with their committee chair and members, the student will arrange to take the 90-minute Final Oral Examination based on the Reading List and the Synthesis Statement.

- Students are responsible for communicating with committee members to schedule the Final Oral Examination prior to the end of the semester deadline. Once a date has been

arranged with the committee, **at the earliest feasible date—generally at the beginning of the Spring of Year 2—students should contact Jessica Newman, the Department Manager, to schedule the Final Oral Examination and reserve an exam room: jessica.newman@uky.edu**

- The exam lasts 90 minutes. All committee members must be present for the entire oral examination. It is strongly preferred that all participants in the exam be physically present together in the same room. However, committee members may use conference calls or attend via remote videoconferencing such as Skype, Zoom, or MS Teams. Regardless, all committee members must be available and in contact with the student and the rest of the committee during the entirety of the exam.
- Students may bring a copy of their Reading List and Synthesis Statement to the exam, but no other notes may be consulted.
- The exam is not limited to questions about the Synthesis Statement but generally begins from it to include a wider range of inquiry and discussion. The Final Oral Examination is generally not held to include substantive or evaluative discussion of textual materials outside of the candidate's Reading List.
- Once the Final Oral Examination is concluded, the committee immediately confers in private to agree upon an assessment of "Pass" or "Fail" for the candidate's Synthesis Statement, performance in the exam, and in the MA program as a whole. This assessment (Pass/Fail) is then immediately shared with the candidate. The committee's decision will then be communicated to the Graduate School via the DGS and Department Manager for subsequent documentation.

This concludes the Master of Arts with a Concentration in Literature, Non-Thesis Option degree process.

II. Requirements for the Master of Arts in English with a Concentration in Literature, Thesis Option

1. Coursework Requirements:

MA students must complete **36 credit hours, including 30 hours of coursework, with a minimum of 24-30 seminar hours** (i.e., not practicum or lab hours), following a plan drawn up in consultation with the student's advisor. Graduate level courses are generally numbered in the 500s, 600s, and 700s. MA coursework must observe these requirements:

- Two courses based in a historical period, one before 1800 and one after 1800
- Two courses based in geographical regions, one American and one British

Courses cannot be double-counted for the historical period and geographical region requirements. Courses from other departments can fulfill these requirements with the approval of the Director of Graduate Studies, based on a course description and/or syllabus.

- For full enrollment, 9 credit hours of enrolled credits per semester is required during Years 1 and 2.
- Students must take a minimum of **24 hours of regular graduate seminars in ENG**, exclusive of any additional practicum courses, non-seminar certificate courses, or training seminars.
- The program also allows for up to 6 credit hours of non-seminar courses (e.g., practicums) to accommodate the requirements of elective **graduate certificates**. Popular certificates include the Certificate in College Teaching & Learning, the Certificate in Gender & Women's Studies, the Certificate in Social Theory, and more. When not used for certificate requirements, these 6 credit hours should be used in graduate seminars.
- All coursework must be at the 500 level or above, with at least half of the credit hours at the 600-700 level.
- ENG 780 "Directed Studies" may be taken with the permission of the Director of Graduate Studies. Repeat enrollments are allowed only under different course syllabi.
- Students may count up to 6 hours (2 courses) of graduate credits from outside the English Department toward the 24-seminar hour requirement.
- ENG 502 and ENG 602 are not available for ENG MA and PhD. students.
- Courses in the Creative Writing curriculum (ENG 507, 601, 607, and 608) are generally not available to MA students and do not count toward the 30-hour requirement.
- ENG 609 "Composition for Teachers" may count toward the minimum 24-hour seminar requirement, but it may not be used to fulfill one of the required distributional categories mentioned above.
- ENG 691 "Readings in Rhetoric" does not count toward the minimum 24-hour seminar requirement.
- ENG 611 "Literature Teaching Seminar" and ENG 700 "Tutorial for PhD. Candidates" are not open to MA students.

- Courses at the 400G level outside the English Department may be taken, but only with permission of the Director of Graduate Studies. 400G courses inside ENG are not open to ENG graduate students.
- It is a Graduate School policy that the student must have two-thirds of the required coursework in regular courses, not in independent research or practicum courses.

Students should think carefully about which courses would best suit their needs and goals for degree completion, certificate completion, and longer term career plans. See the Degree Track Map at the end of this section for guidance on how to arrange coursework. Here are general guidelines:

- In **Year 1**, students take 9 credit hours of seminars each semester Fall-Spring, plus the 1 hour of ENG 691 required for students assigned to the Writing Center.
- In **Year 2 in the Fall**, students generally take 6 hours of seminars, plus ENG 609 & ENG 691 required for students with TA assignments in Writing, Rhetoric, & Digital Studies (WRD).
- In **Year 2 in the Spring**, students take one seminar, plus ENG 780 “Directed Studies” for 6 hours, if on the non-thesis track; or one seminar, plus ENG 768 “Residence Credit for the Master’s Degree” for 6 hours, if on the thesis track.

1. Committee Formation:

By the end of the Spring semester of Year 1, students should identify a chair and members for their **MA Committee**. Students should form their committee in full by the early Fall of Year 2, if not sooner.

The MA Committee consists of three members: the chair of the committee and two additional faculty members. The committee must be approved by the Director of Graduate Studies.

- At least two members of the committee must be from the English Department.
- At least two committee members—including the chair or co-chair—must have **Graduate Faculty status**, and at least one of the two must be a **Full member** of the graduate faculty. Please consult with the DGS for advising on this and see here for the definition of Graduate Faculty status: <https://gradschool.uky.edu/graduate-faculty>. Generally, no non-tenured regular faculty member can chair an MA committee. A committee chair should be a full professor or tenured associate professor of the English Department.
- Creative Writing faculty are not permitted to chair MA committees. However, PhD.-qualified faculty, who are co-located in both Literature & Film and Creative Writing, may chair committees. Creative Writing faculty may participate as committee members with the approval of the DGS.
- The committee must be in place and approved by the Director of Graduate Studies by the end of the Fall semester of the student’s Year 2.
- Discussions about potential thesis topics should begin immediately with the committee chair. Project guidance and chapter evaluations of the thesis project will mainly fall to the chair.

2. MA Examination Reading List for the Thesis Option:

In the late Fall/early Spring of Year 2, students will draft a **Reading List of 10 primary texts** which, in diverse ways, address a central focus. Students should develop this list in consultation with their committees. These texts will be the basis for their final oral examination at the end of the Spring semester of Year 2. The texts should reflect the range of courses taken in the program.

- Once this list has been approved by the committee, the final examination can be scheduled.
- The Reading List must be shared with all members of the committee in a timely manner for preparing for the oral examination.

3. The Master's Thesis Project:

During the Spring semester of Year 2, students will complete a **Master's Thesis**, which will constitute a substantial and rigorous scholarly contribution to the research and knowledge of a particular field. This thesis should be developed in active and regular consultation with the committee chair, and as needed, the other committee members. The Master's Thesis should stand as an independent project on its own, but it may be composed with further development or use in mind, such as PhD. level applications and further research, employment applications, professional portfolios, or other career goals.

Generally speaking, because this is an MA program in Literature & Film, Master's Theses do not contain extensive content or elements of imaginative, personal, or creative nonfictional writing. It is expected that the Master's Thesis will be an exercise in scholarly critical and expository analysis.

The content, scope, approach, and organization of the Master's Thesis is entirely up to the candidate and committee, but the document itself should observe these parameters:

- **Length:** The Master's Thesis should be not less than 40 pages and no longer than 60 pages in length, 1.5-2.0x spaced (approximately 12,000-20,000 words), including full bibliography.
- **Coverage:** While the candidate generally will work from the list of 10 primary texts, thesis work is explicitly expected to have much broader scholarly and critical coverage in the secondary or critical bibliography. The critical bibliography is expected to meet the standards of contemporary work in the chosen field of study.
- **General formatting:** Composition formatting, bibliography, citations, and other technical issues should follow the guidelines of the latest edition of the MLA Handbook for Writers of Research Papers, or the Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers, as agreed upon by the student and committee. Consistency and professional presentation are key.
- **Electronic submission formatting requirements:** For specific instructions regarding the electronic formatting of the thesis (e.g., title page, abstract, table of contents, bookmarking, embedded files, etc.) students must follow the guidelines set by the Graduate School here: <http://gradschool.uky.edu/thesis-dissertation-preparation>

4. Master's Thesis Defense:

At the end of Spring of Year 2, in consultation with their committee chair and members, the student will arrange to take a 90-minute Thesis Defense based on the ten texts from their Reading List and a completed full draft of the Master's Thesis.

- Students are responsible for communicating with committee members to schedule the Thesis Defense prior to the end of the semester deadline. Once a date has been arranged with the committee, **at the earliest feasible date—generally at the beginning of the Spring of Year 2—students should contact Jessica Newman, the Department Manager, to schedule the Thesis Defense and reserve a room:** jessica.newman@uky.edu
- The defense lasts 90 minutes. All committee members must be present for the entire defense. It is strongly preferred that all participants in the exam be physically present together in the same room. However, committee members may use conference calls or attend via remote videoconferencing such as Skype, Zoom, or MS Teams. Regardless, all committee members must be available and in contact with the student and the rest of the committee during the entirety of the exam.
- Students may bring a copy of their Thesis and Reading List to the exam, but generally no other notes are consulted during the exam. However, it is expected that notes will be taken on the thesis, for improvement and correction as necessary prior to its final submission.
- The defense will focus primarily on the scholarship presented in the draft Master's Thesis, along with primary texts and topics covered by the candidate's Reading List. The Thesis Defense is generally not held to include substantive or evaluative discussion of materials outside of the candidate's Reading List.
- Once the Thesis Defense is concluded, the committee immediately confers in private to agree upon an assessment of "Pass" or "Fail" for the candidate's thesis, performance in the exam, and in the MA program as a whole. This assessment (Pass/Fail) is then immediately shared with the candidate. The committee's decision will then be communicated to the Graduate School via the DGS and Department Manager for subsequent documentation.

5. Thesis Submission to the Graduate School:

Upon successful completion of the Thesis Defense, the student will coordinate with the committee chair on final changes or corrections needed for the thesis, and then arrange submission of the thesis final draft to the Graduate School:

- Prior to final submission, students must have their thesis reviewed via UKnowledge for a first format check. For specific instructions on how to submit the thesis, please read the Graduate School guidelines here: <http://gradschool.uky.edu/thesis-dissertation-preparation>
- Upon successful completion of the Thesis Defense, Students will have 60 days, or until the last day of the semester, whichever comes first, to submit their final, accepted document and their ETD Approval Form to the Graduate School.

This concludes the Master of Arts With a Concentration in Literature, Thesis Option degree process.

III. Requirements for the Master of Arts in English with a Concentration in Film, Non-Thesis Option

1. Coursework Requirements:

MA students must complete **36 credit hours, including 30 hours of coursework, with a minimum of 24-30 seminar hours** (i.e., not practicum or lab hours), following a plan drawn up in consultation with the student's advisor. Graduate level courses are generally numbered in the 500s, 600s, and 700s. MA coursework with a Film Concentration must observe these requirements:

- Two courses based in a historical period, one before 1800 and one after 1800
- Two courses based in geographical regions, one American and one British
- For the Film Concentration, at least six hours of ENG 681 "Studies in Film" or ENG 781 "Seminar in Film" (taken under two different subtitles) must also be included.

Courses cannot be double-counted for the historical period and geographical region requirements. This distribution requirement does not apply to the film courses. Courses from other departments can fulfill these requirements with the approval of the Director of Graduate Studies, based on a course description and/or syllabus.

- For full enrollment, 9 credit hours of enrolled credits per semester is required during Years 1 and 2.
- Students must take a minimum of **24 hours of regular graduate seminars in ENG**, exclusive of any additional practicum courses, non-seminar certificate courses, or training seminars.
- The program also allows for up to 6 credit hours of non-seminar courses (e.g., practicums) to accommodate the requirements of elective **graduate certificates**. Popular certificates include the Certificate in College Teaching & Learning, the Certificate in Gender & Women's Studies, the Certificate in Social Theory, and more. When not used for certificate requirements, these 6 credit hours should be used in graduate seminars.
- All coursework must be at the 500 level or above, with at least half of the credit hours at the 600-700 level.
- ENG 780 "Directed Studies" may be taken with the permission of the Director of Graduate Studies. Repeat enrollments are allowed only under different course syllabi.
- Students may count up to 6 hours (2 courses) of graduate credits from outside the English Department toward the 24-seminar hour requirement. Film Concentration students are especially encouraged to look to other departments for graduate offerings in film (e.g., Modern & Classical Language, Literatures, & Cultures).
- ENG 502 and ENG 602 are not available for ENG MA and PhD. students.
- Courses in the Creative Writing curriculum (ENG 507, 601, 607, and 608) are generally not available to MA students and do not count toward the 30-hour requirement.
- ENG 609 "Composition for Teachers" may count toward the minimum 24-hour

seminar requirement, but it may not be used to fulfill one of the required distributional categories mentioned above.

- ENG 691 “Readings in Rhetoric” does not count toward the minimum 24-hour seminar requirement.
- ENG 611 “Literature Teaching Seminar” and ENG 700 “Tutorial for PhD. Candidates” are not open to MA students.
- Courses at the 400G level outside the English Department may be taken, but only with permission of the Director of Graduate Studies. 400G courses inside ENG are not open to ENG graduate students.
- It is a Graduate School policy that the student must have two-thirds of the required coursework in regular courses, not in independent research or practicum courses.

Students should think carefully about which courses would best suit their needs and goals for degree completion, certificate completion, and longer term career plans. See the Degree Track Map at the end of this section for guidance on how to arrange coursework. Here are general guidelines:

- In **Year 1**, students take 9 credit hours of seminars each semester Fall-Spring, plus the 1 hour of ENG 691 required for students assigned to the Writing Center.
- In **Year 2 in the Fall**, students generally take 6 hours of seminars, plus ENG 609 & ENG 691 required for students with TA assignments in Writing, Rhetoric, & Digital Studies (WRD).
- In **Year 2 in the Spring**, students take one seminar, plus ENG 780 “Directed Studies” for 6 hours, if on the non-thesis track; or one seminar, plus ENG 768 “Residence Credit for the Master’s Degree” for 6 hours, if on the thesis track.

2. Committee Formation:

By the end of the Spring semester of Year 1, students should identify a chair and members for their **MA Committee**. Students should form their committee in full by the early Fall of Year 2, if not sooner.

The MA Committee consists of three members: the chair of the committee and two additional faculty members. The committee must be approved by the Director of Graduate Studies.

- At least two members of the committee must be from the English Department.
- At least two committee members—including the chair or co-chair—must have **Graduate Faculty status**, and at least one of the two must be a **Full member** of the graduate faculty. Please consult with the DGS for advising on this and see here for the definition of Graduate Faculty status: <https://gradschool.uky.edu/graduate-faculty>. Generally, no non-tenured regular faculty member can chair an MA committee. A committee chair should be a full professor or tenured associate professor of the English Department.
- Creative Writing faculty are not permitted to chair MA committees. However, PhD.-qualified faculty, who are co-located in both Literature & Film and Creative Writing, may chair committees. Creative Writing faculty may participate as committee

members with the approval of the DGS.

- The committee must be in place and approved by the Director of Graduate Studies by the end of the Fall semester of the student's Year 2.

3. MA Examination Reading & Viewing List for the Film Concentration (Non-Thesis Option):

In the late Fall/early Spring of Year 2, students will draft **a list of 30 texts and films** which, in diverse ways, address a central focus. Students should develop this list in consultation with their committees. These texts & films will be the basis for their final oral examination at the end of the Spring semester of Year 2. The texts & films should reflect the range of courses taken in the program.

- Once this list has been approved by the committee, the final examination can be scheduled.
- The Reading & Viewing List must be shared with all members of the committee in a timely manner for preparing for the oral examination.

4. The "Synthesis Statement":

Toward the end of Spring of Year 2, in consultation with their committee chair and members, MA students will compose a **Synthesis Statement** about their reading & viewing and schedule the Final Oral Examination.

- Working from their examination Reading & Viewing List, students will identify three or four major ideas, intellectual threads, and/or pedagogical connections and discuss them in a "Synthesis Statement": a 2-page, 1.5x/2x spaced document of approximately 650-900 words. This Synthesis should highlight these intellectual points in an organized and original manner. It should discuss how these insights might be introduced as units in a college course.
- Students are responsible for sending the Synthesis Statement to their committees at least 1 week prior to the oral examination. It will be the starting point for exam questions and discussion.

5. The Final Oral Examination (Non-Thesis Option):

At the end of Spring of Year 2, in consultation with their committee chair and members, the student will arrange to take the 90-minute Final Oral Examination based on the thirty texts & films from their Reading & Viewing List, and the Synthesis Statement.

- Students are responsible for communicating with committee members to schedule the Final Oral Examination prior to the end of the semester deadline. Once a date has been arranged with the committee, **at the earliest feasible date—generally at the beginning of the Spring of Year 2—students should contact Jessica Newman, the Department Manager, to schedule the Final Oral Examination and reserve an exam room: jessica.newman@uky.edu**
- The exam lasts 90 minutes. All committee members must be present for the entire oral examination. It is strongly preferred that all participants in the exam be physically present together in the same room. However, committee members may use conference calls or attend via remote videoconferencing such as Skype, Zoom, or MS Teams. Regardless, all committee members must be available and in contact with the student

and the rest of the committee during the entirety of the exam.

- Students may bring a copy of their Synthesis Statement and Reading & Viewing List to the exam, but no other notes may be consulted.
- The exam is not limited to questions about Synthesis Statement but generally begins from it to include a wider range of inquiry and discussion. The Final Oral Examination is generally not held to include substantive or evaluative discussion of materials outside of the candidate's Reading List.
- Once the Final Oral Examination is concluded, the committee immediately confers in private to agree upon an assessment of "Pass" or "Fail" for the candidate's Synthesis Statement, performance in the exam, and in the MA program as a whole. This assessment (Pass/Fail) is then immediately shared with the candidate. The committee's decision will then be communicated to the Graduate School via the DGS and Department Manager for subsequent documentation.

This concludes the Master of Arts with Concentration in Film (Non-Thesis Option) degree process.

IV. Requirements for the Master of Arts in English with a Concentration in Film, Thesis Option

1. Coursework Requirements:

2. MA students must complete **36 credit hours, including 30 hours of coursework, with a minimum of 24-30 seminar hours** (i.e., not practicum or lab hours), following a plan drawn up in consultation with the student's advisor. Graduate level courses are generally numbered in the 500s, 600s, and 700s. MA coursework in the Film Concentration must observe these requirements::

- Two courses based in a historical period, one before 1800 and one after 1800
- Two courses based in geographical regions, one American and one British
- For the Film Concentration, six hours of ENG 681 "Studies in Film" or ENG 781 "Seminar in Film" (taken under two different subtitles) must also be included.

Courses cannot be double-counted for the historical period and geographical region requirements. This distribution requirement does not apply to the film courses. Courses from other departments can fulfill these requirements with the approval of the Director of Graduate Studies, based on a course description and/or syllabus.

- For full enrollment, 9 credit hours of enrolled credits per semester is required during Years 1 and 2.
- Students must take a minimum of **24 hours of regular graduate seminars in ENG**, exclusive of any additional practicum courses, non-seminar certificate courses, or training seminars.
- The program also allows for up to 6 credit hours of non-seminar courses (e.g., practicums) to accommodate the requirements of elective **graduate certificates**. Popular certificates include the Certificate in College Teaching & Learning, the Certificate in Gender & Women's Studies, the Certificate in Social Theory, and more. When not used for certificate requirements, these 6 credit hours should be used in graduate seminars.
- All coursework must be at the 500 level or above, with at least half of the credit hours at the 600-700 level.
- ENG 780 "Directed Studies" may be taken with the permission of the Director of Graduate Studies. Repeat enrollments are allowed only under different course syllabi.
- Students may count up to 6 hours (2 courses) of graduate credits from outside the English Department toward the 24-seminar hour requirement. Film Concentration students are especially encouraged to look to other departments for graduate offerings in film (e.g., Modern & Classical Language, Literatures, & Cultures).
- ENG 502 and ENG 602 are not available for ENG MA and PhD. students.
- Courses in the Creative Writing curriculum (ENG 507, 601, 607, and 608) are generally not available to MA students and do not count toward the 30-hour requirement.
- ENG 609 "Composition for Teachers" may count toward the minimum 24-hour

seminar requirement, but it may not be used to fulfill one of the required distributional categories mentioned above.

- ENG 691 “Readings in Rhetoric” does not count toward the minimum 24-hour seminar requirement.
- ENG 611 “Literature Teaching Seminar” and ENG 700 “Tutorial for PhD. Candidates” are not open to MA students.
- Courses at the 400G level outside the English Department may be taken, but only with permission of the Director of Graduate Studies. 400G courses inside ENG are not open to ENG graduate students.
- It is a Graduate School policy that the student must have two-thirds of the required coursework in regular courses, not in independent research or practicum courses.

Students should think carefully about which courses would best suit their needs and goals for degree completion, certificate completion, and longer term career plans. See the Degree Track Map at the end of this section for guidance on how to arrange coursework. Here are general guidelines:

- In **Year 1**, students take 9 credit hours of seminars each semester Fall-Spring, plus the 1 hour of ENG 691 required for students assigned to the Writing Center.
- In **Year 2 in the Fall**, students generally take 6 hours of seminars, plus ENG 609 & ENG 691 required for students with TA assignments in Writing, Rhetoric, & Digital Studies (WRD).
- In **Year 2 in the Spring**, students take one seminar, plus ENG 780 “Directed Studies” for 6 hours, if on the non-thesis track; or one seminar, plus ENG 768 “Residence Credit for the Master’s Degree” for 6 hours, if on the thesis track.

3. Committee Formation:

By the end of the Spring semester of Year 1, students should identify a chair and members for their **MA Committee**. Students should form their committee in full by the early Fall of Year 2, if not sooner.

The MA Committee consists of three members: the chair of the committee and two additional faculty members. The committee must be approved by the Director of Graduate Studies.

- At least two members of the committee must be from the English Department.
- At least two committee members—including the chair or co-chair—must have **Graduate Faculty status**, and at least one of the two must be a **Full member** of the graduate faculty. Please consult with the DGS for advising on this and see here for the definition of Graduate Faculty status: <https://gradschool.uky.edu/graduate-faculty>. Generally, no non-tenured regular faculty member can chair an MA committee. A committee chair should be a full professor or tenured associate professor of the English Department.
- Creative Writing faculty are not permitted to chair MA committees. However, PhD.-qualified faculty, who are co-located in both Literature & Film and Creative Writing, may chair committees. Creative Writing faculty may participate as committee

members with the approval of the DGS.

- The committee must be in place and approved by the Director of Graduate Studies by the end of the Fall semester of the student's Year 2.
- Discussions about potential thesis topics should begin immediately with the committee chair. Project guidance and chapter evaluations of the thesis project will mainly fall to the chair.

4. MA Examination Reading & Viewing List for the Film Concentration (Thesis Option):

In the late Fall/early Spring of Year 2, students will draft a **list of 10 primary texts and films** which, in diverse ways, address a central focus. Students should develop this list in consultation with their committees. These texts & films will be the basis for their final oral examination at the end of the Spring semester of Year 2. The texts & films should reflect the range of courses taken in the program.

- Once this list has been approved by the committee, the final examination can be scheduled.
- The Reading & Viewing List must be shared with all members of the committee in a timely manner for preparing for the oral examination.

5. The Master's Thesis Project:

During the Spring semester of Year 2, students will complete a **Master's Thesis**, which will constitute a substantial and rigorous scholarly contribution to the research and knowledge of a particular field. This thesis should be developed in active and regular consultation with the committee chair, and as needed, the other committee members. The Master's Thesis should stand as an independent project on its own, but it may be composed with further development or use in mind, such as PhD. level applications and further research, employment applications, professional portfolios, or other career goals.

Generally speaking, because this is an MA program in Literature & Film, Master's Theses do not contain extensive content or elements of imaginative, personal, or creative nonfictional writing. It is expected that the Master's Thesis will be an exercise in scholarly critical and expository analysis.

The content, scope, approach, and organization of the Master's Thesis is entirely up to the candidate and committee, but the document itself should observe these parameters:

- **Length:** The Master's Thesis should be not less than 40 pages and no longer than 60 pages in length, 1.5-2.0x spaced (approximately 12,000-20,000 words), including full bibliography.
- **Coverage:** While the candidate will work from the list of 10 primary texts & films, thesis work is explicitly expected to have much broader scholarly and critical coverage in the secondary or critical bibliography. The critical bibliography is expected to meet the standards of contemporary work in the chosen field of study.
- **General formatting:** Composition formatting, bibliography, citations, and other technical issues should follow the guidelines of the latest edition of the MLA Handbook for Writers of Research Papers, or the Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers, as

agreed upon by the student and committee. Consistency and professional presentation are key.

- **Electronic submission formatting requirements:** For specific instructions regarding the electronic formatting of the thesis (e.g., title page, abstract, table of contents, bookmarking, embedded files or film stills, etc.) students must follow the guidelines set by the Graduate School here: <http://gradschool.uky.edu/thesis-dissertation-preparation>

6. Master's Thesis Defense:

At the end of Spring of Year 2, in consultation with their committee chair and members, the student will arrange to take a 90-minute Thesis Defense based on the ten primary texts & films from their Reading List and a completed full draft of the Master's Thesis.

- Students are responsible for communicating with committee members to schedule the Thesis Defense prior to the end of the semester deadline. Once a date has been arranged with the committee, **at the earliest feasible date—generally at the beginning of the Spring of Year 2—students should contact Jessica Newman, the Department Manager, to schedule the Thesis Defense and reserve an exam room:** jessica.newman@uky.edu
- The Thesis Defense lasts 90 minutes. All committee members must be present for the entire defense. It is strongly preferred that all participants in the exam be physically present together in the same room. However, committee members may use conference calls or attend via remote videoconferencing such as Skype, Zoom, or MS Teams. Regardless, all committee members must be available and in contact with the student and the rest of the committee during the entirety of the defense.
- Students may bring a copy of their draft Thesis and Reading & Viewing List to the defense, but generally no other notes are consulted. However, it is expected that notes will be taken on the thesis for improvement and correction as necessary prior to its final submission.
- The Thesis Defense will focus primarily on the scholarship presented in the draft Master's Thesis, along with primary texts & films and topics covered by the candidate's Reading & Viewing List. The Thesis Defense is generally not held to include substantive or evaluative discussion of materials outside of the candidate's Reading & Viewing List.
- Once the Thesis Defense is concluded, the committee immediately confers in private to agree upon an assessment of "Pass" or "Fail" for the candidate's thesis, performance in the defense, and in the MA program as a whole. This assessment (Pass/Fail) is then immediately shared with the candidate. The committee's decision will then be communicated to the Graduate School via the DGS and Department Manager for subsequent documentation.

7. Thesis Submission to the Graduate School:

Upon completion of the Thesis Defense, the student will coordinate with the committee chair on final changes or corrections needed for the thesis, and then arrange submission of the final draft of the thesis to the Graduate School:

- Prior to final submission, students must have their thesis reviewed via UKnowledge for a first format check. For specific instructions on how to submit the thesis, please read the Graduate School guidelines here: <http://gradschool.uky.edu/thesis-dissertation-preparation>
- Upon successful completion of the Thesis Defense, Students will have 60 days, or until the last day of the semester, whichever comes first, to submit their final, accepted document and their ETD Approval Form to the Graduate School.

Degree Map for all MA Tracks (Literature & Film, Thesis & Non-Thesis)				
Thesis or Non-Thesis Option?			What do I take?	Checklist Per Year
<u>YEAR ONE</u>	Fall	Spring	Fall: 3 Seminars (@ 3 hrs), + ENG 691 (1 hr) for students working in the Writing Center Spring: 3 Seminars (@3 hrs)	<u>Year One:</u> * Funded MA students work in the Hemenway Writing Center <i>or</i> as lecture TAs. * Decide if you will follow the Thesis Option or Non- thesis Option by the end of the Spring semester.
	Seminar	Seminar		
	Seminar	Seminar		
	Seminar	Seminar		
	ENG 691 (1 hr)			
<u>YEAR TWO</u>	Fall	Spring	Fall: 2 Seminars (@ 3 hrs), + ENG 609 & ENG 691 (4 hrs) for students teaching in WRD Spring: • 1 Seminar + ENG 780 (6 hrs) for non-thesis option • 1 Seminar + ENG 768 (6 hrs) for thesis option	<u>Year Two:</u> * Funded MA students teach for WRD or work in the Writing Center. * Form advisory committee by early to mid Fall semester. Get DGS approval for committee. * Successfully pass the Final Oral Exam or Thesis Defense in the Spring semester. * Submit 1) application for degree, 2) request for Final Exam <i>or</i> Thesis Defense to the Grad School; 3) if Thesis Option, submit thesis to Graduate School.
	Seminar	Seminar		
	Seminar	ENG 780 (6 hrs) <i>or</i> ENG 768 (6 hrs)		
	ENG 609 + ENG 691	FINAL ORAL EXAM <i>or</i> THESIS DEFENSE		
All MA students must complete 36 credit hours; 30 hours of regular coursework; and 24-30 hours of seminars. This checklist is only intended as a guide. Please contact the Director of Graduate Studies for details and explanations of these requirements. See the Coursework Requirements above for allowed and disallowed courses.				

The Doctor of Philosophy in English

The PhD. in English is a five-year program designed to prepare students for a career in academia. Individual trajectories may vary depending on the pace of self-directed work and the number of pre-qualifying residency credit hours waived. Students typically take graduate seminars during the first and second years, complete the Qualifying Examination and Dissertation Prospectus during the third year, and write the Doctoral Dissertation during the fourth and fifth years.

The English Department takes very seriously each student's steady movement toward the doctorate. All funding and financial aid offers are contingent upon making minimal satisfactory progress, which is outlined in the following Appendix.

The Department of English currently offers a single program for the PhD. in English. Here are the requirements and details.

Requirements for the Doctor of Philosophy in English

1. Coursework Requirements:

PhD. students must complete **36 credit hours, including 30 hours of coursework, with a minimum of 24-30 seminar hours** (i.e., not practicum or lab hours), following a plan drawn up in consultation with the student's advisor. Graduate level courses are generally numbered in the 500s, 600s, and 700s. PhD. coursework must observe these requirements:

- For full enrollment, 9 credit hours of enrolled credits per semester is required during Years 1 and 2 and any subsequent semester not covered by ENG 757 or ENG 767.
- Students must take a minimum of **24 hours of regular graduate seminars in ENG**, exclusive of any additional practicum courses, non-seminar certificate courses, or training seminars.
- The program also allows for up to 6 credit hours of non-seminar courses (e.g., practicums) to accommodate the requirements of elective **graduate certificates**. Popular certificates include the Certificate in College Teaching & Learning, the Certificate in Gender & Women's Studies, the Certificate in Social Theory, and more. When not used for non-seminar certificate requirements, these 6 credit hours should be used in graduate seminars.
- All coursework must be at the 500 level or above, and at least 15 hours must be at the 600-700 level.
- ENG 780 "Directed Studies" may be taken with the permission of the Director of Graduate Studies. Repeat enrollments are allowed only under different course syllabi.
- Up to 6 hours (2 courses) of graduate credits from outside the English Department may be applied to the 24-seminar hour requirement.
- Up to 9 hours of Pre-Qualifying Residency Hours (PQRH transfer credits) may be applied to the 24-hour graduate seminar requirement. To apply for PQRH credits, contact the Director of Undergraduate Studies about the necessary documentation.
- Students wishing to teach English literature courses at UK must take ENG 611 "Literature Teaching Seminar". This opportunity is available after completing Year 1 of

the program. This course does not count toward the minimum 24-seminar hour requirement.

- ENG 502 and ENG 602 are not available for ENG MA and PhD. students.
- Courses in the Creative Writing curriculum (ENG 507, 601, 607, and 608) are generally not available to PhD. students and do not count toward the 24-seminar hour requirement.
- ENG 691 “Readings in Rhetoric” does not count toward the 24-seminar hour requirement.
- Courses at the 400G level outside the English Department may be taken, but only with permission of the Director of Graduate Studies. 400G courses inside the English Department are not open to ENG graduate students.
- It is a Graduate School policy that the student must have two-thirds of the required coursework in regular courses, not independent research or practicum courses.

Students should think carefully about which courses would best suit their needs and goals for degree completion, optional certificate completions, and for longer term career plans. During the first semester, students should meet with the Director of Graduate Studies to discuss the possibility of applying for 3-9 hours of Pre-Qualifying Residency Hours (PQRH). These are graduate credit hours from a previous graduate program that can count toward the 24 seminar hours requirement. The number of PQRHs may impact the time it takes for a student to move through the program. Students can get the PQRH request form from the Department Manager, Jessica Newman.

See the Degree Track Map at the end of this section for guidance on how to arrange coursework. The specific number of the seminar credit hours needed will vary depending on the number of PQRHs received, if any. At most, PQRH credits may allow a student to advance to degree candidacy one semester earlier than normal. Here are the general guidelines:

- **In Year 1 in the Fall**, students take 6 hours of graduate seminars, plus the 3 hours of ENG 609 and 1 hour of ENG 691 required for students with TA assignments in Writing, Rhetoric, & Digital Studies (WRD).
- **In Year 1 in the Spring**, students generally take 9 hours of graduate seminars.
- **In Year 2 in the Fall**, students generally take 9 hours of graduate seminars.
- **In Year 2 in the Spring**, students generally take 6 hours of graduate seminars, plus ENG 611 “Literature Teaching Seminar” for those seeking appointments in ENG literature courses.

There are also enrollment requirements in subsequent semesters that do not count toward the seminar hours:

- **In Year 3 in the Fall**, candidates advance to Qualifying Exams by enrolling in ENG 757 “Qualifying Exam Residency Credit” for 2 credit hours, which counts as full enrollment. These credits cannot be repeated.
- **In Year 3 in the Spring and in subsequent semesters**, post-Qualifying Exam

candidates enroll in ENG 767 “Dissertation Residency Credit” for 2 credit hours per semester, which counts as full enrollment for good standing with the Graduate School. At least 2 semesters of ENG 767 are required before a PhD. candidate may apply for Dissertation Defense and degree completion.

See further explanation below for these requirements for degree progress.

2. Committee Formation:

By the end of the Fall Semester of Year 2, students should identify a chair and members for their Doctoral Dissertation Committee. Students should form their committee in full by the early Spring of Year 2, if not sooner.

The PhD. Committee consists of four core members, plus an optional fifth reader. These are the chair of the committee, two additional faculty members from the English Department, and an external member from outside the English Department. The committee may also include an optional “fifth reader” if the candidate and committee chair agree.¹

- The committee must include a minimum of three faculty members from the English Department, with one being the chair; and it must have one representative from outside the English graduate program.
- Creative Writing faculty are not permitted to chair PhD. committees. However, PhD.-qualified faculty, who are co-located in both Literature & Film and Creative Writing, may chair committees. Creative Writing faculty may participate as committee members with the approval of the DGS.
- All four members of the core committee must be members of the **Graduate Faculty** of the University of Kentucky, and three of the committee members, including the chair, must have **Full Graduate Faculty Status**. Please consult with the DGS for advising on this and see here for the definition of Graduate Faculty status: <https://gradschool.uky.edu/graduate-faculty>. Generally, no non-tenured regular faculty member can chair a PhD. committee. A committee chair must be a full professor or tenured associate professor of the English Department. Non-tenured and external faculty may co-chair a committee.
- Qualified external members for a committee—from outside the Department or outside the University—are also permitted and can be granted appropriate ad-hoc Graduate Faculty Status. The candidate and committee chair should inquire with the DGS and Department Manager for the process of adding “guest” faculty to the English Graduate Faculty for the purposes of a doctoral committee.
- The committee must be in place and approved by the Director of Graduate Studies by the end of the spring semester of the student’s Year 2 at the latest. It is the responsibility of the student to solicit and to organize the members of their own doctoral committee in a timely manner.
- Once the committee has been formed, the student must submit the committee list for

¹ As well, when the candidate proceeds to the Dissertation Defense, an “**outside examiner**” will be assigned by the Graduate School at the time the defense is scheduled. This examiner can read the submitted dissertation draft and attends the Dissertation Defense, but they do not participate in the development of the dissertation itself. They act solely as an observer of the defense on behalf of the Graduate School. See §8 below.

approval by the Director of Graduate Studies and the Graduate School via https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm

3. Doctoral Qualifying Examination Reading & Viewing Lists:

After a committee chair has been identified and as the committee is formed during Year 2, students will decide on a **major area** and a **minor area** for compiling lists of texts—and, if appropriate, films—for the oral examination portion of the qualifying exam. These examination lists are discussed and agreed upon by the candidate and their committee.

- The major area list should include 70 texts. This will likely but not necessarily focus on a major historical period.
- The minor area list should include 30 texts. This can focus on a historical period, special topic, genre, or theoretical school or subject.
- The content and scope of the area lists is left to the discretion and determination of the candidate and the committee chair, who will act as the dissertation project advisor. These “texts” can include primary works, books, plays, individual shorter works, films, etc., as appropriate for a given field. Lists can also include scholarly works, monographs, major articles, research resources, etc., especially in the minor area list, again as best determined by the candidate and the committee chair.
- The area lists should be completed and approved by the chair and committee by the end of the spring semester of the Year 2, to give the student time to study and prepare over the summer between Year 2 and Year 3.

Copies of past doctoral Qualifying Examination area lists are available in the department from the Department Manager and DGS. It is strongly advisable to begin review and consultation about the reading lists as soon as possible.

4. Qualifying Examination:

In the fall semester of Year 3, students will take the **Qualifying Examination**. The oral examination process begins prior to the examination itself, and there are two options for the examination procedure, one writing-focused and the other presentation-focused:

- **Option 1:** a written examination, with subsequent oral examination by the committee.
- **Option 2:** an oral presentation, with subsequent oral examination by the committee.

The candidate should determine which option they will pursue in agreement with their committee chair and examination committee. The examination process follows similar steps for both options.

- Option 1 Written Exam Option: One week prior to the written portion, the candidate will be given three or four questions written by the committee chair in consultation with the rest of the committee, from which the candidate will choose two. During an agreed upon 48-hour period of time, the candidate will compose the **written portion of the exam**. This written portion will consist of two essays, one essay on each of the two the questions. The written responses will cover the candidate’s primary and secondary area lists to the best of their ability and preparation, as composed by themselves alone, generally working at home or at the library. Once completed, the candidate’s written responses will be submitted electronically to their committee chair at the end of the 48-

hour writing period. It will then be distributed immediately to the committee for preliminary evaluation.

The length and scope of the written portion of the exam should be determined by the candidate in consultation with their chair and committee. Generally, written exams are expected to be between 5-10 single-spaced pages in length (approximately 3500 to 6000 words), evidencing significant engagement with the candidate's primary and secondary reading lists in a cogent and organized manner. The specific parameters of the written portion—e.g., the number of texts, the topics covered, the expected length for each question—should be specified by the examination questions provided by the committee chair. Candidates are encouraged to seek out examples of previously successful written exams for comparison and models.

A few days after distributing the candidate's completed written responses to the committee, the committee chair will poll the committee members to determine if the candidate's performance on the written portion merits continuing to the oral examination. If the committee's evaluation is positive, in one week the committee will meet with the candidate for a **two-hour oral qualifying examination** in a departmental conference room as scheduled. The first hour will largely cover the specifics and texts dealt with by the candidate's written responses to the examination questions. The second hour of the examination will include questions and discussion more broadly of the texts & films from the major and minor lists. Students may consult a copy of their own written responses and unmarked copies of their approved area lists during the exam. No other notes are permitted.

If the committee's evaluation of the written portion is negative, this constitutes a failure of the Qualifying Exam. The committee chair will communicate accordingly with the candidate. The candidate will normally be expected to re-take the exam after the specified period of required delay. (See below for details.)

- **Option 2 Oral Presentation Option:** One week prior to the presentation portion, the student will be given two or three questions written by the committee chair in consultation with the rest of the committee, from which the candidate will choose two. From these questions and topics, the candidate will prepare a **20-minute oral presentation for their exam**. Students are advised to focus on roughly six central texts for the presentation, but they are expected to include a range of scholarly topics, resources, and connections. While the presentation should not be read from a script and no notes may be consulted, candidates may use PowerPoint or other presentation software.

The candidate is to circulate the slideshow presentation materials at least two days prior to the oral examination. The candidate and committee will then hold a **two-hour oral qualifying examination** in a departmental conference room as scheduled. In the first hour, following the candidate's 20-minute presentation, the committee members will discuss the presentation with the candidate during the next 40 minutes. The second hour of the examination will include questions and discussion of the texts & films from the major and minor lists. Students may consult an unmarked copy of their approved lists during the exam, but no other notes are permitted.

The following stipulations are to be observed for both options:

- As per Graduate School requirements, “before scheduling the exam, all requirements for the degree should be completed (except the final exam and dissertation.) Students with “I” grades or “S” grades in credit-bearing courses will not be allowed to sit for the Qualifying Examination until letter grades are assigned for these courses.”
- Candidates must also meet the minimum GPA requirements of the Graduate School and English Department to sit for the Qualifying Examination.
- During the semester in which they will take their Qualifying Examination, students are required to register for ENG 757 “Qualifying Exam Residency Credit” for 2 hours, which counts as full enrollment. As per graduate School policy, these credits cannot be repeated, so the Qualifying Examination process must be completed during the semester of enrollment in ENG 757.
- Candidates are responsible for communicating with committee members to schedule the Qualifying Examination prior to the end of the semester deadline. **At the earliest feasible date—generally during Spring of Year 2—students should contact Jessica Newman, Department Manager, to schedule the Qualifying Examination for early in the Fall of Year 3 and to reserve an exam room: jessica.newman@uky.edu**
- As well, **the student must submit a Request for Qualifying Exam to the Graduate at least two weeks prior to their Qualifying Exam:** https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm The graduate school will record the examination date and send the “exam card” to the Department Manager that the committee members will complete for the exam.
- The exam lasts two hours. All committee members must be present for the entire Qualifying Examination. It is strongly preferred that all participants in the exam be physically present together in the same room. However, committee members may use conference calls or attend via remote videoconferencing such as Skype, Zoom, or MS Teams. Regardless, all committee members must be available and in contact with the candidate and the rest of the committee during the entirety of the qualifying exam.
- Students may bring a copy of their major & minor area lists to the exam, their written responses or their presentation slides, but no other notes may be consulted.
- The Qualifying Examination is generally not held to include substantive or evaluative discussion of materials outside of the candidate’s area lists.
- Once the Qualifying Examination is concluded, the committee immediately confers in private to agree upon an assessment of “Pass” or “Fail” for the candidate’s written portion or oral presentation, performance in the qualifying exam, and progress in the PhD. program to date. As per Graduate School policy, “a majority vote is required to pass this examination. If the committee vote is a tie, the candidate fails.” This assessment (Pass/Fail) is then immediately shared with the candidate. The committee’s decision will be communicated to the Graduate School via the DGS and Department Manager for subsequent documentation.
- If the candidate fails the Qualifying Examination, the chair and committee will observe the Graduate School’s requirements for scheduling a re-take of the examination. Generally, a repeat of the Qualifying Examination will be scheduled for two months later in the Fall semester of Year 3, as necessitated by the requirements of the Graduate

School and as required for the candidate's minimal degree progress and TA Fellowship support in ENG. The repeat of the Qualifying Examination should be scheduled within two weeks.

- If the candidate subsequently fails the Qualifying Examination for a second time, the examination process is concluded. As per Graduate School policy, there is no option for a third try. If appropriate, the candidate may be moved to the MA program non-thesis option for a terminal MA degree. The candidate's successful coursework may count toward the MA coursework requirements, and if the committee agrees, the Qualifying Examination process may count toward the Final Oral Examination requirement. If this option is appropriate, the committee chair and student will be responsible for communicating immediately with the Graduate School to make the necessary change in program enrollment.

Questions or issues with the Qualifying Examination process should be directed to the committee chair, DGS, and Unit Head for clarification.

5. Doctoral Dissertation Prospectus and Review:

After the successful completion of the Qualifying Exam, the student is now poised to begin work on their doctoral thesis project. This begins with a **Doctoral Thesis Prospectus**. During the Spring semester of Year 3, students will write their dissertation prospectus under the guidance of their dissertation director.

- Students cannot proceed to the prospectus and to dissertation work until they have successfully passed the Qualifying Exam.
- The prospectus should be from 12 to 15 pages, generally 3600-4500 words, followed by a comprehensive project bibliography. The prospectus and project bibliography should be 1.5-2x spaced, in appropriate MLA or Chicago Style format.
- The project bibliography should be a minimum of three pages. It does not count toward the prospectus minimum & maximum size. The bibliography may be organized as best desired by the candidate and director (e.g., by primary and secondary texts & films, manuscripts and other resources, historical periods for texts/films/resources, etc.).
- No prospectus that is significantly outside the length requirements will be accepted. It is the candidate's responsibility to compose a prospectus fitting the scope and purpose of the prospectus requirement. It is not a draft chapter or thesis research writing sample, but a roadmap for dissertation work. As such, it is the candidate's and director's mutual responsibility to develop an acceptable plan for the dissertation project that will be shared with the full dissertation committee in a timely manner.
- Once the prospectus is in a complete draft and the dissertation director has agreed, the prospectus is to be shared with all members of the dissertation committee for review and feedback. The prospectus should be distributed to all committee members at least one month (four weeks) prior to the prospectus review meeting. It is generally best practice for the candidate and dissertation director to schedule the review meeting at the time the draft prospectus is distributed to the other committee members.
- The candidate is required to hold a **Prospectus Review Meeting** with all the committee members to review, comment on, and approve the prospectus. This meeting generally takes an hour. The candidate and dissertation director are responsible for scheduling

this committee meeting: please contact the Department Manager, Jessica Newman, for arrangements. It can also be scheduled via Zoom, Skype, or MS Teams.

- As with the qualifying exam, all members of the dissertation committee must be present for a candidate's entire prospectus review meeting.
- Generally, the Prospectus Review Meeting is expected to take place in the middle or toward the end of the Spring of Year 3. (This is also the first semester of enrollment in ENG 767.)
- Changes and corrections to the prospectus may be requested or required by the committee. These can be accomplished via email or other communication, not necessarily by another full meeting. But it is expected that the prospectus will not be required to undergo major changes or total revision once the committee has initially reviewed the draft prospectus and agreed to meet.
- Successful completion of the Prospectus Review Meeting will be communicated by the candidate and dissertation director to the DGS and Department manager for official recording towards the candidate's required degree progress.

6. Dissertation Residency:

Once students successfully complete the Qualifying Examination and Prospectus Review, they are officially in the **Post-Qualifying Residency/ABD** stage of their degree, and they are in full PhD. candidacy. They may begin to work exclusively on their dissertation. This work should proceed in a timely manner and in regular substantive contact with the dissertation director.

- PhD. candidates will continue to register each semester for ENG 767 "Dissertation Residency Credit" for 2 hours, which counts as full enrollment. Each candidate should register for the section in which their dissertation director is listed as the primary instructor.
- PhD. candidates are required to register for ENG 767 every Fall and Spring semester after successfully completing the Qualifying Examination. They do not need to register for ENG 767 during the summer. Candidates register for ENG 767 until they successfully defend their dissertation and complete the program.
- PhD. candidates must complete at least two semesters of ENG 767 before they are eligible to sit for the Doctoral Dissertation Defense.
- Exceptions can be made for the registration requirement in cases of leaves of absence, but candidates are required to observe the graduate School's restrictions and time limits on leaves. See the Graduate School's Policies & Procedures for details.
- As per graduate School requirements, each PhD. candidate will have an annual review with their dissertation director to assess their progress. This will also be reviewed by the Director of Graduate Studies. "Grades" for these reviews are S "Satisfactory" and UN "Unsatisfactory" and are recorded as the grades for ENG 767 each semester. These assessment grades do not affect the candidate's GPA, but they may affect program standing, funding qualification, and other funding opportunities. Candidates are expected to remain in good standing by always making Satisfactory progress toward their dissertation completion.
- Standards and best practices for the advisor-advisee relationship can be found in the

following Appendix B: Guidelines for Graduate Student Mentoring.

- The English Department expects the dissertation to be completed in two years. As per Graduate School requirements, “from the end of the semester in which the Qualifying Examination is passed, students have five years to complete all requirements for the doctoral degree.” Requests for extensions (up to 5 additional years) must be made through the DGS. Please consult the DGS and the Graduate School Policies & Procedures for details.

7. The Doctoral Dissertation:

Every **Doctoral Dissertation** is a unique contribution to scholarship. As such, the subject, focus, method, texts, and scope of a dissertation are left entirely to the determination of the doctoral candidate, dissertation advisor, and (more broadly) the committee. In every instance, the Doctoral Dissertation is expected to be an original, unique, and substantial contribution to scholarly knowledge.

The mechanical and compositional expectations for a doctoral dissertation from the UK Department of English are generally as follows:

- **Length:** The Doctoral Dissertation should be approximately 150 pages in length or longer, 1.5-2.0x spaced: in the range of 45,000-60,000 words, excluding the full bibliography but including footnotes, illustrations, and other reference content.
- **Coverage:** While the final scope and organization is left to the determination of the candidate, chair, and committee, generally a Doctoral Dissertation is comprised of three substantive chapters (or equivalent), an Introduction, a Conclusion, and a Bibliography. Appendices, illustrations, charts & diagrams, etc. are all determined by the dissertation’s author and should be included in the drafts presented for evaluation.
- **General formatting:** Composition formatting, bibliography, citations, and other technical issues should follow the guidelines of the latest edition of the MLA Handbook for Writers of Research Papers, or the Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers, as agreed upon by the student and committee. Consistency and professional presentation are key. Candidates are urged to familiarize themselves with the Graduate School’s formatting requirements as early as possible, to save work later during the submission process.
- **Electronic submission formatting requirements:** For specific instructions regarding the electronic formatting of the thesis (e.g., title page, abstract, table of contents, bookmarking, embedded files or film stills, etc.) students must follow the guidelines set by the Graduate School here: <http://gradschool.uky.edu/thesis-dissertation-preparation>

A clean, complete, and readable draft version of the Doctoral Dissertation is expected as the minimal standard for proceeding to the Dissertation Defense. Committee members and outside readers should be afforded the professional courtesy of receiving a draft of a dissertation that, while not yet finalized, has been proofread, and that will allow for comfortable reading and reasonable evaluation. Failure to meet this minimal standard will result in the delay of the Dissertation Defense.

8. The Dissertation Defense:

After the student has completed a full draft of the doctoral dissertation, and the dissertation director and committee have decided it is ready for defense, the student will begin the process of setting up the **Dissertation Defense**, also known as the **Final Doctoral Examination**.

- As stipulated by Graduate School policy, “Doctoral Final Examinations may only be scheduled when classes are in session (fall and spring semesters, and summer session).” Thus, the last day of the semester is the last possible date for the defense each semester. It is best to work backward from that date to calculate the time needed for the Notification to Defend, the minimum submission time for the committee, and the Request for Final Examination (see below). PhD. candidates should contact Jessica Newman, Department Manager, to schedule these steps toward the doctoral defense.
- As per Graduate School policy, “The final examination must take place no later than eight days prior to the last day of classes of the semester in which the student expects to graduate. Final examinations may not be scheduled during the period between semesters or between the end of the eight-week summer session and the beginning of the fall semester. Consult the [Graduate School Key Dates page](#) or the [Graduate School Calendar](#) for deadlines on the scheduling of final examinations.”
- **Candidates must submit a “Notice of Intent to Schedule a Final Doctoral Examination” (NOTIF) to the Graduate School at least **eight weeks** prior to the anticipated defense date:** (https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm) This will allow the Graduate School time to find an “outside examiner” to attend the defense and to perform the necessary audit of the candidate’s academic record.
- Students also need to submit the **application for degree on MyUK** when they submit the NOTIF. Candidates cannot sit for a defense until any remaining “I” or “S” grades in latter-graded courses have been assigned letter grades.
- Once the PhD. candidate and dissertation director tentatively agree that a defensible draft of the doctoral dissertation has been composed, and after a NOTIF and Application for Degree have been filed, **the draft dissertation must be circulated among the committee members at least **four weeks** prior to the defense date.** It is generally a best practice for the dissertation director to transmit the full draft to the committee and for the director to follow up directly with committee members to make sure all members agree that the candidate may proceed to the defense without further issues.
- Candidates must submit a **“Request for Final Examination”** to the Graduate School at least **two weeks** prior to the scheduled date of the exam: (https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm). This confirms the actual defense date for which the Graduate School will send the “exam card” that will be completed by the committee members following the defense. Candidates will need to identify an examination room for this form: please consult the Department Manager, Jessica Newman, to reserve a room.
- Please see the [Graduate School Policies & Procedures](#) for information about the appointment and responsibilities of the Outside Examiner. As per Graduate School policy, “The student must deliver to the Outside Examiner a complete, approved copy of the dissertation at least **two weeks** in advance of the examination. Direct questions

concerning the assignment of the outside examiner for doctoral final examinations to the Assistant Dean for Graduate Academic Services.”

- The Dissertation Defense lasts two hours. All committee members must be present for the entire defense. Very strong preference is given to having all members of the dissertation committee present for the defense in the same location on campus. Remote attendance via Zoom, Skype, or MS Teams will be permitted only with the approval of the ENG DGS and only in exceptional circumstances. For the run of the defense in the case of technical or administrative difficulties, please see the relevant policies for contingencies in the [Graduate School Policies & Procedures](#).
- Once the defense has been completed, a formal vote must be taken and recorded on the examination card, along with the signatures of all voting members. There are only two outcomes possible: Pass or Fail, by majority vote. This assessment (Pass/Fail) is then immediately shared with the candidate. The committee’s decision will then be communicated to the Graduate School via the DGS and Department Manager for subsequent recording.

9. Submission of the Doctoral Dissertation to the Graduate School:

Once the doctoral defense is successfully completed, the final copy of the dissertation must be approved by the Graduate School within 60 days of the Final Examination or on the last day to present a dissertation for a graduating candidate, if a specific graduation date is desired.

- Failure to present the dissertation within 60 days may result in the student having to be re-examined. Requests for exceptions to the 60-day policy should be sent by the DGS or the student’s advisor to the Graduate School Dean.
- Candidates should refer to the Electronic Dissertation Defense Process website on the Graduate School site for details regarding how to submit the final dissertation: <http://gradschool.uky.edu/electronic-dissertation-defense>. Details about process & requirements are outlined there.

This concludes the PhD. Doctoral Degree process.

Degree Map for ENG PhD., not accounting for PQRH credits				
Program Year	Fall	Spring	What do I take?	Checklist Per Year
<u>YEAR ONE</u>	Seminar	Seminar	Fall: two seminars + ENG 609 & 691 for TAs in WRD courses (10 credits total) Spring: three seminars (9 credits total)	<u>Year one:</u> * Speak with DGS about possible transfer credits (PQRHs) * Decide and plan on a possible graduate certificate * TA for WRD program
	Seminar	Seminar		
	ENG 609 & 691	Seminar		
<u>YEAR TWO</u>	Seminar	Seminar	Fall: three seminars (9 credits total) Spring: two seminars + ENG 611 for students to TA in lit & film courses (9 credits total)	<u>Year Two:</u> * TA for WRD program * secure chair and committee by Fall midterm * compile approved Reading List by end of Spring * schedule Qualify Exam date for early Fall of Year 3
	Seminar	Seminar		
	Seminar	ENG 611		
<u>YEAR THREE</u>	ENG 757 Qualifying Exam	ENG 767 Dissertation Prospectus	Fall: ENG 757 (2 credits) for quals exam residency credits only, non-repeatable Spring: ENG 767 (2 credits) for post-quals Dissertation Residency Credits	<u>Year Three:</u> * pass the Qualifying Examination in early Fall * submit the Dissertation Prospectus and have the Prospectus Review Meeting in late Fall or early Spring * begin TA assignments for lit & film classes in ENG
<u>YEAR FOUR</u>	ENG 767	ENG 767	Fall and Spring: continue to enroll in ENG 767 Dissertation Residency Credits for 2 credits each semester until the dissertation is complete & defended	<u>Year Four:</u> * communicate regularly with chair & committee * complete annual progress reviews with chair for dissertation progress * TA assignments in ENG lit & film + WRD courses
<u>YEAR FIVE</u>	ENG 767	ENG 767		<u>Year Five:</u> * communicate regularly with chair & committee; complete annual progress reviews * TA assignments in ENG lit & film + WRD courses * schedule the Dissertation Defense * submit the completed dissertation to the Grad School
Students must have completed 36 credits total, with 24 seminar hours, to sit for the Qualifying Exam. PQRH credits may change the number of courses taken. See the “Coursework Requirements” above in §1 for allowed courses. This curriculum map is meant for general guidance only; please consult the DGS with questions.				

Appendix A: Standards for Minimal Satisfactory Progress in the PhD. Program

In accordance with Graduate School policy and University policy, the UK Department of English observes the following requirements as standards of minimal satisfactory progress in the Doctoral program. These requirements must be met to maintain good standing and to retain program funding, both fellowships and scholarships. These requirements are in addition to the requirements of the Graduate School. Failure to meet these requirements may result in dismissal from the program, the loss of TA funding support, and the loss of scholarship support.

Doctoral students are expected to:

- maintain course grades of B and above in all required seminar coursework. A minimum cumulative graduate GPA of 3.7 must be maintained in all seminar coursework. Two seminar grades below a B (i.e., C, D, or E) will result in dismissal from the program. More than three seminar grades of B may result in dismissal from the program.
- complete all required coursework and incompletes no later than the fifth semester in the program and before proceeding to the Qualifying Examination. Failure to do so will result in the loss of program funding.
- successfully complete the Qualifying Examination no later than the end of the Spring semester of Year 3. This is the minimal satisfactory standard. Students are expected to pass the Qualifying Examination in the Fall semester of Year 3 while enrolled in ENG 757, or in the case of a repeat exam, by the beginning of the Spring semester of Year 3. See §4 above.

Also as explained in §4 above, two failures of the Qualifying Examination may result in re-assignment to a terminal MA program (non-thesis option) within the department, depending on the specific situation of the candidate. Generally, at the end of that semester, the student will exit the program.

- successfully complete the Doctoral Dissertation Prospectus no later than 30 September of the Fall semester of Year 4 (i.e., at the very beginning of academic Year 4). This is the minimal satisfactory standard. Students are expected to successfully complete the Dissertation Prospectus during the Spring semester of Year 3 during their first semester of enrollment in ENG 767. Students who do not meet this requirement will be placed on probation. Students who do not successfully complete the prospectus by the end of the Fall semester of Year 4 will no longer retain program funding after that semester.
- maintain Post-Quals residency requirements for the degree in accordance with Graduate School policy.
- maintain a standard of Satisfactory (S) evaluations in all required post-quals evaluations in ENG 767. Two semesters of sequential Unsatisfactory (UN) evaluations, or three total Unsatisfactory evaluations, will result in suspension from the program and the loss of program funding.
- complete and defend their dissertation by the end of Year 6. This is the minimal satisfactory standard. Extensions of program funding into a seventh year are not normally allowed. For unfunded extensions in the time to degree, consult with your dissertation director and the DGS.

Appendix B: Guidelines for Graduate Program Mentoring

Success in the English Department's graduate programs requires close collaboration among faculty and students with shared areas of interest. While the advisor-advisee relationship is central for the success of our students, it is important to recognize that people have different relationship styles and that there are different models for what this professional relationship can look like. It is equally if not more important for students to have as much clarity as possible regarding their committee's expectations throughout their graduate career.

To help ensure success, the department suggests that students discuss the following points with their advisor at the beginning of their relationship:

- **The student's personal timeline and the timing of committee formation and other program milestones:** For all students, no matter their path (MA, PhD) securing a primary advisor should occur ideally no later than the end of their first year of studies.
- **The advisor's preferred communication method and frequency:** Does the advisor want to meet to discuss drafts? Does the advisor prefer to send marked up drafts via email? Or some combination?
- **The expected supervisory model or style:** Much of what doctoral students do in preparation for—and after—the qualifying exams is drafting (lists, prospectuses, dissertation chapters). How many drafts will depend on both the advisor and the process by which the student works. This also applies to MA students, who are frequently engaged in drafting documents, whether lists or theses. See below about the role that ancillary committee members are expected to take in the drafting process.

Students might consider asking:

- **How quickly can you expect your advisor to respond to written submissions turned in on time?** Department guidelines will specify that a two-week turnaround on a student draft should be the norm, though there is a normal range of time to give feedback that might sometimes exceed the two-week period.
- **How quickly can you expect your advisor to respond to requests for meetings or conversations?** Email is likely the best way to touch base with a professor to schedule an in-depth meeting, but sometimes emails fall from the top of the inbox (faculty like students get a lot of them!). If you don't hear back from your advisor within a week, feel free to send out a gentle reminder or nudge. It is rarely the case that an advisor is being simply lax or derelict. Probably, that advisor is probably no less swamped with service, teaching, research, and committee work than any graduate teacher.
- **How regularly does your advisor like to meet?** Checking in with an advisor should occur at least once a semester.
- **How often would your advisor like a written report of your progress along degree milestones? What format should this report take?** Self-assessment can be a wonderful tool for measuring progress and outlining aims and accomplishments; an annual or biannual reflection on one's work can be very salutary. It is important, however, not to let these reflections or any statement based on them take the place of the more substantive measures

of progress toward the degree, namely taking exams, writing a prospectus, and drafting workable dissertation or thesis chapters.

- **What role does your advisor expect 2nd and 3rd (internal) committee members and the external committee member (in the case of doctoral committees) to take in the advising of the thesis?** In some cases, advisors like close oversight of the student with committee members in the background; in other cases, advisors like the committee members to be reading drafts throughout every stage of the writing process. There is a range of options, and it is best for the student and advisor to figure out precisely what the expectations here are. It is also important for you to voice what you as a student would like to get out of your committee, and even to tell your advisor, if need be, that you were planning on a different kind of feedback from what the advisor entertains.

Advisors should:

- Maintain regular communication with advisees while in residence.
- Advise students on the choice of committee members and be willing to reach out to colleagues to help students fill out their committees satisfactorily. This intervention includes external members drawn from other departments.
- Ensure that advisees are formally supported (either by themselves or another faculty member) when the advisor is on sabbatical or research leave.
- Be aware of advisees' course choices and proactive in steering them in the direction best suited for successful qualifying exams and/or thesis writing.
- Be mindful of departmental and Graduate School deadlines. These include deadlines for fellowship applications, letters of recommendation, and college and university awards.
- Monitor GPAs, chapter submissions, and other indicators of student performance.
- Review closely (for accuracy, appropriate timeline, and other details) and sign off on the required annual student progress reports.
- Help advisees identify opportunities to participate in the larger profession of English studies. Such work entails guiding students as they propose and deliver conference presentations. It also includes coaching students diligently as they draft work for submission to refereed journals. Advisors should be able to point students in the direction of journals most apt for their work, and they should make themselves available to read articles in draft form before they are submitted.
- Provide students with guidance about professional and disciplinary norms. This mentoring must include realistic and practical advice about job seeking in English studies with an eye toward maximizing the advisee's chances (from conference-going to publishing in peer-reviewed venues) for securing employment in college teaching. The advisee should also be committed to helping students imagine gainful and satisfying employment in the non-professorial (alt-ac) world.

Advisees should:

- Feel comfortable initiating regular communication with the advisor. Such communication should involve everything from what deadlines the student has set for timely completion of work and feedback to what the advisee's ideal job plans might be and how to foster the best path to such employment.
- Inform the advisor of the courses the student plans to enroll in and keep advisor informed of progress or problems.
- Work with advisor to create an agreed upon timeline for reaching program milestones and maintaining timely progress toward degree. In most cases that timeline will correspond to the various templates laid out in the English department Graduate Student Handbook. But it is important for the advisor and the advisee to be on the same page, whatever shape that might be.
- Learn and comply with departmental and Graduate School deadlines and regulations.
- Consult with the advisor about how to best take a role in the discipline of English studies by participating in professional meetings or other appropriate forums. Not least of these roles is the preparation and submission of manuscripts to the appropriate journals in the discipline or sub-discipline of the student's specialization.

If students have concerns about the advising they are receiving, they should arrange to speak confidentially with the Director of Graduate Studies, Unit Head, or Department Chair. In keeping with the strong and unequivocal support we offer to graduate students, the Department will take all such concerns seriously. Students may also seek out the guidance of the Academic Ombudsman (<http://www.uky.edu/Ombud/>).

Any student, after due consideration and consultation with the DGS and the agreement of the faculty to serve, may change advisor or committee members at any point in their progress to degree. In fact, students have a great deal of discretion with respect to the makeup of their committees. They can opt to replace members without the say-so of those members, though courtesy dictates that any replaced member will be notified before replacement.

[[Link here to the Graduate School's new comprehensive guidelines for Graduate Student Training.](#)]