

University of Kentucky
English Department
Graduate Student
Handbook

Academic Year 2021-2022

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Important Graduation Dates to Remember

MFA and MA students have 4 deadlines to meet in order to graduate:

1. Apply to graduate
2. Request to schedule final exam
3. Sit for final exam
4. Submit thesis/final exam paperwork

PhD students have 5 deadlines to meet in order to graduate:

1. Apply to graduate
2. Submit Notice of Intent to defend
3. Request to schedule final exam
4. Sit for final exam
5. Submit dissertation

For MFA, MA, and PhD students, these deadlines all occur in the semester you are planning to graduate, but many are earlier than you would think. You can begin preparing for the below deadlines now.

Fall (December) 2021 Graduates

Last day for PhD candidates for Fall (December) 2021 degree to submit a Notice of Intent (NOTIF) to schedule a final examination to the Graduate School

- **September 20th, 2021**

- Note: In order to provide sufficient time for the Graduate School to identify an outside examiner, you must submit the NOTIF a minimum of **eight weeks** prior to the anticipated defense date.
- https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm

Last day to submit the application for Fall (December) 2021 graduation degree on MyUK (MFA, MA and PhD)

- **November 1st, 2021**

- Note: 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 dljohnb@uky.edu.
- <https://myuk.uky.edu/irj/portal> Click on Student Services / myRecords / Graduate Degree Application

Last day for MFA, MA or PhD candidates for Fall (December) **2021** degree to submit a request to schedule the final examination to the Graduate School

- **November 11th, 2021**

- Note: Must be submitted at least **2 week prior** to exam
- Doctoral Students:
 - https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm
- Master's Students:
 - https://ris.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm

Last day for MFA, MA or PhD candidates for a Fall (December) 2021 degree can sit for a final examination:

- **November 24th, 2019**

Last day for MFA, MA or PhD candidates for a Fall (December) 2019 degree can submit a final thesis/dissertation to the Graduate School:

- **December 10th, 2021**
- Instructions on how to upload your ETD document to UKnowledge: https://uknowledge.uky.edu/cgi/viewcontent.cgi?referer=http://gradschool.uky.edu/electron-ic-dissertation-defense&httpsredir=1&article=1006&context=uknowledge_docs
- Note: MFA students have a different ETD form. Please contact Robin for a copy of the form.

Spring 2021 Graduates

Last day for PhD candidates for Spring (May) 2020 degree to submit a Notice of Intent (NOTIF) to schedule a final examination to the Graduate School

- **February 20th, 2022**
- Note: In order to provide sufficient time for the Graduate School to identify an outside examiner, you must submit the NOTIF a minimum of **eight weeks** prior to the anticipated defense date.
- https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm

Last day to submit the application for Spring (May) 2022 graduation degree on MyUK (MFA, MA and PhD)

- **April 1st, 2022**
- Note: 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 dljohnb@uky.edu.
- <https://myuk.uky.edu/irj/portal> Click on Student Services / myRecords / Graduate Degree Application

Last day for MFA, MA or PhD candidates for Spring (May) 2022 degree to submit a request to schedule the final examination to the Graduate School

- **April 7th, 2022**
- Note: Must be submitted at least **2 week prior** to exam
- Doctoral Students:
 - https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm
- Master's Students:
 - https://ris.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm

Last day for MFA, MA or PhD candidates for a Spring (May) 2022 degree can sit for a final examination:

- **April 21st, 2022**

Last day for MFA, MA or PhD candidates for a Spring (May) 2022 degree can submit a final

thesis/dissertation to the Graduate School:

- **April 29th, 2022**

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- Instructions on how to upload your ETD document to UKnowledge:
https://uknowledge.uky.edu/cgi/viewcontent.cgi?referer=http://gradschool.uky.edu/electronic-dissertation-defense&httpsredir=1&article=1006&context=uknowledge_docs
- Note: MFA students have a different ETD form. Please contact Robin for a copy of the form.

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 prepare them for a variety of careers at the master's level or further study in a doctoral program.

The Department of English at the University of Kentucky offers four tracks leading to a degree of Master of Arts in English:

1. Master of Arts in English with a Concentration in Literature, Non-Thesis Option
2. Master of Arts in English with a Concentration in Literature, Thesis Option
3. Master of Arts in English with a Concentration in Film, Non-Thesis Option
4. 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.

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

1. 30 hours of coursework following a plan drawn up in consultation with the student's advisor. At least half the coursework must be at the 600-700 level. ENG 780, Directed Studies, may be taken only with the permission of the Director of Graduate Studies; ordinarily it can't be repeated. Students may count up to three courses (9 hours) outside the English Department toward the 30 hour requirement. Coursework must include:
 - 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

Although a course may be designated as fitting into several categories, a student may apply each course to only one. 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. ENG 609, Composition for Teachers, may count toward the 30 hour requirement, but may not be used to fulfill one of the categories mentioned above. ENG 691 does not count toward the 30 hour requirement.

2. By the end of the spring semester of their first year, students should acquire a chair for the exam committee, and form their exam committee in full by the early fall of their second year (if not sooner). The committee consists of the chair of the committee and two additional faculty members. The committee must be approved by the Director of Graduate Studies. 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. At least two members of the committee should be from the English department. 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 second year.

3. In the mid to late fall/early spring of their second year, students will, in consultation with their committee, construct a list of thirty texts which, in diverse ways, address a central focus. These texts will be the basis for their final oral exam at the end of the spring semester. The texts should reflect the range of courses taken in the program. Once this list has been approved by the committee, the final examination may be scheduled. Students should contact Robin Rahija, Department Manager Associate, to schedule their exam.
4. Toward the end of the spring semester of the second year, the student will take a ninety-minute oral examination based on the thirty texts from their list. All committee members must be present for the entire examination (in extreme cases, committee members may use conference calls or skype, but must be available and in contact with the student and the rest of the committee during the entirety of the exam).
5. Students are expected to identify from their list 3-4 major ideas, intellectual threads, and/or pedagogical connections and discuss them in a 2-page (double-spaced) document (the "Synthesis") that highlights these intellectual points or developments or suggests how they might be introduced as units in a course. Students are responsible for sending it to their committees 1 week before the exam. It will be the starting point for Exam questions, but the 90 minute Exam is not limited to questions about this document. Students may bring a copy of this Synthesis and their book list to the exam, but no other notes should be consulted.

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

1. 30 hours of coursework following a plan drawn up in consultation with the student's advisor. At least half the coursework must be at the 600-700 level. ENG 780, Directed Studies, may be taken only with the permission of the Director of Graduate Studies; ordinarily it can't be repeated. Students may count up to three courses (9 hours) outside the English Department toward the 30 hour requirement. Coursework must include:
 - Two courses based in a historical period, one before 1800 and one after 1800
 - Two course based in geographical regions, one American and one British
2. Although a course may be designated as fitting into several categories, a student may apply each course to only one. 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. ENG 609, Composition for Teachers, may count toward the 30 hour requirement, but may not be used to fulfill one of the categories mentioned above. ENG 691 does not count toward the 30 hour requirement. Thesis students who have completed all other course requirements by the Spring semester of their second year may take 9hrs of ENG 768 that semester.
3. By the end of the spring semester of their first year, students should acquire a chair for the exam committee, and form their exam committee in full by the early fall of their second year (if not sooner). The committee consists of their thesis director and two additional

faculty members. The committee must be approved by the Director of Graduate Studies. At least two committee members (including the thesis director) must have graduate faculty status, and at least one of the two must be a full member of the graduate faculty. At least two members of the committee should be from the English department. 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 second year.

4. In the late fall/early spring of their second year, students will, in consultation with their committee, construct a list of ten texts which both relate to the thesis and reflect the range of courses taken in the program. These texts should extend the range of inquiry of the thesis into other periods, genres, authors, themes, or critical perspectives.
5. During the spring semester of their second year, students will complete a master's thesis, not to exceed sixty pages. The thesis must be approved by the student's thesis committee. All documentation should follow the latest edition of the MLA Handbook for Writers. For specific instructions regarding the format of the thesis, students should read the guidelines set by the Graduate School here: <http://gradschool.uky.edu/thesis-dissertation-preparation>
6. Toward the end of the spring semester of the second year, the student will take a ninety-minute oral examination based on the thesis and the ten texts selected by the student and committee. The exam may be scheduled once the list has been approved by the committee and they have agreed that the thesis is ready for defense. Students should contact Robin Rahija, Department Manager Associate, to schedule their exam. All committee members must be present for the entire examination (in extreme cases, committee members may use conference calls or skype, but must be available and in contact with the student and the rest of the committee during the entirety of the exam).

Important Deadlines and Paperwork for the Final Exam:

- After successfully completing the oral examination, 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. Prior to final submission, students must have their thesis reviewed via UKnowledge for a first format check. For specific instructions on how to submit your thesis, please read the Graduate School guidelines here: <http://gradschool.uky.edu/thesis-dissertation-preparation>

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

1. 30 hours of coursework following a plan drawn up in consultation with the student's advisor. At least half the coursework must be at the 600-700 level. Six hours of ENG 681 (Studies in Film) or ENG 781 (Seminar in Film; taken under two different subtitles) must be included. Students may count up to three courses (9 hours) outside the English Department toward the 30 hour requirement. ENG 609, Composition for Teachers, may count toward the 30 hour requirement, if required for teaching. ENG 691 does not count toward the 30 hour requirement.

2. By the end of the spring semester of their first year, students should acquire a chair for the exam committee, and form their exam committee in full by the early fall of their second year (in not sooner). The committee consists of the chair of the committee and two additional faculty members. The committee must be approved by the Director of Graduate Studies. 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. At least two members of the committee should be from the English department. 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 second year.
3. In the late fall/early spring of their second year, students will, in consultation with their committee, construct a list of thirty texts which, in diverse ways, address a central focus. These texts will be the basis for their final oral exam at the end of the spring semester. The texts should reflect the range of courses taken in the program. Once this list has been approved by the committee, the final examination may be scheduled. Students should contact Robin Rahija, Department Manager Associate, to schedule their exam.
4. Toward the end of the spring semester of the second year, the student will take a ninety-minute oral examination based on the thirty texts from their list. All committee members must be present for the entire examination (in extreme cases, committee members may use conference calls or skype, but must be available and in contact with the student and the rest of the committee during the entirety of the exam).
5. Students are expected to identify from their list 3-4 major ideas, intellectual threads, and/or pedagogical connections and discuss them in a 2-page (double-spaced) document (the "Synthesis") that highlights these intellectual points or developments or suggests how they might be introduced as units in a course. Students are responsible for sending it to their committees 1 week before the exam. It will be the starting point for Exam questions, but the 90 minute Exam is not limited to questions about this document.

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

1. 30 hours of coursework following a plan drawn up in consultation with the student's advisor. At least half the coursework must be at the 600-700 level. Six hours of ENG 681 (Studies in Film) or ENG 781 (Seminar in Film; taken under two different subtitles) must be included. Students may count up to three courses (9 hours) outside the English Department toward the 30 hour requirement. ENG 609, Composition for Teachers, may count toward the 30 hour requirement, if required for teaching. ENG 691 does not count toward the 30 hour requirement. Thesis students who have completed all other course requirements by the Spring semester of their second year may take 9hrs of ENG 768 that semester.
2. By the end of the spring semester of their first year, students should acquire a chair for the exam committee, and form their exam committee in full by the early fall of their second

year (in not sooner). The committee consists of their thesis director and two additional faculty members. The committee must be approved by the Director of Graduate Studies. At least two committee members (including the thesis director) must have graduate faculty status, and at least one of the two must be a full member of the graduate faculty. At least two members of the committee should be from the English department. At least one member of the committee must be from outside the film faculty. 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 second year.

3. In the late fall/early spring of their second year, students will, in consultation with their committee, construct a list of ten texts which both relate to the thesis and reflect the range of courses taken in the program. These texts should extend the range of inquiry of the thesis into other periods, genres, authors, themes, or critical perspectives.
4. During the spring semester of their second year, students will complete a master's thesis, not to exceed sixty pages. The thesis must be approved by the student's thesis committee. All documentation should follow the latest edition of the MLA Handbook for Writers. For specific instructions regarding the format of the thesis, students should read the guidelines set by the Graduate School here: <http://gradschool.uky.edu/thesis-dissertation-preparation>
5. Toward the end of the spring semester of the second year, the student will take a ninety-minute oral examination based on the thesis and the ten texts selected by the student and committee. The exam may be scheduled once the list has been approved by the committee and they have agreed that the thesis is ready for defense. Students should contact Robin Rahija, Department Manager Associate, to schedule their exam. All committee members must be present for the entire examination (in extreme cases, committee members may use conference calls or skype, but must be available and in contact with the student and the rest of the committee during the entirety of the exam).

Important Deadlines and Paperwork for the Final Exam:

- After successfully completing the oral examination, 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. Prior to final submission, students must have their thesis reviewed via UKnowledge for a first format check. For specific instructions on how to submit your thesis, please read the Graduate School guidelines here: <http://gradschool.uky.edu/thesis-dissertation-preparation>

MA Track – Nonthesis

Graduate Student MA Track - Nonthesis				Checklist Per Year
	Fall	Spring	What do I take?	
YEAR ONE			Fall: Seminar, Seminar, other, ENG 691* (for those who are teaching/working in the Writing Center) Spring: Seminar, Seminar, other	YEAR ONE Decide if you will be following the thesis track or non-thesis track by the end of the Spring semester. Choose your committee chair by the end of the Spring semester.
Seminar:				
Seminar:				
Other:				
YEAR TWO			Fall: Seminar, Seminar, ENG 609 & ENG 691* (for those who are teaching) Spring: ENG 768 for 9 hrs	YEAR TWO Form advisory committee by midterm of the fall semester. Get DGS's approval for committee. Construct list of 30 texts in consultation with committee for final exam by the end of the fall semester. Successfully pass the final exam in the Spring semester Submit: 1) application for degree, 2) request for final exam to the Graduate School, 3) final exam to Graduate School.
Seminar:		ENG 768		
Seminar:				
Other:	ENG 609 ENG 691			
		Final Exam		

- * Students following the nonthesis option must take 30 credit hours of coursework;
- * A maximum of three courses outside of English can be applied to MA coursework.
- * ENG 609 DOES count toward the credit hour requirement; practicum courses (ENG 691) and creative writing courses do not count toward the credit hour requirement.
- * MA students should not register for ENG 611, ENG 700, or ENG 780, which are only open to PhD students.

PLEASE NOTE: This checklist is only intended as a guide--please refer to the Graduate Student Handbook for details on the requirements.

MA Track – Thesis

New Graduate Student MA Track - Thesis				Checklist Per Year
	Fall	Spring	What do I take?	
YEAR ONE				<p>YEAR ONE</p> <p>Decide if you will be following the thesis track or non-thesis track by the end of the Spring semester.</p> <p>Choose your committee chair by the end of the Spring semester.</p>
Seminar:			<p>Fall: Seminar, Seminar, other, ENG 691* (for those who are teaching/working in the Writing Center)</p> <p>Spring: Seminar, Seminar, other</p>	
Seminar:				
Other:				
YEAR TWO				<p>YEAR TWO</p> <p>With chair, chose 10 books related to thesis by the end of the fall semester.</p> <p>With chair, chose 10 books related to thesis by the end of the fall semester.</p> <p>Complete thesis and defend it.</p> <p>Submit: 1) application for degree, 2) request for final exam to the Graduate School, 3) thesis to Graduate School.</p>
Seminar:		ENG 768	<p>Fall: Seminar, Seminar or Audit, ENG 609/691 for those teaching</p> <p>Spring: ENG 768 for 9hrs</p>	
Seminar:				
Other:	ENG 609 ENG 691			
		Thesis Defense		

- * Students following the thesis option must take 30 credit hours of coursework;
- * A maximum of three courses outside of English can be applied to MA coursework.
- * ENG 609 DOES count toward the credit hour requirement; practicum courses (ENG 691) and creative writing courses do not count toward the credit hour requirement.
- * MA students should not register for ENG 611, ENG 700, or ENG 780, which are only open to PhD students.

PLEASE NOTE: This checklist is only intended as a guide--please refer to the Graduate Student Handbook for details on the requirements.

Master of Fine Arts in Creative Writing

The MFA in Creative Writing is a two-year program with a flexible and interdisciplinary approach, combining a studio/research curriculum. The UK MFA in Creative Writing places equal emphasis on fostering the artistic process of the MFA student, as well as his or her literary study and related creative or scholarly work.

Requirements for the Master of Fine Arts in Creative Writing

1. 30 hours of coursework following a plan drawn up in consultation with the student's advisor. Coursework must include:
 - At least 12 hours of graduate writing workshop, ENG 607
 - At least 6 hours of courses related to the study of creative writing genres (ex. Craft of Poetry, Craft of Creative Nonfiction, Special Topics in Poetry/Fiction/Nonfiction, courses in Creative Writing Pedagogy, Publishing, etc.), ENG 608
 - At least 3 hours of graduate courses designated as ENG, at the 600 or 700 levels, offered by the English department
 - At least 3 hours of additional courses inside (600 or 700 levels) or outside the department (400G+) or Independent Studies such as New Limestone Review editorial board, University Press of Kentucky Internship, Directorship & Publicity Internship, Visiting Writers Series Internship, or other ENG 780 courses.

Although a course may be designated as fitting into several categories, a student may apply each course to only one. Neither ENG 609 nor ENG 691 may count toward the 30 hour requirement.

2. Students in the Creative Writing program will give a presentation of a significant portion of their own written work produced while in residence. In this public reading/performance, the student exhibits his or her work before an audience of peers, faculty, and the general public.
3. In the spring of their first year (if not earlier), students will choose their thesis director. During the Fall of their second year, students will form their thesis committee. The committee consists of their thesis director and two additional faculty members. At least two committee members (including the thesis director) must have graduate faculty status, and at least one of the two must be a full member of the graduate faculty. At least two members of the committee should be from the English department. The committee should include at least one English creative writing faculty member and one English literature faculty member. 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 second year.
4. During the spring semester of their second year, students will complete a creative thesis, under the direction of a thesis director. The thesis will be a sustained body of original writing—not to exceed 200 pages of fiction (short stories, novella, or novel) or non-fiction, or a collection of approximately 48 poems. While the final project usually consists of an approximate book-length manuscript, theses that are not strictly print-based may also be submitted. The thesis must be approved by the student's thesis committee.

5. MFA candidates who have completed their coursework who are receiving financial support from the University and/or utilizing University resources while working on their theses should enroll in ENG 768. Please contact Robin Rahija, Department Manager Associate, to enroll in this residency course.
6. Toward the end of the spring semester of the second year, the student will take a ninety-minute thesis defense. The exam may be scheduled once the committee has agreed that the thesis is ready for defense. Students should contact Robin Rahija, Department Manager Associate, to schedule their exam. All committee members must be present for the entire examination (in extreme cases, committee members may use conference calls or skype, but must be available and in contact with the student and the rest of the committee during the entirety of the exam).

Important Deadlines and Paperwork for the Final Exam:

- After successfully completing the oral examination, 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. Prior to final submission, students must have their thesis reviewed via UKnowledge for a first format check. For specific instructions on how to submit your thesis, please read the Graduate School guidelines here: <http://gradschool.uky.edu/thesis-dissertation-preparation>

MFA Track

MFA Track	Fall	Spring	What do I take?	Checklist Per Year
YEAR ONE			Fall: 1) ENG 607, 2) ENG 608 3)Other Spring: 1) ENG 607, 2) ENG 608, 3) Lit requirement	YEAR ONE Secure thesis director by end of Spring semester.
Workshop:	ENG 607	ENG 607		
Seminar / MFA Craft:	ENG 608	ENG 608		
Other:		Lit requirement		
YEAR TWO			Fall: 1) ENG 607, 2) other 3) other or ENG 609 & ENG 691 (for those teaching in WRD for the first time) Spring: 1) ENG 607, 2) ENG 768 for 6 hrs	YEAR TWO Form rest of committee by end of Fall semester. Complete and defend thesis by end of Spring semester. Submit: 1) application for degree, 2) request for final exam to the Graduate School, 3) thesis to Graduate School.
Workshop:	ENG 607	ENG 607		
Other		ENG 768		
Other:				
		Thesis Defense		

- * Students must take 30 credit hours of coursework. ENG 780s count toward these 30 hrs but can only be repeated up to 9 hrs for credit. Internships count as ENG 780s.
- * A minimum of one 3-credit hour English at the 600 or 700 level is required.
- * ENG 609 and ENG 691 do not count toward the credit hour requirement but can count towards the semester minimum of 9 credit hours
- * PLEASE NOTE: This checklist is only intended as a guide--please refer to the Graduate Student Handbook for details on the requirements.

Doctor of Philosophy in English

The Ph.D. in English is a five-year program designed to prepare students for a career in academia. Although individual trajectories may vary, depending on the pace of self-directed work and the number of prequalifying residency credits waived, students typically take graduate seminars during the first and second years, complete the two-part qualifying exam during the third year, and write their dissertations during the fourth and fifth years. The English Department takes very seriously each student's steady movement toward the doctorate. All funding/financial aid offers are contingent upon making minimal satisfactory progress, which is outlined on page 19.

Requirements for the Doctor of Philosophy in English

1. 36 hours of coursework following a plan drawn up in consultation with the student's advisor. Coursework must include:
 - 24 hours of graduate seminars
 - All courses must be at the 500 level or above
 - At least 15 hours must be at the 600-700 level
 - ENG 601, 609, 691, and creative writing courses do not count toward the 24 hour graduate seminar requirement
 - Up to 2 courses (6 hours) outside the English department may be applied to the 24 hour graduate seminar requirement
 - 3 hours (1 semester) of ENG 700, while preparing for the qualifying exam
 - 6 hours of ENG 780, taken while preparing for the qualifying exam
 - Students wishing to teaching English literature courses must take ENG 611. This opportunity is available after completing the first year of the program.
2. During the first semester, students should meet with the DGS to discuss their early spring application for 3-18 hrs of Pre-Qualifying Residency Hours (PQRH). These are hours from a previous graduate program that will count toward a student's 24 seminar hours requirement. The number of PQRHs will impact the time it takes for a student to move through the program. Different timeline tracks are available at the end of this document. Students with a high number of PQRHs may choose to take a less accelerated track in order to take more department seminars. Students can get the PQRH request form from Robin Rahija.
3. During the second year (if not earlier), students will form their dissertation committee. The committee consists of four members. It must include a minimum of two faculty members from the English Department (with one being the chair), and one representative from outside the graduate program. All members of the core must be members of the Graduate Faculty of the University of Kentucky and three (including the chair) must possess full Graduate Faculty status. The committee must be approved by the Director of Graduate Studies and

the Graduate School. All committee members must have graduate faculty status, and at least three (including the major professor) must be full members of the graduate faculty. The committee must be in place and approved by the Director of Graduate Studies by the midpoint of the spring semester of the student's second year. Once the committee has been formed, the student will submit the committee list for approval by the Director of Graduate Studies and the Graduate School via https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm

4. Once their committee is formed during the second year, students will decide on a major area and a minor area and develop a list of texts for the oral portion of the qualifying exam, based on these areas. The major area, which will likely but not necessarily be a historical period, should include 70 texts, and the minor area, which will be either historical, special topic, or genre, should include 30 texts. This list should be completed and approved by the committee by the end of the spring semester of the second year, in order to give the student time over the summer to study the texts.
5. By the end of the fall semester of the third year, students will take the oral portion of the qualifying examination. The oral examination will last two hours and will include two components:
 - A week prior to the exam, the student will be given two or three questions formulated by their director in consultation with the rest of the committee, from which the student will choose one. The Student will then prepare a 20-minute presentation for their exam. Students are advised to focus on roughly six central texts for the presentation. While the presentation should not be read, and no notes may be consulted, students may use Powerpoint or other presentation software. During the next 40 minutes, the committee members will discuss the presentation.
 - The second hour of the oral examination will include questions and discussion of the texts from the major and minor lists. Students may consult an unmarked copy of their approved list during the exam, but no other notes are permitted.

Students should contact Robin Rahija, Department Manager Associate, to schedule their exam. All committee members must be present for the entire examination, either in person or by Zoom.

6. During the second semester of the third year, students will write their dissertation prospectus under the guidance of their dissertation director in a Directed Study. The prospectus should be from **12 to 15** pages, followed by a (minimum 3 page) bibliography. Once the prospectus is complete and the committee has decided it is ready to defend (usually during—and not later than the end of—the second semester of the third year), students will contact Robin Rahija, Department Manager Associate, to schedule their two-hour prospectus defense with their committee.

Additionally, the student must submit a Request for Qualifying Exam to the Graduate School: https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm at least two weeks prior to their prospectus defense. Since the prospectus defense is the last part of the qualifying

year, it is considered the official qualifying exam by the Graduate School.

Students should not schedule their prospectus defense until they have completed the two-hour oral exam.

7. Once students successfully complete the prospectus defense, they are officially in the post-quals/ABD stage of their degree and may begin to work exclusively on their dissertation. At this point, students should continue to register each semester, for two credit hours of ENG 767, Dissertation Residency Credit. Each student should register for the section in which their dissertation director is listed as the primary instructor. Students do not need to register for ENG 767 during the summer but do need to register for ENG 767 every fall and spring until they successfully defend their dissertation and complete the program. Students must complete at least two semesters of ENG 767 before they are eligible to sit for the final doctoral examination. Each student will have an annual review with their dissertation director to assess their progress, which will be reviewed by the Director of Graduate Studies.
8. After the student has completed the dissertation and the committee has 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). Students should contact Robin Rahija, Department Manager Associate, to schedule the defense. The defense will last two hours. All committee members must be present for the entire defense, either in person or by Zoom..

Students must submit a Notice of Intent to Schedule a Final Doctoral Examination to the Graduate School: https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm at least **eight weeks** prior to the anticipated defense date. This will allow the Graduate School time to find an outside examiner for the defense. Students also need to submit the application for degree on MyUK when they submit the Notice of Intent. At least **two weeks** prior to the defense, students must submit a Request for Final Doctoral Examination to the Graduate School: https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm

9. Once the defense is successfully completed, the student will have 60 days to submit the final copy to the Graduate School (or less than 60 days if the student intends to graduate that semester and the semester deadline is sooner). Students 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>

Important Deadlines and Paperwork for Students Defending Fall **2019**:

Last day for PhD candidates for Fall (December) **2019** degree to submit a Notice of Intent (NOTIF) to schedule a final examination to the Graduate School

- **September 20th, 2019**
- Note: In order to provide sufficient time for the Graduate School to identify an outside examiner, you must submit the NOTIF a minimum of **eight weeks** prior to the anticipated defense date.
- https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm

Last day to submit the application for Fall (December) **2019** graduation degree on MyUK (MFA,

MA and PhD)

- **November 1st, 2019**

- Note: 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 dljohnb@uky.edu.
- <https://myuk.uky.edu/irj/portal> Click on Student Services / myRecords / Graduate Degree Application

Last day for MFA, MA or PhD candidates for Fall (December) **2019** degree to submit a request to schedule the final examination to the Graduate School

- **November 14th, 2019**

- Note: Must be submitted at least **2 week prior** to exam
- Doctoral Students:
 - https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm
- Master's Students:
 - https://ris.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm

Last day for MFA, MA or PhD candidates for a Fall (December) **2019** degree can sit for a final examination:

- **November 28th, 2019**

Last day for MFA, MA or PhD candidates for a Fall (December) **2019** degree can submit a final thesis/dissertation to the Graduate School:

- **December 13th, 2019**

- Note: It is recommended that you actually submit it two weeks before this date, by **November 29th, 2019**, to give yourself enough time to make formatting revisions. If you submit it on the very last day and revisions are required (and they always are), you will not graduate this semester.
- Instructions on how to upload your ETD document to UKnowledge: https://uknowledge.uky.edu/cgi/viewcontent.cgi?referer=http://gradschool.uky.edu/electronic-dissertation-defense&httpsredir=1&article=1006&context=uknowledge_docs
- Note: MFA students have a different ETD form. Please contact Robin for a copy of the form.

The English Department has its own requirements for the maintenance of minimal satisfactory progress, as follows. Doctoral students are expected to:

- Maintain course grades of B and above in coursework. Two course grades below a B may result in dismissal from the program.
- Complete all incompletes before proceeding to the qualifying examination.
- Complete their coursework no later than their fifth semester in the program.
- Complete the relevant portions of the annual evaluation form and give a copy to the director by the spring deadline.

- Pass the first stage of the qualifying exam (“orals”) no later than 31 August of year 4. If the student fails on the first attempt, a second try is permitted. A second failure may result in dismissal from the program.
 - NB. This is the minimal satisfactory standard. Students are expected to pass the first stage of the qualifying exam in the fall semester of year 3.
- Submit an approved dissertation prospectus to the advisory committee no later than 15 January of year 4.
 - NB. This is the minimal satisfactory standard. Students are expected to pass the second stage of the qualifying exam (“prospectus”) in the spring semester of year 3.
- Advance to candidacy by successfully passing their qualifying examination no later than the end of year 4. Students who do not meet this requirement will be placed on probation and will be at risk of losing their funding.
- Complete and defend their **dissertation** by the end of the sixth year.

For extensions to this schedule, students may petition the DGS through their director and/or advising committees.

PhD Track – 0 PQRH – PLEASE SEE ROBIN RAHIJA FOR HOW PQRHS WILL AFFECT THIS TIMELINE

Ph.D. Track - 0 PQRH				
	Fall	Spring	What do I take?	Checklist Per Year
YEAR ONE			Fall: Seminar, Seminar, ENG 609 & ENG 691* (for those who are teaching) Spring: Seminar, Seminar, other	YEAR ONE Speak with DGS mid-fall about PQRH, and how they affect your specific trajectory.
Seminar:				
Seminar:				
Other:	ENG 609 ENG 691			
YEAR TWO			Fall: Seminar, Seminar, other Spring: Seminar, Seminar, ENG 611	YEAR TWO Secure the chair of your committee decided by midterm of Fall semester. Secure all committee members by the beginning of the Spring semester. Complete list of texts for qualifying exam by end of spring semester.
Seminar:				
Seminar:				
Other:		ENG 611		
YEAR THREE			Fall: ENG 780 (for 6hrs w/ your chair), ENG 700 Spring: ENG 767 (w/ your chair)	YEAR THREE Complete the Qualifying Exam 1 by the end of Fall semester. Defend Prospectus (Qualifying Exam 2) by the end of Spring semester.
Directed Study:	ENG 780	ENG 767		
Other:	ENG 700			
	QE1	QE2		
YEAR FOUR			Students will register for ENG 767 when they reach the post-qualifying ABD status, until they complete the program. This enrollment gives students full-time status while working on their dissertation.	POST-QUALS Complete annual reviews with dissertation committee chair and meet regularly with chair and committee members. When dissertation is ready, submit 1) application for graduation; 2) notice of intent to defend; 3) request for final examination. After defense, submit dissertation to the Graduate School.
Residency:	ENG 767	ENG 767		
YEAR FIVE				
Residency:	ENG 767	ENG 767		

*Students must have 36 hrs total (24 seminar hrs) to sit for the qualifying exam.

*A maximum of two courses outside of English can be applied to the 24 seminar hours.

*Courses required for teaching (ENG 609 and 611), practicum courses (ENG 691), and creative writing courses do not count towards the required 24 seminar hours.

* PLEASE NOTE: This checklist is only intended as a guide--please refer to the Graduate Student Handbook for details on the requirements.