

University of Kentucky
English Department
Graduate Student
Handbook 2016-2017

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Important Dates to Remember

Fall 2016 Graduates:

-Last day to submit the application for fall (December) 2016 degree on MyUK (MFA, MA and PhD): **September 20th**

-Last day for PhD candidates for fall (December) 2016 degree to submit a Notice of Intent to schedule a final examination to the Graduate School: **September 20th**

-Last day for MFA, MA or PhD candidates for fall (December) 2016 degree to submit a request to schedule the final examination to the Graduate School: **November 12th**

-Last day for MFA, MA or PhD candidates for a fall (December) 2016 degree can sit for a final examination: **December 3rd**

-Last day for MFA, MA or PhD candidates for a fall (December) 2016 degree can submit a final thesis/dissertation to the Graduate School: **December 18th**

Spring 2017 Graduates:

-Last day to submit the application for spring (May) 2017 degree on MyUK (MFA, MA and PhD): **February 20th**

-Last day for PhD candidates for spring (May) 2017 degree to submit a Notice of Intent to schedule a final examination to the Graduate School: **February 20th**

-Last day for MFA, MA or PhD candidates for spring (May) 2017 degree to submit a request to schedule the final examination to the Graduate School: **April 7th**

-Last day for MFA, MA or PhD candidates for a spring (May) 2017 degree can sit for a final examination: **April 21st**

-Last day for MFA, MA or PhD candidates for a spring (May) 2017 degree can submit a final thesis/dissertation to the Graduate School: **May 6th**

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

Student 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:
 - a. Two courses based in a historical period, one before 1800 and one after 1800
 - b. One course emphasizing critical or theoretical perspectives
 - c. One course organized around a topic, theme, or genre

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. In the fall of their second year (if not earlier), students will form their exam committee. 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 and should include at least five texts each from British and American literature. Once this list has been approved by the committee, the final examination may be scheduled. Students should contact Laura Prather, 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).

Important Deadlines and Paperwork for the Final Exam:

- During the spring semester of the second year, students must submit their application for degree through MyUK. The deadline to submit the application for a Spring 2017 degree is February 20th, 2017.
- Students must submit the Request for Final Exam to the Graduate School (http://www.research.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm) at least two weeks prior to their final exam. The last day to submit this form for a Spring 2017 exam is April 7th, 2017. The final day to sit for a Spring 2017 exam is April 21st, 2017.

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

1. 24 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 24 hour requirement. Coursework must include:
 - a. Two courses based in a historical period, one before 1800 and one after 1800
 - b. One course emphasizing critical or theoretical perspectives
 - c. One course organized around a topic, theme, or genre

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 24 hour requirement, but may not be used to fulfill one of the categories mentioned above. ENG 691 does not count toward the 24 hour requirement.

2. In the fall of their second year (if not earlier), students will form their thesis committee. 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.
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://www.research.uky.edu/gs/CurrentStudents/theses_prep.html.
5. Master's 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 748. Please contact Laura Prather, 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 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 Laura Prather, 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:

- During the spring semester of the second year, students must submit their application for degree through MyUK. The deadline to submit the application for a Spring 2017 degree is February 20th, 2017.
- Students must submit the Request for Final Exam to the Graduate School (http://www.research.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm) at least two weeks prior to their final exam. The last day to submit this form for a Spring 2017 exam is April 7th, 2017. The final day to sit for a Spring 2017 exam is April 21st, 2017.

- After successfully completing the oral examination, students will have 60 days or until the last day of the semester (May 6th, 2017), 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://www.research.uky.edu/gs/CurrentStudents/electronic_thesis_defense_process.html

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. In the fall of their second year (if not earlier), students will form their exam committee. 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 and should include at least five texts each from British and American literature. Once this list has been approved by the committee, the final examination may be scheduled. Students should contact Laura Prather, 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).

Important Deadlines and Paperwork for the Final Exam:

- During the spring semester of the second year, students must submit their application for degree through MyUK. The deadline to submit the application for a Spring 2017 degree is February 20th, 2017.
- Students must submit the Request for Final Exam to the Graduate School (http://www.research.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm) at least two weeks prior to their final exam. The last day to submit this form for a Spring 2017 exam is April 7th, 2017. The final day to sit for a Spring 2017 exam is April 21st, 2017.

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

1. 24 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 24 hour requirement, if required for teaching. ENG 691 does not count toward the 24 hour requirement.
2. In the fall of their second year (if not earlier), students will form their thesis committee. 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://www.research.uky.edu/gs/CurrentStudents/theses_prep.html.

5. Master's 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 748. Please contact Laura Prather, 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 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 Laura Prather, 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:

- During the spring semester of the second year, students must submit their application for degree through MyUK. The deadline to submit the application for a Spring 2017 degree is February 20th, 2017.
- Students must submit the Request for Final Exam to the Graduate School (http://www.research.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm) at least two weeks prior to their final exam. The last day to submit this form for a Spring 2017 exam is April 7th, 2017. The final day to sit for a Spring 2017 exam is April 21st, 2017.
- After successfully completing the oral examination, students will have 60 days or until the last day of the semester (May 6th, 2017), 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://www.research.uky.edu/gs/CurrentStudents/electronic_thesis_defense_process.html

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. 24 hours of coursework following a plan drawn up in consultation with the student's advisor. Coursework must include:
 - a. At least 9 hours of graduate writing workshop, ENG 607
 - b. 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.)
 - c. At least 6 hours of graduate courses designated as ENG, at the 600 or 700 levels, offered by the English department
 - d. At least 3 hours from a focus area outside the English department

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 24 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 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 advisor. The thesis will be a substantial 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, or an equivalent thesis of mixed genre. While the final project usually consists of a 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 748. Please contact Laura Prather, 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 Laura Prather, 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:

- During the spring semester of the second year, students must submit their application for degree through MyUK. The deadline to submit the application for a Spring 2017 degree is February 20th, 2017.
- Students must submit the Request for Final Exam to the Graduate School (http://www.research.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm) at least two weeks prior to their final exam. The last day to submit this form for a Spring 2017 exam is April 7th, 2017. The final day to sit for a Spring 2017 exam is April 21st, 2017.
- After successfully completing the oral examination, students will have 60 days or until the last day of the semester (May 6th, 2017), 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://www.research.uky.edu/gs/CurrentStudents/electronic_thesis_defense_process.html

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, 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 15.

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:
 - a. 24 hours of graduate seminars
 - i. All courses must be at the 500 level or above
 - ii. At least 15 hours must be at the 600-700 level
 - iii. ENG 601, 609, 691, and creative writing courses do not count toward the 24 hour graduate seminar requirement
 - iv. Up to 2 courses (6 hours) outside the English department may be applied to the 24 hour graduate seminar requirement
 - b. 6 hours (2 semesters) of ENG 700, taken in the second semester of the second year and the first semester of the third year, in preparation for the qualifying exam
 - c. 6 hours (2 semesters) of ENG 780, Directed Study, taken in the first and second semesters of the third year
 - d. Students wishing to teaching English literature courses must take ENG 611
 - e. The program's commitment to career training includes an emphasis on pedagogy and professional development. In addition to ENG 609, 611, and 691, students may also take up to two sections of ENG 771, which includes such subtitles as Advanced Pedagogy, Issues in Higher Education, and Diverse Classrooms.
2. 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 http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm.

3. 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.
4. Toward 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. A week prior to the exam, the student will be given two or three questions formulated by their director (in consultation with the committee), from which the student will choose one. He or she 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, students may use Powerpoint. During the next 40 minutes, the committee members will discuss the presentation.
 - b. The second hour of the oral examination will include questions and discussion over the texts from the major and minor lists.

Students should contact Laura Prather, 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).

5. 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** with 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), the student will contact Laura Prather, 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 via http://www.research.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.

6. Once the student successfully completes 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.
7. After the student has completed his or her dissertation and his or her 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 Laura Prather Department Manager Associate, to schedule the defense. The defense will last two hours. All committee members must be present for the entire defense (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).

Students must submit a Notice of Intent to Schedule a Final Doctoral Examination to the Graduate School via http://www.research.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 via http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm.

8. 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://www.research.uky.edu/gs/CurrentStudents/electronic_dissertation_defense_process.html.

Important Deadlines and Paperwork for Students Defending Fall 2016:

- During the semester in which they intend to graduate, students must submit their application for degree through MyUK. The deadline to submit the application for a Fall 2016 degree is September 20th, 2016.
- Students must submit the Notice of Intent to Schedule a Final Examination to the Graduate School at least eight weeks prior to their dissertation defense, via this link: http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm. The last day to submit the notice of intent for a Fall 2016 defense is September 20th, 2016.
- Students must submit the Request for Final Exam to the Graduate School (http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm) at least two weeks prior to their final exam. The last day to submit this form for a Fall 2016 defense is November 12th, 2016. The final day to sit for a Fall 2016 defense is December 3rd, 2016.
- After successfully completing the dissertation defense, students will have 60 days or until the last day of the semester (December 18th, 2016), 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 dissertation reviewed via UKnowledge for a first format check. For specific instructions on how to submit your dissertation, please read the Graduate School guidelines here: http://www.research.uky.edu/gs/CurrentStudents/electronic_dissertation_defense_process.html

Important Deadlines and Paperwork for Students Defending Spring 2017:

- During the semester in which they intend to graduate, students must submit their application for degree through MyUK. The deadline to submit the application for a Spring 2017 degree is February 20th, 2017.
- Students must submit the Notice of Intent to Schedule a Final Examination to the Graduate School at least eight weeks prior to their dissertation defense, via this link: http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm. The last day to submit the notice of intent for a Spring 2017 defense is February 20th, 2017.
- Students must submit the Request for Final Exam to the Graduate School (http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm) at least two weeks prior to their final exam. The last day to submit this form for a Spring 2017 defense is April 7th, 2017. The final day to sit for a Spring 2017 defense is April 21st, 2017.
- After successfully completing the dissertation defense, students will have 60 days or until the last day of the semester (May 6th, 2017), 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 dissertation reviewed via UKnowledge for a first format check. For specific instructions on how to submit your dissertation, please read the Graduate School guidelines here:

http://www.research.uky.edu/gs/CurrentStudents/electronic_dissertation_defense_process.html

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.