

# UNIVERSITY FACULTY SENATE FORMS

## Academic Program Approval

This form is a routing document for the approval of new and revised academic programs. Proposing department should complete this form. For more information, call the Faculty Senate Office at 831-2921.

**Submitted by:** \_\_\_\_\_ Matthew J. Kinservik \_\_\_\_\_ phone number \_\_\_x3657\_\_\_

**Department:** \_\_\_\_\_ English \_\_\_\_\_ email address \_\_\_matthewk@udel.edu\_\_\_

**Action:** \_\_\_\_\_ Revision of PhD in English  
(Example: add major/minor/concentration, delete major/minor/concentration, revise major/minor/concentration, academic unit name change, request for permanent status, policy change, etc.)

**Effective term** \_\_\_\_\_ 05F \_\_\_\_\_  
(use format 04F, 05W)

**Current degree** \_\_\_\_\_ PhD in English \_\_\_\_\_  
(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

**Proposed change leads to the degree of:** \_\_\_\_\_  
(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

**Proposed name:** \_\_\_\_\_ PhD in English \_\_\_\_\_  
Proposed new name for revised or new major / minor / concentration / academic unit  
(if applicable)

### Revising or Deleting:

**Undergraduate major / Concentration:** \_\_\_\_\_  
(Example: Applied Music – Instrumental degree BMAS)

**Undergraduate minor:** \_\_\_\_\_  
(Example: African Studies, Business Administration, English, Leadership, etc.)

**Graduate Program Policy statement change:** \_\_\_ revise graduation requirements \_\_\_  
(**Must attach** your Graduate Program Policy Statement)

**Graduate Program of Study:** \_\_\_\_\_  
(Example: Animal Science: MS Animal Science: PHD Economics: MA Economics: PHD)

**Graduate minor / concentration:** \_\_\_\_\_

### List program changes for curriculum revisions:

1. eliminate comprehensive examination
2. revise guidelines for specialty examination
3. revise guidelines for dissertation proposal

**List new courses required for the new or revised curriculum:**

(Be aware that approval of the curriculum is dependent upon these courses successfully passing through the Course Challenge list. If there are no new courses enter "None")

None

**Other affected units:**

(List other departments affected by this new or revised curriculum. Attach permission from the affected units. If no other unit is affected, enter "None")

None

**Rationale:**

(Explain your reasons for creating, revising, or deleting the curriculum or program.)

First, our PhD comprehensive examination was an ill-designed and misplaced examination. The MA is a better place to assess a graduate student's comprehensive (or generalist) knowledge. The preparation for the PhD comprehensive exam was onerous and took place at the very time we want our graduate students to begin to focus on their specialized fields. Also, we found that the assessment of this oral exam was arbitrary and the standards ill-defined.

Second, having eliminated the PhD comprehensive examination, we are able to ask more of our students in their specialty examination. Therefore, in place of a 3-page exam proposal and a 60-minute oral examination, we will now require a 20-page bibliographic essay, graded and approved by the examination committee, followed by a 90-minute oral examination.

Third, the new format of the specialty exam will help our students produce more substantial dissertation proposals than in the past. Therefore, in place of a 3-page dissertation proposal, we will now require a 20-page proposal.

**Program Requirements:**

(Show the new or revised curriculum as it should appear in the Course Catalog. If this is a revision, be sure to indicate the changes being made to the present curriculum.)

**1. Revision of Specialty Exam requirements**

In order to be admitted to formal candidacy for the Ph.D., all students are required to pass a Specialty Examination. The oral Specialty Examination, designed to prepare the student as a specialist in an area of teaching and research, must be taken prior to the start of the fourth semester of PhD work. By December 1<sup>st</sup> of the academic year in which the exam will be taken, the student must submit a 20-page specialty proposal for approval by the examiners. This should include a title, an introduction that defines the specialized area in literary and theoretical contexts, a set of issues to be engaged, an annotated bibliography of significant primary and secondary sources, and an explanation of the relation between the specialization and past course work, current courses, and dissertation plans. Any student who is not prepared to take the specialty exam within this time period must petition the Graduate Director in writing for an extension. Any student who fails to take the specialty exam within the extension period may lose his/her funding.

The examiners will be two faculty members in the student's field of specialization and the Director of Graduate Studies. The exam itself will be a 90-minute oral examination. The student has an opportunity for one, but only one, reexamination at a time to be determined by the examiners. Failing the Specialty Examination a second time constitutes a failure of the Qualifying Examinations and denies the student further opportunity to pursue the Ph.D.

## 2. Revision of Dissertation Proposal requirements

The proposal should be approximately 20 (double-spaced) pages in length. It should be concise, direct, and carefully written, and it must state the subject, scope, and significance of the research. The proposal must also make clear the general manner in which the student expects to proceed, including an outline of the chapters envisioned and a discussion of any problems anticipated.

Once the dissertation director and the second reader have approved the student's proposal, they should signify their approval by signing and dating the final draft. The student will submit the signed draft to the Director of Graduate Studies, who will furnish copies to the other members of the Graduate Committee for their review. The final deadline for submission of a dissertation proposal to the Graduate Committee is **April 15**.

A student whose dissertation proposal has not received the Committee's approval by **May 15** does not qualify for a Dissertation Fellowship awarded for the ensuing academic year.

In the event the proposal does not receive Graduate Committee approval, the Director of Graduate Studies will write a memorandum to the director, with copies to the student and the second reader, explaining the reason for the negative decision. The Committee may also request modification of the proposal, in which case the Director of Graduate Studies will notify the director, the student, and the second reader in the same manner, explaining the specific nature of the modifications needed. If the student elects to change the topic or if the topic does not receive approval by the Graduate Committee, the student may submit either a new or a revised proposal following these same procedures.

### **ROUTING AND AUTHORIZATION:** (Please do not remove supporting documentation.)

Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Dean of College \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, College Curriculum Committee \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Senate Com. on UG or GR Studies \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Senate Coordinating Com. \_\_\_\_\_ Date \_\_\_\_\_

Secretary, Faculty Senate \_\_\_\_\_ Date \_\_\_\_\_

Date of Senate Resolution \_\_\_\_\_ Date to be Effective \_\_\_\_\_

Registrar \_\_\_\_\_ Program Code \_\_\_\_\_ Date \_\_\_\_\_

Vice Provost for Academic Programs & Planning \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_

Board of Trustee Notification \_\_\_\_\_ Date \_\_\_\_\_

Revised 11/03/04 /khs