

GUIDELINES (*Old Document*)

[yellow highlights indicate material that has been changed in new document, which follows]

Graduate Studies in English
Department of English
University of Delaware
Newark DE 19716

The English Department of the University of Delaware offers M.A. and Ph.D. programs in English and American literature. The M.A. program emphasizes a comprehensive knowledge of literature, whereas the Ph.D. program encourages students to specialize in one area of literature and/or literary theory.

APPLICATION PROCEDURE

Application forms are available from the Director of Graduate Studies in English, from the Office of Graduate Studies, and online. Applicants submit a writing sample to the Director of Graduate Studies, Department of English, 205 Memorial Hall. All other application materials (the application form, the application fee, official copies of GRE scores and of transcripts from other institutions, and the three letters of recommendation) should be sent to the Office of Graduate Studies, University of Delaware, Newark, DE 19716. Application forms, GRE reports (for *both* the General and Subject tests), transcripts and letters of recommendation are processed by the Graduate Office and then forwarded to the Director of Graduate Studies in English. When the file is complete, applicants are informed about admission by the Director of Graduate Studies in English and by the Office of Graduate Studies.

Students are admitted into the graduate program for the Fall semester only. For students applying for funding as well as admission to the graduate program, all application materials must be postmarked by **February 15**. For those seeking admission without funding, all application materials must be postmarked by **May 1**.

FUNDING

The Department of English funds approximately 50 students each year, reserving awards for approximately 12 first-year M.A. students and a few transfers into the Ph.D. program. Stipends for Teaching Assistants and for students on fellowships for the nine-month academic year are adjusted regularly; the minimum stipend for Teaching Assistants in 2004-05 will be \$11,500 for the nine-month academic year. Some Research Assistantships provide a stipend of up to \$21,000 for 11 months. All students on stipend receive free tuition during Fall and Spring semesters and have the opportunity to purchase at minimal cost the University's graduate student accident and sickness insurance plan. Coverage and student costs are subject to review each year.

Although financial aid awards are competitive and, therefore, not automatically renewed, funded students making satisfactory progress toward their degrees may expect to have their awards renewed: M.A. students, for a maximum of 2 years (4 semesters); Ph.D. students, for a maximum of 3 years (6 semesters); students who complete both programs, for a maximum of 5 years. Students who require additional years to complete the degree can have their tuition paid if they teach 2 courses per semester.

Applicants for financial aid must complete an application for admission, on which they can indicate the type of aid they seek. Financial aid awards are normally made in March or April to the most qualified applicants who will begin their graduate study in the Fall semester.

The English Department provides diverse experiences for its funded students. These include fellowships, teaching assistantships in the Writing Center and in the classroom, and research assistantships serving individual professors. TAs in the classroom normally teach one class in one semester and two in the other semester. Students qualify to teach composition courses by taking ENGL688. They qualify to teach literature courses by assisting in large sections taught by experienced faculty or by an apprenticeship with a faculty member. Research Assistants and Teaching Assistants who teach in the Writing Center work 15-20 hours per week each semester. Students on fellowship must enroll in 9 graduate credit hours each semester. Students on assistantships are considered full-time when enrolled for 6 credit hours each semester, but they normally take 9 credit hours in alternate semesters.

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THE MASTER OF ARTS DEGREE IN ENGLISH

The M.A. program in English at the University of Delaware is designed to introduce students to literary research, to extend their knowledge of British and American literature and culture, to offer training in literary theory and criticism, and to broaden the professional opportunities available for students preparing to teach composition and literature.

The M.A. requires ten courses (30 credit hours) or eight courses plus thesis (6 credit hours of ENGL 869). Students must also demonstrate an ability to read a foreign language.

Entrance Requirements

Entering students for the M.A. are normally expected to have an undergraduate major in English consisting of approximately 30 semester credit hours in English and American literature above the freshman level. The average grade in this work and in all undergraduate work should be at least A-/B+ (3.5 on a scale of 1 to 4). Applicants should take the Graduate Record Examinations (General and Subject tests) and attain a combined score of at least 1100 in the Verbal and Analytical tests and at least 500 in the Advanced Test in English and American literature. Applicants whose native language is not English must take the TOEFL and are expected to attain a score of at least 600 (paper-based) or 250 (computer-based). Meeting these minimum requirements does not guarantee admission, which is based on a review of all the applicant's credentials.

Course Program

All M.A. students must satisfy the following distribution requirements: one course in literature pre-1700; one course in literature 1700-1900; one course in literature 1900-present; and one course in literary or cultural theory. At least one of these courses must be in British and one in American literature. (Please note: "History of the English Language" [ENGL694], does not fulfill the British pre-1700 distribution requirement.) A reasonable balance between 600- and 800-level courses should be maintained. Courses numbered below 600 (including "French/German Readings: Ph.D. Candidates") do not count toward the degree. "Methods of Research" (ENGL600) is a required course and should be scheduled in the first year of graduate study. "Teaching Composition" (ENGL688) or its equivalent is required for all students teaching composition courses.

Ordinarily, a maximum of 3 credit hours of Independent Study (ENGL666 or ENGL866) may be counted toward the degree. Up to 9 credit hours from other universities or from other departments in this university may also be counted toward the degree, but only upon written application to and written approval from the Graduate Director and the University Office of Graduate Studies.

Language Requirement

Students are expected to demonstrate the ability to read and work in a language other than English not only as a tool of research but also as a means of deepening their awareness of language. A student whose native language is not English may, with the written permission of the Graduate Director, use his or her native language to fill the language requirement if that language is pertinent to his or her research. Places and times of the examinations (usually in September and February) are announced at the beginning of each semester. Students may fulfill the language requirement in one of the following ways:

- 1) by passing a translation examination administered by the English Department: a dictionary may be used to translate a passage of approximately 500 words into idiomatic English, and the translation should be as syntactically close to the original as possible in order to demonstrate the degree of familiarity with the language;
- 2) by passing the final examination in "French Readings: Ph.D. Candidates" (FREN533) or "German Readings: Ph.D. Candidates" (GRMN533)--each a three-credit course taught by the Department of Foreign Languages and Literature. Only one of these courses is offered per year.

M.A. Thesis

The student selects a thesis topic approved by the advisor and works under the direction of that advisor. The Director of Graduate Studies, in consultation with the advisor, appoints a second reader. Before any work is begun, however, a brief statement of the nature and significance of the thesis topic must first be approved by the advisor and second reader and then submitted to the Graduate Committee for its approval by **April 15** of the first year in the program. Submission of the thesis is in accordance with the regulations outlined by the Office of Graduate Studies. For the non-thesis option, see the introductory paragraphs above.

All theses must conform to the University of Delaware "Thesis and Dissertation Manual," available on line from the Office of Graduate Studies. The manual contains information on the preparation and formatting of theses, the use of human subjects for research, and the submission of theses on alternative media, such as CD-ROM.

Academic Standing

Students are required to maintain a minimum average of B (3.0) in their course work, but they are expected to do considerably better. Any grade below B may place the student's academic status and financial aid in jeopardy. Incompletes must be removed from the student's record within the first two weeks of the semester following the one when the "I" grades were given. Only the Director of Graduate Studies may grant an extension. Students with Incompletes may be barred from registering for additional courses.

Time Limits

Students holding assistantships normally finish all requirements for the M.A. within four semesters. Students may take up to five years to complete the degree, but written permission from the Office of Graduate Studies is required for work beyond the fifth year.

Continuation in the Ph.D. Program

In evaluating the applications of internal M.A. students who wish to pursue the Ph.D., the Graduate Committee will weigh the following materials: 1) the student's application, consisting of a) a one-page letter of intent outlining the student's plans for the Ph.D. program; b) an article-length research paper; c) a brief resume; and 2) the student's performance in graduate coursework to date, as evinced by faculty evaluations and a transcript (a grade-point average of 3.75 or better is expected). Students with Incompletes may not apply to the Ph.D. program until all work has been completed.

THE DOCTOR OF PHILOSOPHY DEGREE

The Ph.D. Degree in English at the University of Delaware is designed to bring students with generalist preparation into specialized work in a significant area of British and American literary and cultural studies and/or theory. Students are prepared to teach at the university level and to publish their research with reputable journals and presses.

The Ph.D. requires eight courses (24 credit hours) beyond those taken for the M.A., **passing oral Comprehensive and Specialty Examinations**, a dissertation, and passing an oral examination on the dissertation and related topics.

Students must also satisfy a residency requirement (2 consecutive semesters as a full-time student), and demonstrate the ability to read a second foreign language, or advanced facility with one foreign language.

Entrance Requirements

Students with a B.A. who seek to enter the Ph.D. program must first gain admission to the M.A. program and then seek admission to the Ph.D. program after they have distinguished themselves in the M.A. program.

Transfer students with M.A.s from other institutions may also apply for the Ph.D. program. They are expected to have an academic index of at least 3.75 in their M.A. courses, a combined score of at least 1200 in the Verbal and Analytical tests of the GRE, a score of 600 in the GRE Advanced Test in Literature, and strong recommendations from their graduate professors.

Course Enrollment

Before actual registration for courses, incoming students must contact the Director of Graduate Studies in English for initial advisement. The Director of Graduate Studies will continue to advise students until they select advisors who will oversee their oral Comprehensive and Specialty Examinations and direct their dissertations. The Director will assist with this process. The advisor for a Specialty Examination must be a member of the Graduate Faculty in English and a specialist in the same field the student selects. Students should arrange for interviews with their advisors to select programs of study and should consult their advisors from time to time regarding courses to be taken, the timing of the Specialty Examination, and other academic matters.

Course Program

Students are required to take eight courses beyond the M.A., not including ENGL600 Methods of Research, ENGL688 Teaching Composition, and courses in creative writing. M.A. transfers are also required to take ENGL600 Methods of Research if they have not had such a course. M.A. transfers who are Teaching Assistants are also required to take ENGL688 if they have not previously taught at the college level. All Ph.D. students must satisfy the following distribution requirements by means of their M.A. and Ph.D. courses (here or elsewhere): one course in literature pre-1700; one course in literature between 1700-1900; one course in literature 1900-present; and one course in literary or cultural theory. At least one of these courses must be in British and one in American Literature.

Courses numbered below 600 do not count for the degree. Up to 6 credit hours of Independent Study courses (ENGL666 or ENGL866) may be counted toward the degree, and students are encouraged to take at least one Independent Study course in their area of specialization. Up to 6 credit hours from other universities or from other departments in this university may also be counted toward the degree, but only upon written application to and written approval from the Graduate Director and the Office of Graduate Studies.

Students who have completed all of their coursework for the Ph.D. but have not yet met candidacy requirements (i.e., passing the Comprehensive and Specialty Exams and receiving the Graduate Committee's approval of their dissertation proposal) should register in ENGL964; students whose dissertation proposals have been approved should register for ENGL 969.

Academic Standing

In accordance with the University's rules for probation and dismissal, Ph.D. students must maintain a minimum academic index of 3.0. An index lower than 3.5 or better would be disappointing, however, and any grade below B in a course will place a student's academic status and financial aid in jeopardy. Incompletes must be removed from the student's record according to the University's schedule: the semester following the one when the "I" grades were given. Only the Director of Graduate Studies may grant an extension. Students with 3 Incompletes will be barred by the Office of Graduate Studies from registering for additional courses.

Language Requirements

Students are required to demonstrate either 1) an ability to read and work in two languages other than English (only one additional language if there is evidence of satisfying a language requirement for the M.A.) that have a demonstrable bearing on their research interests; or 2) an advanced ability to read and work in one language other than English that may be the same language that satisfied the language requirement for the M.A. For the methods of examination under option 1, see THE MASTER OF ARTS DEGREE Language Requirement; for option 2, students must pass a graduate course in their chosen language with a grade of B or better. The language requirement should be fulfilled by the time course work is completed.

Time Limits

The Ph.D. should be completed within five years of matriculation if the student is entering with an M.A., seven if entering without.

Qualifying Examinations

In order to be admitted to formal candidacy for the Ph.D., all students are required to pass **an oral Comprehensive Examination and** a Specialty Examination.

The Comprehensive Exam

At the beginning of the second semester of their first year in the Ph.D. program, students will take a comprehensive exam that is designed to a) test their preparation for the increasingly broad range of teaching responsibilities they are likely to have as college professors, as the discipline of English studies continues to expand its parameters—and as institutions continue to “downsize” their faculty, hiring one person to teach a range of courses they formerly would have hired two or three to cover; and b) ensure that they have the broad knowledge of the discipline that provides the most effective base for further specialization as they begin working on a dissertation, an original contribution to scholarship in their field. The exam will be based on a student-generated reading list, which will be divided into the following categories:

- 1) pre-1700
- 2) 1700-1900
- 3) 1900-present
- 4) literary and cultural theory

The list shall include at least 15 and no more than 40 authors from any given category. In arranging their lists, students will work very closely with a faculty advisor they have selected for the exam. While there are no quantitative guidelines for directing the selection of the list other than the number of authors per category, students and faculty alike should be sensitive to the shape of the list as a whole, and should be sure that it illustrates historical, generic, and cultural range. While a list may be tailored to interests of various kinds, it should include a broadly representative range of nationalities, genders, ethnicities, and literary genres.

Students will submit their reading lists—which identify specific texts by the 100 authors the student has chosen—along with their advisor’s written endorsement, for the approval of the Graduate Committee by **October 15**. The Examining Committee will have 3 members: the student’s advisor; a representative of the Graduate Committee identified publicly at the beginning of the fall semester as the standing member of the Examining Committee; and a member of the Graduate Faculty identified by December 15. This format provides for broad coverage of the reading list. To insure fairness, an advocate (the advisor) and a representative of the Graduate Committee serve on all of the exams. Before the third member of the Examining Committee is selected, a student will have the right to identify privately to the Director of Graduate Studies ONE faculty member who shall not serve on the Committee. The Graduate Committee normally considers lists for approval at its next meeting, communicating with students either acceptance or suggestions for revisions within two weeks of submission. Final revisions should be submitted to the English Dept. Graduate Office by **December 1**. The schedule may be shifted 2 months later for transfer students into the Ph.D. program. Only one re-examination will be allowed, to be scheduled at the discretion of the Examining Committee, but no later than 30 June, if funding is to be maintained for the next fall semester.

The exam itself will be a 90-minute oral examination. This format has been selected because it a) is the most efficient mode of assessing a student’s knowledge; b) allows the student to demonstrate and the faculty to probe further the student’s ability to make the transhistorical, transnational, and transgeneric connections the exam is designed to foster; c) requires students to develop the oral skills that they will need at academic conferences and job interviews, as well as in the classroom; and d) provides an occasion for genuine conversation about a student’s interests.

Although this is a test, an occasion for assessing a student’s breadth of knowledge and ability to synthesize information and ideas and engage in critical debate about key issues in the discipline today, the exam is also designed to be conversational. It will not be diverted to the special interests of examining faculty. The student will have up to ten minutes at the beginning of the exam to state his or her intellectual interests and possible research topics in order to give the discussion a productive initial direction. Students are welcome to make reference to additional materials, and faculty may ask why something is not on a list; but a satisfactory performance in this exam is one in which the student speaks intelligently and with real familiarity about the texts on his/her list, the rationale for inclusion/exclusion, and the thematic, historical, and generic connections among them.

The Specialty Proposal and Exam

The oral Specialty Examination, designed to prepare the student as a specialist in an area of teaching and research, should be scheduled within 8 months of the Comprehensive Examination (usually by the end of October in the second year of Ph.D. study and no later than **March 15**). Approximately one month before taking the exam, the student must submit a

2-page specialty proposal for approval by the Graduate Committee. This should include a title, an introduction that defines the specialized area in literary and theoretical contexts, a set of issues to be engaged, a bibliography, and an explanation of the relation between the specialization and past course work, current courses, and dissertation plans. The proposal must be endorsed by two faculty members, one of whom may become the director of the dissertation. 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 3 faculty members in the student's field of specialization and the Director of Graduate Studies (who may ask questions but does not vote). The exam itself will be a 60-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.

The Dissertation Proposal

Before being admitted to formal candidacy, the student must, in consultation with a director and a second reader, prepare a dissertation proposal for approval by the Graduate Committee. This should not be an extensive document, but rather a brief statement of the subject, a justification of it, and a plan for research and writing (see "SUBMISSION OF PH.D. DISSERTATION PROPOSAL").

Dissertation

The Director of Graduate Studies, in consultation with the dissertation director, will appoint third and fourth readers of the dissertation, the last of whom, as outside examiner, is not a member of the English Department of the University of Delaware. Instructions for the format of the dissertation should be obtained from the Office of Graduate Studies. When the dissertation is complete, the student will be expected to pass a 1-2 hour oral examination on the dissertation and related topics, administered by a committee composed of the dissertation director, serving as chair, and the three additional readers.

All theses must conform to the University of Delaware "Thesis and Dissertation Manual," available from the Office of Graduate Studies. The manual contains information on the preparation and formatting of theses, the use of human subjects for research, and the submission of theses on alternative media, such as CD-ROM.

The relationship between a student writing a dissertation and the committee of readers should be established when a student undertakes work on the dissertation. Although no single procedure is required, many students will submit chapters in process first to the dissertation director, revise these chapters, and then submit them to one or more of the three additional readers; other students may work only with the director until the entire dissertation is in its penultimate form before seeking the approval of the other three readers. In the latter case, the student is advised that the second, third, and/or fourth reader might refuse to approve a "completed" dissertation until substantial revisions are made. In order to meet the deadline for graduation, students (and their directors) are urged to involve at least the second reader in the process of composition or to provide a completed penultimate draft to all of the other readers at least 3 months before the deadline for receipt of the dissertation in its final form in the Office of Graduate Studies. That three-month period will give the readers time to evaluate the draft and to suggest or require any revisions before the defense; enable the student to make any changes in the dissertation before the defense; give the student time to make any required revisions after the defense; and give the director time to read and approve the ultimate draft before its submission (in three copies) to the Office of Graduate Studies.

SUBMISSION OF PH.D. DISSERTATION PROPOSAL

The proposal is a working description of the student's research project, and it must define a topic, a method of research, and an overall goal. It is understood that the project will not be advanced enough when the proposal is written for the student to know exactly where the project will lead. No student should work extensively on the thesis until the proposal has been approved by the Graduate Committee.

Format

The proposal should be approximately 2-3 (double-spaced) pages in length. It should be concise, direct, and carefully written. The first paragraph should state the subject, scope, and significance of the research. The remainder of the proposal should make clear the general manner in which the student expects to proceed. It should include a tentative explanation of the chapters envisioned and indicate briefly any problems anticipated. Normally, no detailed bibliographies

or footnotes are required, unless they are integral to the description of the project.

Procedure

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.

COMPETITION FOR DISSERTATION FELLOWSHIPS

Students competing for Dissertation Fellowships are evaluated according to the following criteria:

- 1) progress to date toward the dissertation (note: the Graduate Committee's approval of a dissertation proposal is mandatory);
- 2) performance to date in the program (e.g., discursive and other evaluations of graduate coursework, service to the department);
- 3) professional activity (e.g., publications, conference presentations).

The deadline for receipt of these applications is **April 15**.

Policies and Requirements for Graduate Studies in English (*New Document*)

For students matriculating as of September, 2005

[blue highlights indicate changes from previous document]

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Time Limits

Students holding assistantships normally finish all requirements for the M.A. within four semesters. Students may take up to five years to complete the degree, but written permission from the Office of Graduate Studies is required for work beyond the fifth year.

The Comprehensive Exam

Between the first and second semesters of their second year in the M.A. program, students will take a written comprehensive exam that is designed to ensure that they have the broad knowledge of the discipline that provides the most effective base for a career in teaching or publishing, as well as for specialized study in the doctoral program. The exam will be based on a list of sixty-one items, covering British and American literature. A copy of the MA comprehensive exam list is available in the Graduate Office and on the program's Web site.

The exam will be graded as High Pass, Pass, Low Pass, or Fail. Any students who fail have the opportunity to retake the exam (with new questions) before March 1st in order to pass and be eligible for admission into the Ph.D. program. Any student who fails twice will be denied the M.A. degree.

Continuation in the Ph.D. Program

In evaluating the applications of internal M.A. students who wish to pursue the Ph.D., the Graduate Committee will weigh the following materials: 1) the student's application, consisting of a) a one-page letter of intent outlining the student's plans for the Ph.D. program; b) an article-length research paper; c) a brief resume; 2) the student's performance in graduate coursework to date, as evinced by faculty evaluations and a transcript (a grade-point average of 3.75 or better is expected); and 3) performance on the MA comprehensive exam. Students with Incompletes may not apply to the Ph.D. program until all work has been completed.

THE DOCTOR OF PHILOSOPHY DEGREE

The Ph.D. Degree in English at the University of Delaware is designed to bring students with generalist preparation into specialized work in a significant area of British and American literary and cultural studies and/or theory. Students are prepared to teach at the university level and to publish their research with reputable journals and presses.

The Ph.D. requires eight courses (24 credit hours) beyond those taken for the M.A., passing the Specialty

Examination, a dissertation, and passing an oral examination on the dissertation and related topics.

Students must also satisfy a residency requirement (2 consecutive semesters as a full-time student), and demonstrate the ability to read a second foreign language, or advanced facility with one foreign language.

Entrance Requirements

Students with a B.A. who seek to enter the Ph.D. program must first gain admission to the M.A. program and then seek admission to the Ph.D. program after they have distinguished themselves in the M.A. program.

Transfer students with M.A.s from other institutions may also apply for the Ph.D. program. They are expected to have an academic index of at least 3.75 in their M.A. courses, a combined score of at least 1200 in the Verbal and Analytical tests of the GRE, a score of 600 in the GRE Advanced Test in Literature, and strong recommendations from their graduate professors.

Course Enrollment

Before actual registration for courses, incoming students must contact the Director of Graduate Studies in English for initial advisement. The Director of Graduate Studies will continue to advise students until they select advisors who will oversee their oral Comprehensive and Specialty Examinations and direct their dissertations. The Director will assist with this process. The advisor for a Specialty Examination must be a member of the Graduate Faculty in English and a specialist in the same field the student selects. Students should arrange for interviews with their advisors to select programs of study and should consult their advisors from time to time regarding courses to be taken, the timing of the Specialty Examination, and other academic matters.

Course Program

Students are required to take eight courses beyond the M.A., not including ENGL600 Methods of Research, ENGL688 Teaching Composition, and courses in creative writing. M.A. transfers are also required to take ENGL600 Methods of Research if they have not had such a course. M.A. transfers who are Teaching Assistants are also required to take ENGL688 if they have not previously taught at the college level. **All MA transfers are required to take ENGL684 Introduction to Literary Theory.** All Ph.D. students must satisfy the following distribution requirements by means of their M.A. and Ph.D. courses (here or elsewhere): one course in literature pre-1700; one course in literature between 1700-1900; one course in literature 1900-present; and one course in literary or cultural theory. At least one of these courses must be in British and one in American Literature.

Courses numbered below 600 do not count for the degree. Up to 6 credit hours of Independent Study courses (ENGL666 or ENGL866) may be counted toward the degree, and students are encouraged to take at least one Independent Study course in their area of specialization. Up to 6 credit hours from other universities or from other departments in this university may also be counted toward the degree, but only upon written application to and written approval from the Graduate Director and the Office of Graduate Studies.

Students who have completed all of their coursework for the Ph.D. but have not yet met candidacy requirements (i.e., passing the Comprehensive and Specialty Exams and receiving the Graduate Committee's approval of their dissertation proposal) should register in ENGL964; students whose dissertation proposals have been approved should register for ENGL 969.

Academic Standing

In accordance with the University's rules for probation and dismissal, Ph.D. students must maintain a minimum academic index of 3.0. An index lower than 3.5 or better would be disappointing, however, and any grade below B in a course will place a student's academic status and financial aid in jeopardy. Incompletes must be removed from the student's record according to the University's schedule: the semester following the one when the "I" grades were given. Only the Director of Graduate Studies may grant an extension. Students with 3 Incompletes will be barred by the Office of Graduate Studies from registering for additional courses.

Language Requirements

Students are required to demonstrate either 1) an ability to read and work in two languages other than English (only one additional language if there is evidence of satisfying a language requirement for the M.A.) that have a demonstrable bearing on their research interests; or 2) an advanced ability to read and work in one language other than English that may be the same language that satisfied the language requirement for the M.A. For the methods of

examination under option 1, see THE MASTER OF ARTS DEGREE Language Requirement; for option 2, students must pass a graduate course in their chosen language with a grade of B or better. The language requirement should be fulfilled by the time course work is completed.

Time Limits

The Ph.D. should be completed within five years of matriculation if the student is entering with an M.A., seven if entering without.

The Specialty Proposal and Exam

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 1st** 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.

The Dissertation Proposal

Before being admitted to formal candidacy, the student must, in consultation with a director and a second reader, prepare a dissertation proposal for approval by the Graduate Committee. This should be a thorough document, growing out of the Specialty Exam Proposal, including a statement of the subject, a justification of it, a survey of the significant primary and secondary materials, and a plan for research and writing (see below, "SUBMISSION OF PH.D. DISSERTATION PROPOSAL").

Dissertation

The Director of Graduate Studies, in consultation with the dissertation director, will appoint third and fourth readers of the dissertation, the last of whom, as outside examiner, is not a member of the English Department of the University of Delaware. Instructions for the format of the dissertation should be obtained from the Office of Graduate Studies. When the dissertation is complete, the student will be expected to pass a 1-2 hour oral examination on the dissertation and related topics, administered by a committee composed of the dissertation director, serving as chair, and the three additional readers.

All theses must conform to the University of Delaware "Thesis and Dissertation Manual," available from the Office of Graduate Studies. The manual contains information on the preparation and formatting of theses, the use of human subjects for research, and the submission of theses on alternative media, such as CD-ROM.

The relationship between a student writing a dissertation and the committee of readers should be established when a student undertakes work on the dissertation. Although no single procedure is required, many students will submit chapters in process first to the dissertation director, revise these chapters, and then submit them to one or more of the three additional readers; other students may work only with the director until the entire dissertation is in its penultimate form before seeking the approval of the other three readers. In the latter case, the student is advised that the second, third, and/or fourth reader might refuse to approve a "completed" dissertation until substantial revisions are made. In order to meet the deadline for graduation, students (and their directors) are urged to involve at least the second reader in the process of composition or to provide a completed penultimate draft to all of the other readers at least 3 months before the deadline for receipt of the dissertation in its final form in the Office of Graduate Studies. That three-month period will give the readers time to evaluate the draft and to suggest or require any revisions before the defense; enable the student to make any changes in the dissertation before the defense; give the student time to make any required revisions after the defense; and give the

director time to read and approve the ultimate draft before its submission (in three copies) to the Office of Graduate Studies.

SUBMISSION OF PH.D. DISSERTATION PROPOSAL

The proposal is a working description of the student's research project, and it must define a topic, a method of research, the significant primary and secondary texts, and an overall goal. It is understood that the project will not be advanced enough when the proposal is written for the student to know exactly where the project will lead. No student should work extensively on the thesis until the proposal has been approved by the Graduate Committee.

Format

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.

Procedure

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.

COMPETITION FOR DISSERTATION FELLOWSHIPS

Students competing for Dissertation Fellowships are evaluated according to the following criteria:

- 4) progress to date toward the dissertation (note: the Graduate Committee's approval of a dissertation proposal is mandatory);
- 5) performance to date in the program (e.g., discursive and other evaluations of graduate coursework, service to the department);
- 6) professional activity (e.g., publications, conference presentations).

The deadline for receipt of these applications is **April 15**.

GUIDELINES FOR THE MA COMPREHENSIVE EXAMINATION
Approved December 2005

Successful completion of the MA comprehensive examination is required for the MA degree. Based on a list of sixty-one items, the exam is designed to test a student's preparation as a generalist in British and American literature.¹ It will be administered in the Winter Session of the second year of the MA program.

FORMAT

The exam will be written, not oral, and will be comprised of two sections. Section One will be administered in the morning and will last two-and-a-half hours. Students will be given six substantive quotations from works on the reading list, spread out among the five historical periods that the list is divided into. The author and text of each quotation will be identified on the exam. Students will be required to choose five of the six quotations and to write short essays that discuss the significance of the passage in terms of its context, genre, form, tone, language, or any other features that seem important. The goal of this section is to test a student's abilities in close reading.

Section two will be administered in the afternoon and will last three hours. Students will be given three essay questions and will be required to answer two of them. These questions will focus on issues such as genre, theme, subject matter, or language, and ask students to choose works from the list that come from three different historical periods and discuss them in terms of a given issue. Unlike the first section, these essay questions will be highly specific about the issue to be addressed, but will leave the choice of works up to the student. The goal of this section is to test a student's ability to construct an argument and draw connections between works of literature from different historical eras.

PROCEDURE

The exam will be created by a three-member examination committee, comprised of graduate faculty members not serving on the graduate committee. The examination must then be approved by the graduate committee. The examination committee will also evaluate the exams, grading them on a scale of high pass/pass/low pass/fail. The results will be available by February 1st. If a student fails, a single reexamination, based on new questions, will be offered before March 1st. The examination committee can require a re-take on either or both of the sections, depending on the individual circumstances. Anyone who fails twice will not receive the MA degree. Exam grades will be reported to the admissions subcommittee and will be considered by the committee during the admissions process for the PhD program.

The questions on the exam will be based solely on works found on the reading list. Students are, of course, permitted to make reference to other works in their responses, but not at the expense of works on the list.

Students are encouraged to take the exam on a computer and the computer lab in Memorial Hall will be made available on examination day for this purpose. The computers are for word processing only—access to additional files or the Internet will not be permitted.

¹ The list of sixty-one items was created in the spring semester, 2005. It will be reviewed and possibly amended in three years (i.e., spring semester, 2008). The number of items on the list may vary slightly, but the committee does not intend for the list to increase or decrease greatly in size.

GUIDELINES FOR THE PHD SPECIALTY EXAMINATION
Approved December 2005

Successful completion of the PhD specialty examination is required for a PhD student to write the dissertation proposal and advance to candidacy status. The goal of this examination is to certify that the student has obtained a high level of professional knowledge in a given area of specialization and is prepared to write a substantial dissertation proposal within that area. The exam must be administered before the beginning of the fourth semester of PhD work.

FORMAT

The exam consists of two parts: a bibliographic essay and a ninety-minute oral exam. The bibliographic essay should be the foundation of a dissertation proposal. In no fewer than twenty pages, the bibliographic essay should describe the state of criticism on the major subjects specific to the student's future dissertation topic (i.e., significant primary works, genre, methodology, theory, etc.). Although this is the groundwork for the dissertation proposal, the bibliographic essay should focus less on a precise thesis or chapter structure and more on the issues and texts central to the future dissertation. This document 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.

After the examination committee has approved the bibliographic essay, the student may schedule the oral examination in the specialty area. The specialty area should reflect the way students hope to present themselves professionally. The goal of the oral exam is to test how advanced graduate students are able to discuss their particular research interests—as defined by the bibliographic essay—in terms of the broader field of study with which they identify. In other words, students should be prepared to justify the value of their own research, as described in the bibliographic essay, to the field at large.

PROCEDURE

The exam will be administered by a three-member examination committee, comprised of the director of graduate studies and two professors from the student's area of specialization, nominated by the student and approved by the director of graduate studies. The bibliographic essay is due to the examination committee no later than December 1st. After the committee has approved the bibliographic essay, the oral examination may be scheduled for any time prior to the start of the spring semester. The oral exam is graded pass/fail. In the event of a failure, the student has the opportunity for one, but only one reexamination at a time to be determined by the examiners. Failing the exam a second time denies the student further opportunity to pursue the PhD.

The feedback that a student receives from both the oral and written component of the specialty examination is meant to help the student produce a dissertation proposal, which is to be submitted shortly after successful completion of the Specialty Exam (i.e., before the end of the following semester).