PROGRAM REQUIREMENTS AND RECOMMENDED TIMELINE FOR COMPLETING THE PH.D. PROGRAM IN ENGLISH, Effective 8/14

PROGRAM REQUIREMENTS

The requirements for the Ph.D. degree in English include the following:

I. 42 Hours of Credit

Each student must have a cumulative GPA of at least 3.5 on the total number of graduate credit hours appearing on the transcript after completion of the M.A. According to Graduate School policy, each student must receive an Annual Graduate Student Academic Review from the Director of Graduate Studies (DGS) at the end of each spring semester. If a student’s GPA were to drop below the required minimum, the Academic Review form would indicate that the student is not making satisfactory progress, and the student should contact the DGS immediately to discuss his or her status in the program.

A. 24 hours of graduate course work fulfilling the following requirements
   1. At least 1 course emphasizing theory
   2. At least 4 seminars, one of which should be in the student’s area of specialization

Note: English 5003/Composition Pedagogy and any deficiency course(s) that the English Department may require of a student can count toward the 24-hour course work requirement.

B. 18 dissertation hours

II. Candidacy Exams

A. Written exam in broad area of specialization (72 hours, 2-3 essay responses, approximately 30 pages)

B. Oral exam on a topic within area of specialization and related to student’s dissertation plans
   1. Defense of 20-25 page paper (submitted prior to exam)
   2. Review and discussion of a reading list (submitted prior to exam)

III. Approval of Dissertation Prospectus and Defense of Dissertation

IV. Foreign Language Requirement

A. Documentation of reading proficiency in a foreign language

B. Documentation of reading proficiency in Latin, Old English, and Middle English (required only for those students specializing in the medieval period)
Secondary Emphasis in Rhetoric and Composition

The program requirements for the Ph.D. in English with a secondary emphasis in Rhetoric and Composition are the same as those for the regular Ph.D. program except that these students must also

1) take English 5003/Composition Pedagogy; English 5973 or English 6973; and an additional graduate-level course in Rhetoric and Composition approved by the Director of Composition

Note: These courses may overlap with the courses used to fulfill the Ph.D. program requirements.

2) teach five of the following writing courses in any of the following combinations:
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   - 2 from column A and 3 from column B
   - 2 from column A, 2 from column B, and 1 from column C

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3) earn 10 professional development points from the Program in Rhetoric and Composition (PRC) by engaging in any combination of the following activities:
   - Presenting research at any Rhetoric and Composition conference (3 points)
   - Organizing or leading a PRC workshop (2 points)
   - Participating in a PRC workshop (1 point)
   - Coordinating a PRC course or project (3 points)
RECOMMENDED TIMELINE

At the beginning of your Ph.D. program, you will meet with the DGS to discuss your course schedule for the fall semester and again, a few months later, to discuss your course schedule for the spring semester. You must continue to meet with the DGS every subsequent semester of your program to receive further advising and to make sure that the paperwork documenting your completion of program requirements is up to date. Otherwise, when you apply to graduate, the DGS may not be able to sign off on the Graduate School forms that ask whether you have completed all of your requirements.

I. FIRST YEAR

A. Fall Semester

Take 2-3 courses that fulfill program requirements. If you are a new teaching assistant, you will have to enroll in English 5003/Composition Pedagogy, which will fulfill one of your non-seminar course requirements. It is recommended that you also register for 1 of your 4 seminars. (In the course descriptions, seminars have course numbers at the 6000 level.) You should likewise consider completing your theory course requirement early in the program (perhaps in your first semester) so that you can apply that theoretical knowledge to subsequent course work and study. (In the course descriptions, courses fulfilling this requirement have been given an advisory code of “I.”)

B. Spring Semester

Take 2-3 courses that fulfill program requirements. It is recommended that at least one of these courses be a seminar.

C. Summer Sessions

1. Over the summer, if you are a fellowship recipient, you must enroll in at least 3 hours of graduate-level course work and you are not allowed to teach. If you are not a fellowship recipient, you are not required to register for course work during the summer unless you apply for and are awarded a summer teaching assistant position, in which case you must enroll in at least 3 hours of course work. In either case, if you have not already fulfilled your Foreign Language Requirement, you should try to use the summer sessions of your first year to complete that requirement.

Unless you are specializing in the medieval period, you will need to demonstrate a reading knowledge of one language other than English that is relevant to your area of study. French, German, Italian, Spanish, Russian, Ancient Greek, and Latin are normally acceptable choices to meet the Foreign Language Requirement, although other languages may be used with the approval of the DGS.
If you elect the medieval period as your field of specialization, you must demonstrate a reading knowledge of Latin, Old English, and Middle English as well as one other foreign language.

You can meet the **Foreign Language Requirement** by documenting that you have demonstrated proficiency in a foreign language while enrolled in an M.A. program at the University of Arkansas or another accredited university no more than two years before starting the Ph.D. program.

Reading knowledge can be demonstrated in one of the following ways, two of which do not entail course work:

a. Pass a reading proficiency course taught by the Department of World Languages, Literatures and Cultures and designed to fulfill the graduate-level **Foreign Language Requirement**.

b. Pass an individual exam administered by a faculty member from the Department of World Languages, Literatures and Cultures (or another department on campus approved by the DGS) who is qualified to evaluate reading proficiency in the language you have chosen.

c. Pass with a “B” or better an upper-level undergraduate course offered by the World Languages, Literatures and Cultures Department and taught in the language you have chosen.

d. Present official documentation showing that the language you have chosen is your native language and that you are already fluent in it.

2. If possible, during the summer, take another course that fulfills a program requirement (a seminar requirement or an elective course requirement).

   **Note:** If you apply for and receive a teaching assistantship for the summer, you will teach one 3-hour course and have your tuition waived for up to 6 hours of course work (which can include a course taken to fulfill your **Foreign Language Requirement**).

3. Before the end of the summer of your first year, you should try to decide upon a broad area of specialization and notify the DGS so that he or she can better advise you regarding related course work and faculty research interests. A list of areas of specialization is provided below, although students may propose and seek approval for other areas of specialization that are not listed.

   • Medieval Literature and Culture
   • Renaissance Literature and Culture
   • Restoration and 18th-Century Literature and Culture
   • 19th-Century British Literature and Culture
   • Modern and Contemporary British Literature and Culture
   • American Literature and Culture before 1900
Modern and Contemporary American Literature and Culture
- Literature and Culture of the American South
- Postcolonial Literature and Culture
- African American Literature and Culture
- U.S. Latino/Latina Literature and Culture
- Native American Literature and Culture
- Arab American Literature and Culture
- World Literature and Culture in English
- American Multiculturalism
- Gender, Sexuality, and Literature
- Film and Media
- Criticism and Literary Theory
- Popular Culture and Popular Genres
- Rhetoric, Composition, and Literacy
- Literary History

II. SECOND YEAR

A. Fall Semester

Take 2-3 courses that fulfill program requirements.

B. Spring Semester

1. Take 2-3 courses that fulfill program requirements. If this is your last semester of course work, make sure that, by the end of this semester, you have completed 24 hours of course work at the 5000 level or above, including 4 seminars at the 6000 level and a course focusing upon theory.

2. Consult with the DGS to choose your Advisory Committee Chair (preferably, a faculty member in your field from whom you have already taken a course) and then ask that person if he or she would be willing and able to serve on your committee. After consulting with your Advisory Committee Chair and the DGS, ask two other departmental faculty members to serve on your Advisory Committee.

Note: These committee members are technically appointed by the DGS, so you must discuss your choices with him or her. Furthermore, when you consult with the DGS, he or she can offer you advice about which professors are already over-booked, which ones would make good second and third readers for your project, and so on.

C. Summer Sessions

If you have not already completed your Foreign Language Requirement and course work requirements, try to complete them this summer. If you have completed your Foreign Language Requirement and all of the course work
requirements, you may talk with your Advisory Committee Chair about the possibility of enrolling in independent Readings hours to begin preparing for your candidacy exams.

After completing all required course work, a fellowship recipient can enroll in 3-6 Readings hours over the summer to fulfill the summer enrollment requirement of his or her fellowship.

Note: Until you have passed both your written and your oral candidacy exams, you should not register for dissertation hours, only regular course hours or Readings hours.

III. THIRD YEAR

A. Fall Semester

1. If you have completed all course work requirements, it is recommended that you take 3-6 Readings hours with your Advisory Committee Chair and use this semester to prepare for and take the written exam, which is the first of your two candidacy exams. This will be a 72-hour take-home exam offering you 3-4 questions in your broad area of specialization, and you will respond to 2-3 of these questions in a document not exceeding 30 pages.

2. As you begin preparing for your written exam, submit the Advisory Committee Form to the DGS. Go to http://grad.uark.edu/forms/student/doctoral-comm.pdf and print the Advisory Committee Form. Fill in the top portion of the form, add your signature, print the names of your committee members, and collect the requisite signatures from them before you submit the form to the DGS's office. The DGS will sign for the department chair and forward the original Advisory Committee Form to the Graduate School. A copy will go in your student file folder in the DGS's office.

Work with your Advisory Committee to 1) develop a reading list for your written exam and 2) confirm the exam format.

Note: Because your written exam reading list should be useful to you both in writing your dissertation and in establishing your broad area of specialization, your committee will almost certainly require that your list include a large number of secondary sources and reflect a reasonable amount of breadth.

3. If you intend to take the written exam before the end of fall semester, contact your Advisory Committee members early in the semester to set a tentative exam date; they will need time to prepare the exam questions.

4. Take the exam and then request that your Advisory Committee Chair e-mail the DGS with the results.
B. Spring Semester

1. If you have completed the course work requirements but not yet taken your written exam, register for Readings hours with your Advisory Committee Chair to continue preparing for your written exam.

2. If you have passed your written exam, register for 3-6 Readings hours with your Advisory Committee Chair or another member of your Advisory Committee to begin preparing for your oral exam, which is the second of your two candidacy exams. This will be a face-to-face exam of approximately two hours, covering a paper and a reading list related to your dissertation plans.

3. Consult with all of your Advisory Committee members early in the semester to schedule the day on which your Advisory Committee will administer the exam and to confirm the expected format of your paper and reading list.

4. Then, later in the semester, you must do the following before taking the oral exam:

   a. Submit a 20-25 page paper, which will be reviewed and discussed during the exam, to your Advisory Committee members after consulting with them about the expected format and content of that document. Advisory Committees typically recommend that students use this paper to develop a Dissertation Prospectus. Approval of this document by your Dissertation Committee will indicate your officially being allowed to begin writing your dissertation. For a general description of a Prospectus, see the document “Writing the Prospectus for an M.A. Thesis or a Ph.D. Dissertation in the Department of English,” located on the English Department website. However, your committee may also allow you to use this paper to write an introductory or body chapter for your dissertation. If your Advisory Committee requests something other than a formal Prospectus, you should still include a breakdown of topics to be covered in the other chapters of your dissertation.

   b. Submit a reading list, which will also be reviewed and discussed during the exam, to your Advisory Committee. The sources on this list should be related to your broad area of specialization and include texts likely to be used in your dissertation. This list may be a modification of the one used during your written exam.

      Note: While you do not need to read all of the works on your reading list in their entirety before the exam, you should be prepared to discuss why you believe each of them will be useful to your dissertation project.

   c. Print a copy of the Candidacy Exam Notification Form at http://grad.uark.edu/forms/student/CandidacyExamNotify.pdf and take it with you to your oral exam.
5. Meet with your Advisory Committee at the scheduled time to take the oral exam over your paper and reading list.

6. After passing your oral exam, have your Advisory Committee Chair fill out the Candidacy Exam Notification Form, which will indicate your successful conclusion of the candidacy exam process. Then, take that form and a copy of your Prospectus (if you use the oral exam to defend your Prospectus) to the DGS’s office. The DGS will forward the original Candidacy Exam Notification Form to the Graduate School, and a copy of the form (along with a copy of your Prospectus, if that has also been submitted) will go in your student file folder in the DGS’s office.

C. Summer Sessions

Only after you have passed both your written and oral candidacy exams should you begin registering for dissertation hours. After passing the exams, you have to register for at least one dissertation hour every semester, including the summer, and you have to take at least 18 dissertation hours to complete the degree.

Note: If you have been awarded a teaching assistantship, you should continue to register for at least 6 credit hours during both the fall semester and the spring semester and at least 3 credit hours during the summer if you have been awarded a doctoral fellowship or if you have been assigned to teach a summer class.

IV. FOURTH YEAR THROUGH DISSERTATION DEFENSE

Fellowships and teaching assistantships typically last four years. If necessary, you may apply for, but are not guaranteed, a fifth year of assistantship.

While you may try to complete and defend your dissertation during the fourth year of your program, be aware that many students defend their dissertations in their fifth year. If you do go beyond 4 years to complete your degree, still plan to complete your dissertation in 5-6 years so that the research you conduct in your area of specialization and for your dissertation remains current through the time of your job search.

Note: A student who does not complete his or her degree within the 7 years allowed by the Graduate School must apply for an extension every semester beyond the seventh year and may have to take additional courses to show that his or her research within, and knowledge of, the area of study is current. Extensions are not guaranteed, and the Graduate School may dismiss a student who continues to apply for extensions.

The following schedule may take 1-2 years to complete.

A. If you have passed your candidacy exams but not developed and defended a Dissertation Prospectus, submit a Prospectus to your Advisory Committee. Approval of this document by your committee will indicate your officially being allowed to begin writing your dissertation.
1. For a general description of a Prospectus, see the document "Writing a Prospectus for an M.A. Thesis or a Ph.D. Dissertation in the Department of English" located on the English Department website. Meet with your Dissertation Committee to determine the specific format and to discuss the preferred content for this document.

2. After writing your Prospectus, schedule a meeting with your Dissertation Committee to discuss that document. It is recommended that this meeting occur within 2 months of passing your oral exam. Once your committee approves your Prospectus, take a copy to the DGS, who will put it in your graduate student file.

B. Once you pass your exams and defend your Prospectus, you should choose your Dissertation Committee Chair and the two other members of your Dissertation Committee. (These are often the same faculty members who served on your Advisory Committee, although they do not have to be.) Then, with the help of your committee members, fill out the Dissertation Committee Form (http://grad.uark.edu/forms/student/doctoral-diss-comm.pdf) and the Dissertation Title Form (http://grad.uark.edu/forms/student/doctoral-title.pdf). Bring both of these forms to the office of the DGS who will forward the forms to the Graduate School and put copies in your graduate student file.

C. Begin working on your dissertation, using your fourth year to complete a draft of most, if not all, of your dissertation. Although your Dissertation Committee Chair will normally read full chapters (not sketches or disconnected paragraphs) as you produce them, the other two members of your committee may well wait and read the whole dissertation after your chair has approved it tentatively and after you’ve appended your bibliography. Be aware, too, that second and third readers sometimes make a minimum of written comments, saving most of their comments for the dissertation defense. Ask your chair and the other committee members what they prefer.

Allow your committee members enough time to give you feedback—at least 2 weeks for your chair to comment on each chapter and 3 weeks for your second and third readers to read and comment on the entire dissertation. As you receive feedback, revise your chapters immediately so that you can resubmit them to your chair in a prompt manner.

D. When your Dissertation Committee Chair feels you are ready, schedule your defense with the full committee. Contact the departmental office (Kimpel 331) to request that an announcement of your dissertation defense be sent to the Graduate School at least 2 weeks before the defense is scheduled to occur so that it can be advertised on the Graduate School’s web page. Reserve a room for the defense (typically, an office in Kimpel Hall).

E. Apply to graduate through the Registrar’s Office by accessing your ISIS account, clicking first on “My Academics” and then on “Apply to Graduate.” Follow the directions given. You must apply to graduate by the deadline listed on the Graduate
School's Graduation Checklist: July 1 for August diploma, October 1 for December diploma, and March 1 for May diploma. (Because of the possibility of one or more of the above dates changing, always confirm a particular semester’s deadline to apply to graduate by going to [http://grad.uark.edu/dean/commencement/index.php#thesisAndDissertation_deadlines](http://grad.uark.edu/dean/commencement/index.php#thesisAndDissertation_deadlines).)

F. Print and review thoroughly the Guide for Preparing Theses and Dissertations available at [http://grad.uark.edu/dean/commencement/GTandDD_Guide.pdf](http://grad.uark.edu/dean/commencement/GTandDD_Guide.pdf) so that you understand all of the Graduate School’s specifications for formatting your dissertation before submitting it.

G. AT LEAST 2 WEEKS BEFORE THE GRADUATE SCHOOL’S FINAL SUBMISSION DEADLINE, submit a preliminary copy of your dissertation to the Graduate School for a Pre-Check of your formatting. (To determine the submission deadline, check the semester’s Graduation Checklist, accessible at [http://grad.uark.edu/dean/commencement/index.php](http://grad.uark.edu/dean/commencement/index.php).) Further instructions for completing the Pre-Check process can be found on p. 12 of the Guide to Preparing Theses and Dissertations ([http://grad.uark.edu/dean/commencement/GTandDD_Guide.pdf](http://grad.uark.edu/dean/commencement/GTandDD_Guide.pdf)).

H. AT LEAST 2 WEEKS BEFORE THE GRADUATE SCHOOL’S FINAL SUBMISSION DEADLINE, defend your dissertation. Your Dissertation Chair will receive your Record of Progress from the Graduate School before the defense. After a successful defense, all three Dissertation Committee members will sign the Record of Progress, and then the Dissertation Committee Chair must submit that form to the DGS’s office. The DGS will conduct a degree audit and, if all program requirements have been fulfilled, sign the Record of Progress on behalf of the department chair. Then, the DGS will deliver it to the Graduate School.

I. BY THE GRADUATE SCHOOL’S FINAL SUBMISSION DEADLINE, hand-deliver to the Graduate School your complete Dissertation Submission Packet, made up of the following materials:

- **Pre-Check Sheet or E-mail Showing Format Approval**
- **Dissertation Submission Form**
  
- **Intellectual Property Disclosure Form**
  
- **Survey of Earned Doctorates Certificate**
  
  [https://sed.norc.org/showRegister.do](https://sed.norc.org/showRegister.do)
• Full Title Page of Your Dissertation with Original Signatures

Only after submitting the above packet of documents to the Graduate School will you be directed to submit an electronic version of your dissertation to UMI ProQuest.

ABBREVIATED TIMELINE

I. FIRST YEAR

A. Fall Semester – Begin course work. Try to take a theory course and at least one seminar.

B. Spring Semester – Continue with course work. Try to take at least one seminar.

C. Summer Sessions – Continue with course work. Try to take another seminar. Decide upon broad area of specialization and notify DGS. Try to fulfill Foreign Language Requirement.

II. SECOND YEAR

A. Fall Semester - Continue with course work that fulfills program requirements.

B. Spring Semester

1. Try to complete course work.

2. Choose Advisory Committee.

C. Summer Sessions – Complete course work and Foreign Language Requirement. If course work requirements and Foreign Language Requirement have already been met, consider enrolling in Readings hours to begin preparing for candidacy exams.

III. THIRD YEAR

A. Fall Semester

1. Take 3-6 Readings hours.

2. Submit Advisory Committee Form to DGS.

3. Consult with Advisory Committee while preparing for written candidacy exam.

4. Pass written candidacy exam.

B. Spring Semester

1. Take 3-6 Readings hours.
2. Meet with Advisory Committee to discuss format of paper and scope of reading list for oral candidacy exam.

3. Pass oral candidacy exam. Submit Candidacy Exam Notification Form and Prospectus (if Prospectus was defended at oral candidacy exam) to DGS.

C. Summer Sessions – Start registering for dissertation hours.

IV. FOURTH YEAR THROUGH DISSERTATION DEFENSE

A. Write and defend Prospectus, if you have not already had it approved at oral exam, and submit to DGS.

B. Choose Dissertation Committee and submit Dissertation Committee Form and Dissertation Title Form to DGS.

C. Draft and revise dissertation chapters in consultation with Dissertation Committee.

D. Schedule defense.

E. Apply to graduate.

F. Print and review Guide for Preparing Theses and Dissertations.

G. Submit preliminary copy of dissertation to Graduate School for Pre-Check.

H. Defend dissertation and have committee chair submit Record of Progress to DGS.

I. Submit Dissertation Submission Packet materials to Graduate School.

J. Submit electronic version of dissertation to UMI ProQuest.