

PROGRAM REQUIREMENTS FOR THE PH.D. IN ENGLISH
(Revised September 2018)

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. and at the time of the candidacy exams. 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 of 3.5, receive an "I" in a course that was still ungraded by the end of spring semester, or not complete his or her degree by time to degree (seven years), 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.

Note: A student may take up to six hours of graduate course work in other departments.

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 to one's committee prior to exam)
 2. Review and discussion of a reading list (submitted to one's committee prior to exam)

III. Approval of Dissertation Prospectus (if not already approved at time of oral candidacy exam) and Defense of Dissertation

IV. Foreign Language Requirement

- A. Non-Medievalists: Documentation of reading proficiency in a foreign language
- B. Medievalists: Documentation of reading proficiency in one modern foreign language as well as Latin, Old English, and Middle English

Focused Study in Rhetoric and Composition (This option is for doctoral students who are not specializing in Rhetoric and Composition and not writing a dissertation in that area.)

The program requirements for the Ph.D. in English with a field of focused study 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:

- 3 from column A and 2 from column B
- 2 from column A and 3 from column B
- 2 from column A, 2 from column B, and 1 from column C

A	B	C
ENGL 0002	ENGL 2003	ENGL 2013
ENGL 0013	ENGL 1033	ENGL 2023
ENGL 1013	ENGL 3053	ENGL 3013
ENGL 1023		
ENGL 1023S		

- 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)

Graduate Internships in English

Doctoral students are encouraged to complete a graduate internship for credit by registering to take **ENGL 5193: Graduate Internship in English (3 hrs)**, which can count for one non-seminar elective course. The student must arrange for the internship with either an on-campus office/department or a local business, non-profit organization, school, etc. The student may wish to collaborate with the DGS or Assistant DGS to set up the internship, and the DGS will have to approve the internship before requesting that the main department office register the student for **ENGL 5193**.

A graduate student should choose an internship that aligns in some way with his or her professional and/or scholarly interests. An internship can greatly benefit a graduate student by

- allowing for a student’s further development of specific professional skills (e.g., researching, publishing, editing, copywriting, technical writing, graphic design, social media outreach, marketing, corporate or non-profit communications, university administration, library management, public presentations, etc.)
- offering a student the opportunity to apply his or her research or program knowledge within a professional context;
- allowing a student to explore academic or alt-ac career options;
- allowing a student to network beyond the department or off campus; and/or
- allowing a student to enhance his or her job market materials (resume, CV, cover letter, etc.).

Graduate Student Appeal Process: Any Ph.D. student who is notified that he or she is being dismissed from the graduate program due to inadequate progress toward his or her degree has the right to appeal such a decision. The process for appealing is as follows:

1. The student may contact the Director of Graduate Studies to determine whether the student can take further steps to avoid being dismissed from the program.
2. If the Director of Graduate Studies advises the student that the student can take no further steps to remain in the program, the student may appeal this decision to the Department Chair.
3. If the Department Chair advises the student that the student can take no further steps to remain in the program, the student may appeal this decision to the Academic Appeals Committee of the Graduate Council through the graduate student academic grievance process.

If the Graduate Council advises the student that the student can take no further steps to remain in the program, the student will be dismissed from the program.

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. January Intersession / Spring Semester

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

Note to Doctoral Fellows: The following is some information that Vicky Hartwell, at the Graduate School, sent to you in an e-mail over the summer. Please make sure to read these two paragraphs very carefully, as well as the other information Vicky sent to you, like "Reasons Your Fellowship May Not Disburse."

CAUTION: If you plan to accept federal loans through the Office of Financial Aid, please be aware that the amount of loan that you accept may affect the amount of doctoral fellowship stipend you will be able to receive in the spring and summer semesters. Financial aid budgets are calculated on the information that you give now, and are based on a 9-month budget. If you are “over-awarded” for fall/spring, you may not be able to receive all of your fellowship stipend in summer without having to return some of the loan money that you have already received.

You may avoid this by contacting the Office of Financial Aid and speaking with a financial aid counselor. Let the counselor know that you have a 12-month doctoral fellowship. Also let the financial aid counselor know what your expected enrollment will be for the fall, spring, and summer semesters (it’s better to underestimate your enrollment). They can then adjust your loan amount to allow all of your doctoral fellowship to be added to your budget.

C. *May Intersession / Summer Semester*

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 requested not to apply for a summer teaching assistant position. (Since your tuition is already waived for the summer, we would like for the few teaching assistant positions that are available over the summer to go to our M.A. and Ph.D. students who have teaching assistantships during fall and spring semesters but are not fellowship funded.) You should enroll in a course that fulfills another program requirement (a seminar requirement or an elective course requirement). If you wish, you can enroll in a second course (totaling 6 hours)—perhaps one of the Global Campus courses (FREN 3063, GERM 3063, LATN 3063, or SPAN 3063) that can be used to fulfill your **Foreign Language Requirement**. (See further explanation of this requirement below.) However, the Global Campus course cannot be the only course you take over the summer (to meet your fellowship requirements) because the Global Campus courses mentioned above are actually coded at the undergraduate level.

If you are not a fellowship recipient, you are not required to register for course work during the summer. If you have a teaching assistantship during fall and spring semesters, you may apply for a summer teaching assistant position. If you are awarded a summer teaching assistant position, you will have to teach one 3-hour course and enroll in 3-6 hours of course work, for which your tuition will be waived. You could take a course to fulfill your **Foreign Language Requirement** and/or a course that fulfills a program requirement (a seminar requirement or an elective course requirement). Note, though, that few English graduate students who have teaching assistantships during fall and spring semesters are awarded assistantships over the summer because of the limited number of assistantships that are available at that time.

2. 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 modern 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**. You may also fulfill the **Foreign Language Requirement** by enrolling in one or two of Dr. Josh Smith's language courses, like Old High German, Old French, Medieval Latin, Middle Welsh, the 2-course sequence of Old English (both courses must be taken to fulfill the requirement)—but not Middle English or Intro to Germanic Languages. (Again, those students specializing in the medieval period have to demonstrate reading proficiency in Latin, Old English, and Middle English, as well as one modern foreign language.)

Note: The University of Arkansas's Global Campus (<http://globalcampus.uark.edu>) offers FREN 3063, SPAN 3063, and GERM 3063 online. Any of these courses may be completed (with a letter grade of "C," or a "P" for "pass," on the transcript) to fulfill a student's **Foreign Language Requirement**. Since the Global Campus's fall semester typically begins toward the end of July, about a month before the regular on-campus fall semester begins, TAs who do not have fellowship funding or summer assistantships may choose to enroll in such a course as early as possible in the Global Campus's fall semester. Doing so allows them to have their fall tuition waivers apply to the course and to have about a month to work on the course before their regular fall courses begin. Non-fellowship students with a spring tuition waiver but no summer tuition waiver may also choose to register for one of the last spring sessions of a Global Campus course so as to have his or her spring tuition waiver apply to a course that begins late April and ends middle of July.

Note: Any Ph.D. students planning to take a Global Campus course over the summer should enroll in the first summer session offered and plan to do so as soon as the registration period begins for that class.

- 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.
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. Students may propose and seek approval for a combination of areas listed below or even 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
 - U.S. Regional Literature
 - 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
 - Asian 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
 - Technical Writing and Public Rhetorics
 - Literary History

II. Second Year

A. *August Intersession / Fall Semester*

Take 2-3 courses that fulfill program requirements.

B. *January Intersession / 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. *May Intersession / Summer Semester*

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.

III. Third Year

A. *August Intersession / Fall Semester*

1. If you have completed all course work requirements, enroll in 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 **Doctoral Committee Form** to the DGS. Go to <http://graduate-and-international.uark.edu/resources/forms/doctoral-committee.pdf> and print the **Doctoral 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. If you already know that the same faculty members will be serving on both your Advisory Committee and your Dissertation Committee, check the last box to indicate that the faculty members will be serving on both committees. (Most Ph.D. students have the same faculty members serve on both committees.) Take the form to the DGS's office. The DGS will sign for the department chair and forward the

original **Doctoral 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. *January Intersession / 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 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- to 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 "Guidelines for M.A. Thesis and Ph.D. Dissertation Prospectuses" (http://fulbright.uark.edu/departments/english/_resources/graduate/ma-phd-english/guidelines-ma-thesis-phd-dissertation-prospectuses.pdf), 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://graduate-and-international.uark.edu/resources/forms/candidacy-exam-notice.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. *May Intersession / Summer Semester*

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 fall semester and every spring semester (but not over 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 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 “Guidelines for M.A. Thesis and Ph.D. Dissertation Prospectuses” (<http://fulbright.uark.edu/departments/english/resources/graduate/ma-phd-english/guidelines-ma-thesis-phd-dissertation-prospectuses.pdf>), located on the English Department website. Meet with your Advisory Committee to determine the specific format and to discuss the preferred content for this document. By applying your uark.edu login information, you can use the link that appears at the end of the guidelines document (<https://uark.sharepoint.com/sites/ENGL/GradAdvising/default.aspx>) to access and review several prospectuses developed by past Ph.D. graduate students.

Note: Before trying to access the SharePoint site for the first time, e-mail Dr. Sparks so that she can give you permission to sign in to the system.

Note: If your research will include human subjects, be sure to ask your Advisory Committee Chair about how to submit a protocol to the Institutional Review Board.

2. After writing your **Prospectus**, schedule a meeting with your Advisory 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. However, if you choose to change the structure of your committee, print a second copy of the **Doctoral Committee Form** (<http://graduate-and-international.uark.edu/resources/forms/doctoral-committee.pdf>), update your committee information, and collect the requisite signatures from your new committee members before you submit the form to the DGS’s office. The DGS will forward the original version of that new committee form to the Graduate School and put a copy in your student file folder in the DGS’s office.

- C. If you know the title of your dissertation, go to <https://graduate-and-international.uark.edu/resources/forms/td-title.pdf> and print the **Doctoral Dissertation Title Form**. Before giving the form to the DGS, fill in the top portion, get the signature of your Dissertation Committee Chair, and, if applicable, check the IRB box for human subjects. The DGS will forward the original version of that form to the Graduate School and put a copy in your student file folder. Even if you do not decide on your dissertation title until later in the semester, try to submit this form at least a month in advance of your dissertation defense in order to help the Graduate School staff with processing the vast amount of paperwork they have to collect.
- D. Enroll in Dissertation hours with your Dissertation Committee Chair after you have passed your oral candidacy exam. (Before being allowed to graduate, you will have to have taken at least 18 Dissertation hours.)
- E. 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.

- F. When your Dissertation Committee Chair feels you are ready, schedule your defense with the full committee and reserve a room for the defense by contacting the main Department of English office.
- G. **Apply to graduate** through the Registrar's Office by accessing your UAConnect account, clicking first on "My Academics" (within the "Academics" section of the page) and then on "Apply for graduation." 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://graduate-and-international.uark.edu/graduate/current-students/commencement-graduation.php>.)
- H. Print and review thoroughly the **Guide for Preparing Theses and Dissertations** available at <http://graduate-and-international.uark.edu/resources/forms/thesis-dissertation-guide.pdf> so that you understand all of the Graduate School's specifications for formatting your dissertation before submitting it.
- I. **AT LEAST 2 WEEKS BEFORE DEFENDING YOUR DISSERTATION**, fill out and submit a **Dissertation Defense Announcement Form** (<http://graduate-and-international.uark.edu/resources/forms/td-title.pdf>)

international.uark.edu/graduate/current-students/dissertation-defense-form.php) to the Graduate School so that your dissertation defense is announced on the Graduate School's website.

- J. 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://graduate-and-international.uark.edu/graduate/current-students/commencement-graduation.php>.) Further instructions for completing the **Pre-Check** process can be found on p. 3 of the **Guide to Preparing Theses and Dissertations** (<http://graduate-and-international.uark.edu/resources/forms/thesis-dissertation-guide.pdf>).
- K. AT LEAST 2 WEEKS BEFORE THE GRADUATE SCHOOL'S FINAL SUBMISSION DEADLINE, defend your dissertation. Take a copy of your **Record of Progress Form** located at (<http://graduate-and-international.uark.edu/resources/forms/phd-progress-record.pdf>) to your dissertation defense. After a successful defense, all three Dissertation Committee members must sign the **Record of Progress Form**, and then the Dissertation Committee Chair must submit that form to the DGS, who will conduct a degree audit. If all program requirements have been completed, the DGS will sign the **Record of Progress Form** on behalf of the department chair and deliver the form to the Graduate School.
- L. 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 (from the Graduate School)**
 - **Dissertation Submission Form**
<http://graduate-and-international.uark.edu/resources/forms/thesis-dissertation-submission.pdf>
 - **Intellectual Property Disclosure Form**
<http://graduate-and-international.uark.edu/resources/forms/intellectual-property-disclosure.pdf>
 - **Survey of Earned Doctorates Certificate**
<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. *January Intersession / Spring Semester* – Continue with course work. Try to take at least one seminar.
- C. *May Intersession / Summer Semester* – Continue with course work. Try to take another seminar and to fulfill **Foreign Language Requirement**. Notify DGS of broad area of specialization.

II. Second Year

- A. *August Intersession / Fall Semester* - Continue with course work that fulfills program requirements.
- B. *January Intersession / Spring Semester*
 - 1. Complete course work.
 - 2. Choose Advisory Committee members.
- C. *May Intersession / Summer Semester* – 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. *August Intersession / Fall Semester*
 - 1. Take Readings hours.
 - 2. Submit **Doctoral Committee Form** to DGS.
 - 3. Consult with Advisory Committee while preparing for written candidacy exam.
 - 4. Pass written candidacy exam.
- B. *January Intersession / Spring Semester*
 - 1. Take 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. *May Intersession / Summer Semester* – Start registering for Dissertation hours if both candidacy exams have been taken and passed.

IV. Fourth Year through Dissertation Defense

- A. Continue registering for Dissertation hours. Write and defend **Prospectus**, if not already approved at oral exam, and submit to DGS.
- B. Choose Dissertation Committee and re-submit **Doctoral Committee Form** to DGS only if restructuring committee. Submit **Dissertation Title Form** to DGS once you have finalized.
- 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 **Dissertation Defense Announcement Form** to Graduate School.
- H. Submit preliminary copy of dissertation to Graduate School for **Pre-Check**.
- I. Defend dissertation and have committee chair submit **Record of Progress** to DGS.
- J. Submit **Dissertation Submission Packet** materials to Graduate School.
- K. Submit electronic version of dissertation to UMI ProQuest.

Fall 2018 Professionalization and Social Events (Tentative)

The Professionalization Committee (Dr. Jo Hsu, Dr. Toni Jensen, and Dr. Casey Kayser), the GSE (Graduate Students in English organization), and others will be hosting a number of events this fall (and also next spring) that we hope you will consider attending. Here is a tentative schedule:

September:

- **Alt-Ac:** Skype Speaker Presentation - Joe Fruscione will be speaking on his new book, *Succeeding Outside of the Academy*, due out this month.
- **GSE Picnic:** Saturday, Sept. 22nd, 5:00-7:00 p.m., Wilson Park Pavilion, Fayetteville

October:

- **Graduate Internship Event:** Representatives from on-campus departments, local businesses, and non-profits will speak on their internship opportunities at 5 p.m., Tues., Oct. 2nd, as part of Dr. Dempsey's Introduction to Graduate Studies class.
- **Pedagogy Lunch Series:** Dr. Jo Hsu will present on developing the Article Writing Workshop course (offered this past August Intersession) on Tuesday, Oct. 23rd.
- **Thesis versus Portfolio:** Dr. Hinrichsen and Dr. Sparks will meet with first-year M.A. students to discuss thesis versus portfolio options. Day/time TBA.

November:

- **Alt-Ac Speaker Panel:** M.A. Alumni Speaker Panel to present at Sean's class meeting on Tues., 11/13. Leigh can reach out to alumni. Day/time TBA.

Upcoming Conference Paper Submission Deadlines: APA (9/15); PCA/ACA (10/1); CEA (11/1)