

**PROGRAM REQUIREMENTS FOR THE PH.D. IN  
ENGLISH (Revised September 2023)**

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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 their 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 their 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		

- 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 hours)**, which can count for one non-seminar elective course. The student may intern 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 their scholarly and/or professional interests, or that allows them to explore new or diverse career opportunities. The internship can be non-academic in nature.

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 diverse 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.).

Below is a list of organizations or businesses with whom students might currently be able to intern. Availability of these internships may change from one semester to the next. In addition, students can request that the DGS approve other types of internship opportunities.

Affirma Consulting  
Art Ventures NWA

Bookish: An Indie Shop for Folks Who Read

Business Communication Lab (WCOB)

Civil + Structural Engineer Media

Magdalene Serenity House

Ozark Natural Science Center

University of Arkansas Press

The Writers' Colony at Dairy Hollow

The Writing Studio (Student Success Center)

**\*This year's internship speaker panel will be Wed., 10/11/23 (Time and Location: TBD)**

**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

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At the beginning of your Ph.D. program, perhaps even during the summer before you start, 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.

Note to Doctoral Fellows: Vicky Hartwell, at the Graduate School, has already sent to you information about your doctoral fellowship. Please make sure to read this very carefully. In addition, if you are planning to take out loans, including federal loans, carefully note information Vicky has provided you on that topic. **Your acceptance of federal loans can have an impact on the total amount of fellowship stipend you can receive each semester.**

### 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 “T.”)

#### 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.

**Foreign Language Requirement:** For your English Ph.D. program, you will need to demonstrate a reading knowledge of a language other than English that is relevant to your area of study. Ancient Greek, Arabic, Chinese, French, German, Italian, Japanese, Latin, Russian, and Spanish are normally acceptable choices to meet the **Foreign Language Requirement**, although other languages may be used with the approval of the DGS.

Reading knowledge may 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. (Dr. Smith’s language courses can also fulfill a Medieval

distribution course requirement or an elective course requirement for a student's English M.A. program.)

- 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 (or a similar department at another college or university) and taught in the language you have chosen. Note: If the course was taken before the student started the M.A. program, it needs to have been completed within the two years preceding the student’s starting the M.A. program.
- d. Present official documentation showing that the language you have chosen is your native language and that you are already fluent in it.

### C. *May Intersession / Summer Semester*

1. **Since you do not have guaranteed funding over the summer semester**, you are not required to register for course work during the summer. If you wish, 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 the May Intersession and/or Summer Session), for which your tuition will be waived. 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. It is recommended that you use the summer to begin making notes and organizing a reading list in preparation for enrolling in Readings hours some time in the second year of your program. Students enroll in Readings hours with members of their Advisory Committee to prepare for their doctoral candidacy exams. Summer is also a good time to attend professionalization events (like conferences) and to pursue paid or voluntary internship opportunities either on or off campus.
3. Finally, 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 also propose and seek approval for specializing in a combination of these areas or even other areas that are not listed.
  - 19<sup>th</sup>-Century British Literature and Culture
  - African American Literature and Culture
  - American Literature and Culture before 1900
  - American Multiculturalism
  - Arab American Literature and Culture
  - Asian American Literature and Culture
  - Criticism and Literary Theory
  - Environmental Literature, Writing, and Culture

- Film and Media
- Gender, Sexuality, and Literature
- Literary History
- Literature and Culture of the American South
- Medieval Literature and Culture
- Modern and Contemporary American Literature and Culture
- Modern and Contemporary British Literature and Culture
- Native American Literature and Culture
- Popular Culture and Popular Genres
- Postcolonial Literature and Culture
- Religion and Literature
- Renaissance Literature and Culture
- Restoration and 18<sup>th</sup>-Century Literature and Culture
- Rhetoric, Composition, and Literacy
- Technical Writing and Public Rhetorics
- U.S. Latino/Latina Literature and Culture
- U.S. Regional Literature
- World Literature and Culture in English

## II. Second Year

### A. *August Intersession / Fall Semester*

Take 2-3 courses that fulfill program requirements. (Some students may be in a position to begin taking readings hours this semester to start preparing for their written candidacy exam.)

### 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 been awarded a summer teaching assistantship (again, there are only a few available), continue registering for Readings hours. Use the summer to make progress on preparing for your doctoral candidacy exams, **which you should plan to**

complete in your third year of the program. You may also want to use the summer to continue participating in professional activities and/or interning.

### 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 <https://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 (which is typically the case), 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 1-2 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.
    - 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**, which is typically the case) 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.
  7. **\*\*PLEASE NOTE\*\***: In order to be approved for a 1-1 teaching position + RA position for your fourth year (see the 4<sup>th</sup> Year section of the timeline for more details), doctoral students will need to have taken and passed their written candidacy exam by



no later than March 1<sup>st</sup>. Students who have not done so will need to have their 1-1 teaching position + RA position status postponed for one or more semesters.

### C. *May Intersession / Summer Semester*

Yet again, be strategic with your summer. If you have been awarded a summer teaching assistantship, continue registering for Readings hours (to wrap up your candidacy exams) or (if you are done with your candidacy exams) begin registering for Dissertation hours. **\*\*NOTE: Doctoral students who have passed their written candidacy exam by March 1<sup>st</sup> should try to complete their oral exam by no later than the beginning of the subsequent fall semester so that they use their 1-1 teaching/RA year to write their dissertation.**

## IV. Fourth Year through Dissertation Defense

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. If you have a teaching assistantship, however, you will have to continue registering for at least 6 credit hours during both the fall semester and the spring semester.

Teaching assistants typically teach two classes in the fall and two in the spring. However, Ph.D. students can apply for a fourth-year research assistantship **if the written candidacy exam has been completed by the previous March 1<sup>st</sup> (or by Oct. 1<sup>st</sup> to start the 4<sup>th</sup>-year 1-1 teaching/RA year in the spring of the fourth year).**

Fellowships last four years, and teaching assistantships typically last four years.

**If necessary, you may apply for, but are not guaranteed, a fifth year of assistantship (but not a fifth year of fellowship through the Graduate School).**

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 four years to complete your degree, **still plan to complete your dissertation in no more than five or six 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 their degree within the seven years allowed by the Graduate School must apply for an extension and may have to take additional courses to show that their 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. 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](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.

- B. If you know the title of your dissertation, go to [https://graduate-and-international.uark.edu/\\_resources/forms/td-title.pdf](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.
- C. Enroll in Dissertation hours with your Dissertation Committee Chair after you have passed your oral candidacy exam. (Again, before being allowed to graduate, you will have to have taken at least 18 Dissertation hours.)
- D. 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 two weeks for your chair to comment on each chapter and three 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.

- E. 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.
- F. **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>.)
- G. Print and review thoroughly the **Guide for Preparing Theses and Dissertations** available at [https://graduate-and-international.uark.edu/\\_resources/forms/thesis-](https://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.

- H. AT LEAST 2 WEEKS BEFORE DEFENDING YOUR DISSERTATION, fill out and submit a **Dissertation Defense Announcement Form** (<http://graduate-and-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.
- I. 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. 4 of the **Guide to Preparing Theses and Dissertations** ([https://graduate-and-international.uark.edu/\\_resources/forms/thesis-dissertation-guide.pdf](https://graduate-and-international.uark.edu/_resources/forms/thesis-dissertation-guide.pdf)).
- J. 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](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.
- K. 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](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](http://graduate-and-international.uark.edu/_resources/forms/intellectual-property-disclosure.pdf)
  - **Survey of Earned Doctorates Certificate**  
<https://sed-nces.org/login.aspx?redirect=true>
  - **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. Complete foreign language requirement if you have not done so already. (Students specializing in Medieval Studies have multiple language requirements, which may take longer to complete.)
- C. *May Intersession / Summer Semester* – Use summer to continue course work if TA position provided (not guaranteed). Continue organizing notes to get ready for taking readings hours. Attend professionalization activities. Maybe intern.

### 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. Probably begin taking readings hours.
  - 2. Choose Advisory Committee members.
- C. *May Intersession / Summer Semester* – Use summer to make progress on candidacy exam preparation. Attend professionalization activities. Maybe intern.

### III. Third Year

- A. *August Intersession / Fall Semester*
  - 1. Continue taking 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** to DGS.

C. *May Intersession / Summer Semester* – Use summer to conclude candidacy exams and/or being working on dissertation.

#### **IV. Fourth Year through Dissertation Defense**

A. Start or continue registering for Dissertation hours (if candidacy exams have been completed).

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.