



UNIVERSITY *of*
DENVER

ARTS, HUMANITIES
& SOCIAL SCIENCES
English & Literary Arts

GRADUATE STUDENT POLICY HANDBOOK

Academic Year 2021-2022

GRADUATE STUDENT HANDBOOK 2021-2022

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GENERAL INFORMATION

Introduction

Founded in 1947, the graduate program in English at the University of Denver is one of the oldest in the country and unlike any other. From the start, our program has emphasized the role that intellectual curiosity plays in literary creation, and has aimed to bring together creative and critical thinking to the benefit of both. Throughout six decades, these core values have remained constant, earning the program its reputation as a serious literary community, a place where writing, reading, discussion, and scholarship are treated as equally important aspects of literary creation.

Of course, intellectual curiosity never stands still, and our graduate program's emphasis on creative and critical investigation has informed timely shifts in focus over the years. When originally founded by Alan Swallow (later publisher of the University of Denver Press) the program was traditional in its tastes. The early faculty—including Swallow, National Book Award-winning novelist John Williams, and prolific writer/translator Burton Raffel—had deep roots in new criticism, and applied the intellectual tools they had acquired from such figures as Robert Penn Warren and Yvor Winters to the establishment of a serious literary environment on the edge of the plains. There was, at that time, a particular interest in the inter-mountain West and the experience of Western living, a kind of regionalism that was not 'provincial' but which envisioned the West as an emerging center for humanist inquiry on an international scale.

Thus internationalism was already in the air in the 1960s when the Arts and Humanities Division received a \$5,000,000 grant from the Ford Foundation to develop the University of Denver as an international center for the humanities, a project in which the English Department played a key role. In 1966, renowned South African writer Eskia Mphahlele arrived to study, then to teach. The addition of Mphahlele, along with other international scholars, brought a new kind of attention to the English Department's creative writing program and consequently attracted a new kind of student. Many significant African writers (most notably alumnus Njabulo Ndebele, novelist and former Vice-Chancellor of the University of Cape Town) helped open the program to new influences from the world community and to new cultural and intellectual approaches to literary study.

It was also in 1966 that John Williams founded the *Denver Quarterly*. Edited by faculty and doctoral students, the *Denver Quarterly* is one of the nation's oldest and most respected literary journals, and has always maintained a broad, interdisciplinary perspective that reflects the interests and enthusiasms of our graduate program.

In the 1970s, changes in the interests of both faculty and students moved the graduate program in new directions, both scholarly and aesthetic. On the scholarly side, our program was among the first in the country to engage seriously with literary and cultural theories coming from Europe and elsewhere. On the creative side, writers in the program began to show a strong interest in formally and stylistically experimental work, cultivating a sense of artistic diversity that the program had not previously known. Those dynamic commitments to innovative and traditional possibilities for literary art, cultural critique, and scholarly inquiry remain central to our graduate program's distinctive spirit and placement in the field.

The English and Literary Arts Department's graduate program has become a place where literature is considered a site of possibility; where assumptions about writing are questioned and explored; where different schools and styles of writing are discovered; and where literary, critical, rhetorical, and theoretical studies are all equally welcomed and respected as contributing to the overall diversity of literary art.

Today, the graduate program produces some of the most original and accomplished writing and scholarship in the country, with an extraordinarily high percentage of creative writing doctoral students publishing books before entering the job market. Our graduate students in literary studies have considerable success with presenting papers at national and international conferences, and with publishing their scholarship in peer-reviewed journals and edited collections. DU's graduate program in English and Literary Arts continues to cultivate and support a vibrant, dedicated community of scholars and writers with a steady flow of internationally acclaimed visitors: writers and translators, such as Czeslaw Milosz, Susan Bernofsky, Anne Carson, Lydia Davis, Nathan Englander, Grace Paley, Susan Howe, John Ashbery, Aleksandar Hemon, Robert Glück, George Saunders, Jorie Graham, Shelley Jackson, Etgar Keret, Steve McCaffery, Anne Waldman, Alice Notley, Peter Cole, Amiri Baraka, Michael Ondaatje; literary and cultural critics, such as Marjorie Perloff, Gerald Graff, Courtney Lehmann, Thomas Pavel, Marie-Laure Ryan, Robert Sturgis, Douglas Lanier, Claude Rawson, Jeffrey Cox, Abiola Irele; and rhetoricians and theorists, such as George Kennedy, Thomas Conley, John Gage, and James Crosswhite.

The doctoral program in English and Literary Arts at the University of Denver resembles a pure philosophy PhD. Our students do a good deal of hard critical reading and research, and some of them write and publish traditional literary works. But we also prepare our graduate students as writers, just as a philosophy program prepares philosophers to think and apply historical knowledge to contemporary problems. Our graduate program offers a robust, diversified experience that builds creative and scholarly accomplishments for today's changing world.

As of 2017, the Department officially changed its name to the Department of English and Literary Arts in recognition of its increasing interarts and multidisciplinary focus.

Programs of Study

The Department offers the Ph.D. in English with concentrations in creative writing and literary studies, as well as the MA in literary studies.

Our major areas for dissertation research include creative writing; Old English and early modern literature, modern and contemporary British literature; American literature; American multicultural literature; Anglophone literatures; genre studies; and literary theory. We also offer coursework in cultural studies, ethnic literatures, and gender studies.

Ours is a small and intimate Department of twenty-one faculty members, all of whom publish widely and seek to translate their learning into shared experiences by working closely with students in and out of the classroom.

Because of our relatively small faculty, the Department has the flexibility to allow students to tailor their degrees to their specific talents and interests. We do so with a distinctive curriculum that offers not only typical graduate seminars but also writing workshops,

individually designed tutorials, and colloquia devoted to teaching and professional development. Such a curriculum encourages students to cross genre boundaries in their writing, to relate theory to practice, and to work creatively with scholarly projects.

Contacts and Resources

The Director of Graduate Studies (DGS) for 2021-2022 is Professor Tayana L. Hardin <tayana.hardin@du.edu>.

The course of your graduate study at the University of Denver will be greatly shaped by two policy-bearing units: the [Department of English & Literary Arts](#) (colloquially identified as ENGL but also identified as ELA), your home graduate academic unit, and the [Office of Graduate Education](#) (OGE), which publishes detailed administrative guidelines, graduate policy documents and accompanying forms. These forms have been gathered for your convenience and may be found on the [ENGL Portfolio page](#) (> [Graduate Student Resources](#) > [Forms](#)). A forms checklist may be found at the end of this handbook.

All departmental policies will be executed in accordance with the policies outlined in the [University of Denver's graduate bulletin](#).

NOTE:

You must login with DU credentials to access forms on the Portfolio page.

All forms must be submitted electronically to the DGS for digital signature except where noted that a signature is required from Dr. Maik Nwosu (maik.nwosu@du.edu).

*** Forms submitted in hard copy will be returned to student mailboxes unsigned. ***

The following resources might also be useful.

- [Community Support Resources](#)
- [OGE Current Student Resources](#)
- [Graduate Student Government](#)
- [Graduate Health & Counseling Center](#)
- [Parking & Mobility Services](#)
- [University of Denver Bookstore](#)
- [Office of Graduate Financial Aid](#)
- [Office of the Registrar](#)
- [University Libraries](#)
- [Pioneer Web](#)
- [DU People Directory](#)
- [Campus Maps](#)

ADMISSION REQUIREMENTS

Program Requirements and Deadlines: M.A.

The M.A. in Literary Studies requires 45 credit hours.

Program	Degrees Offered	Number of Credits	Full Time/Part Time	Tests Required – Min. Score
Literary Studies	M.A.	45 hours	FT/PT	Satisfactory scores on the Graduate Record Exam (GRE) in the General Exam TOEFL—88/570 (iBT/pBT)

Additional Requirements:

A Bachelor of Arts degree (B.A.) showing satisfactory preparation, grades, and potential for advanced study. An academic essay, statement of intent, three letters of recommendation from college instructors, official transcripts, and curriculum vitae. International applicants must submit TOEFL scores in addition to GRE scores.

Areas of Concentration:

Literary Studies

Application Deadline:

February 15

Program Requirements and Deadlines: PhD

Program	Degrees Offered	Number of Credits	Full Time/Part Time	Tests Required—Min. Score
Concentration in Creative Writing,	Ph.D.	90 hours	FT/PT	TOEFL—88/570 (iBT/pBT)
Concentration in Literary Studies, Ph.D.				

Additional Requirements:

A Master of Arts degree (M.A.) or Master of Fine Arts (M.F.A.) showing satisfactory preparation, grades, and potential for advanced study, sample of academic/critical writing is required for those applying to the literary studies track (and encouraged for all applicants), a sample of creative writing is required for those applying to that track, statement of intent, official transcripts, three letters of recommendation from college instructors, and curriculum vitae.

Applicants for the creative writing program must also submit representative samples of creative work. International applicants must also submit TOEFL scores.

Areas of Concentration:

Creative Writing / Literary Studies

Application Deadline:

Dec 15

APPLICATION PROCESS

Online Application

The University of Denver requires applicants to [submit an online application](#). Once an applicant clicks on this link, they may opt to create an account to begin a new application, or, if they have already created an account, login to continue an application. Once an application is submitted, an applicant may login to their account to view their application status page, complete their checklist, or view their decision letter.

Application Fees

A \$65 nonrefundable application fee is required to submit an application for graduate study at the University of Denver. The application fee can be paid online with a credit card at the time of application submission, which is the preferred method, or by selecting *Mail Payment* when submitting the application, in which case a bank draft or personal check drawn from a U.S. bank must be submitted to the address listed below. After an application has been submitted, credit card payment is not available. Applications will not be considered for admission until this fee is paid. No waivers or deferrals are allowed, with the exception of McNair and CORE scholars. A letter of scholar verification must be included with application materials.

Transcripts

Applicants are required to submit one official transcript from each post-secondary institution they have attended or are presently attending where two quarter hours (or one semester hour) or more were completed. This includes transcripts for credit earned as transfer work or study abroad and college credit earned in high school.

An official transcript must include the original signature of the registrar and/or the seal of the issuing institution, and it must be enclosed in an envelope with the stamp or signature of the registrar across the sealed flap. Transcripts received in unsealed envelopes will not be accepted. Proof of a bachelor's and/ or master's degree (if applicable) is required from a regionally accredited college or university.

Applications will not be forwarded to the Department for review until all official transcripts have been received. The University of Denver is not responsible for obtaining an applicant's transcripts.

All submitted credentials become property of the University of Denver and cannot be copied or returned to the applicant or any person(s).

Graduate Record Exam: MA Applicants Only (GRE)

Applicants must request that Educational Testing Services forward results to the University of Denver, Office of Graduate Studies. The institution code for the University of Denver is 4842. A departmental code is not required. For information concerning GRE registration, please visit www.gre.org or contact:

Graduate Record Examination
Educational Testing Service
P.O. Box 6000
Princeton, NJ 08541-6000
Tel: 609-771-7670

Applicants should take the GRE well in advance of their intended application date. Please allow at least 14 business days for your general test scores and six weeks for your subject test scores to be received. If you take the exam under a name other than the name used on your application, please notify the Office of Graduate Studies. Several departments and schools will not process applications until scores have been received. GRE scores older than five years from the date of the application may not be acceptable for admission.

Essay

All applicants should submit an academic essay or creative writing sample (a sample of academic or critical writing is encouraged for creative writing applicants). Please upload and submit the essay with your online application.

Letters of recommendation

Three letters of recommendation that speak to the applicant's scholarly and/or creative work are required. Please upload and submit the essay with your online application.

Mailing Address

Mail official transcripts and any supplemental admission materials not submitted with the online application to:

University of Denver
Office of Graduate Studies
Mary Reed Building, Room 5
2199 S. University Blvd.
Denver, CO 80208-4802

International Applicants

For complete international applicant information, please visit the Office of Graduate Studies' International Student Application Information. International applicants are strongly encouraged to submit a complete admission packet at least eight weeks prior to the program's application deadline.

OVERVIEW OF SCHOLARSHIPS AND FINANCIAL AID

Masters Students: Dean's Scholarship Hours

The Department of English and Literary Arts annually receives from the Division a limited number of graduate tuition credit waivers that are designated as "Dean's Scholarship Hours." These Dean's Scholarship Hours function separately from the GTA packages offered to doctoral students.

All Masters students are admitted with graduate tuition credit waivers known as "Dean's Hours." Dean's Hours are awarded quarterly and may not be translated into monetary funding; they may only be used to cover tuition for course registration. Furthermore,

Dean's Hours may only be awarded when students have outstanding unmet financial need due to registration (credit hour) charges. Ultimately, Dean's Hours are awarded each quarter depending upon availability and individual student need (i.e., registration charges based on course enrollment choices). These awards will be made to graduate students according to the following priorities:

- First-Year MA Students
- Second-Year MA Students

First- and second-year MA students receive a guaranteed minimum of 12 and 10.5 tuition credit waivers, respectively, per year.

Dean's Hours may not be used to cover the cost of continuous enrollment or for any other fees or incidental charges related to registration and billing. Once awarded, tuition credit waivers must be used during the current Quarter (Fall, Winter, Spring) as they will not roll over from one academic year to the next.

The MA in Literary Studies requires 45 credit hours. **Students need to maintain 8 hours per quarter for full-time status** (to be eligible for loan deferment, insurance and other DU full-time benefits, like gym membership and RTD Pass). All Masters students will pay the Continuous Enrollment (CE) fee in the final quarter of the program, or upon completion of all coursework. Please consult with the DGS to determine when to apply for CE.

Doctoral Students: Graduate Teaching Assistantships

All doctoral students are admitted with "full funding" for three years. Full funding in this context refers to a tuition waiver and GTA stipend, as indicated in students' admission letters. Also included in the admission offer are: (1) health insurance and DU Health & Counseling Center fees; (2) Coors Fitness Center membership. Doctoral students should refer to their admission letters for a detailed account of their official offer. GTA stipends are equally disbursed across a 9-month cycle and GTAs receive their first payment on 1 October each academic year; they are paid thereafter on the first of the month.

All doctoral students should register for **10 credits per quarter** during years 1-3. If students must register for variable credits, they *must* discuss this with the Director of Graduate Studies and inform **Mr. Noah West** (noah.west@du.edu), assistant to the chair, prior to the start of classes each academic year. Students who do not follow this protocol may be subject to heavy fines levied by the Bursar's Office and over which the Department exercises absolutely no control.

All incoming doctoral students have paid a \$250 deposit to DU to confirm their place in the PhD program. This deposit will be refunded in the Fall quarter (following registration) *minus* the following fees: (1) technology fee [\$4/credit hour]; (2) graduate student activity fee [\$10/quarter]; (3) subsidized transportation fee [RTD College Pass @ \$43/quarter]. Students are thus charged approximately \$85-\$101 per quarter depending on the number of credits for which they register. These fees are automatically deducted from the initial deposit. *For all subsequent quarters, students will receive a bill electronically from the Bursar.*

All applicants looking to receive federal financial aid must file a FAFSA online at www.fafsa.gov by March 1. All teaching assistantships and fellowships require full-time

attendance. Also, all assistantships and fellowships require that students remain in good standing and meet all major requirements on schedule.

DEGREE REQUIREMENTS

MA in English – Literary Studies

- Please review the [DU Graduate Bulletin](#) for a discussion of academic requirements, policies, and procedures pertaining to the MA degree.
- 45 *total* credit hours are needed to graduate.
- *Students must take a minimum of 32 classroom hours (or 8 graduate-level courses).* These 4-credit hour courses must be taken in the Department of English & Literary Arts as 4000-level graduate courses.
- The *remaining 13 credit hours* required for the degree can be taken as: additional courses in English (electives), cognate courses (or graduate-designated courses taken outside the department, excluding University College), tutorials (ENGL 4100), or independent research (ENGL 4995).
- To maintain full-time status, MA students will take 8 credit hours per quarter. In their final quarter, any remaining hours needed to maintain full-time status will be covered with the Continuous Enrollment (CE) fee. Students may only apply for CE once they have completed their coursework (typically in their final quarter, though this may vary), so students should plan to finish their classes by the end of the winter quarter of their second year *at the latest*; in the final spring quarter, students should register for independent research and CE.
- All coursework for the M.A. should be taken at the University of Denver, but, in rare exceptions, a maximum of 10 credit hours taken elsewhere may count toward the M.A. credit requirements upon approval by the Director of Graduate Studies.
- *Note:* MA students have no specific course requirements beyond the 32-hour minimum within the Department of English and Literary Arts, and the remaining 13 credit hours may be taken as tutorials, cognates, or research hours. However, they are advised to work closely with an advisor to determine a balance between coverage and focus.

PhD in English — Creative Writing

- Please review the [DU Graduate Bulletin](#) for a discussion of academic requirements, policies, and procedures pertaining to the PhD degree.
- 90 *total* credit hours are needed to graduate.
- *Foundational Coursework: 48 hours.* These 4-credit hour courses must be taken in the Department of English & Literary Arts as 4000-level graduate courses, excluding tutorials (ENGL 4100), research hours (ENGL 5995), and cognates (non-ENGL courses). The First-Year GTA Professional Development Sequence (see below) contributes to these 48 hours.

- *Literary Periods: 20 hours.* Doctoral students are required to take five courses (20 hours) distributed over three periods of literary study: before 1700; 1700–1900; and after 1900. Students must take at least one course in one period and at least two courses in the other two periods. In trans-historical courses, the specific time period designation will be determined by the faculty of record and the temporal emphasis of the course. However, should the student’s research and work in this class focus on a different time period, they are at liberty to *request* approval from the faculty of record to use the class to satisfy a different period requirement.
- *Workshops: 12 hours.* Beyond the required periods of literary study, Creative Writing students must take three 4-credit workshops. First-year students are required to take the Fall Quarter workshop in the genre in which they applied to the program. Thereafter, students may fulfill their workshop requirements in the genre(s) of their choice (12 credits total). **Students are strongly encouraged to take a workshop in a genre in which they were not admitted.**
- After completing 60 credits, including the 48 hours of foundational coursework, doctoral students will take their comprehensive examinations during the week prior to the start of Fall Quarter of their third year of study.
- For the remaining credits (beyond the foundational 48) needed to graduate, doctoral students may take a combination of regular 4-credit hour classes or tutorials or cognates or independent research hours. *However, these limitations also apply:* eight hours maximum for graduate-designated cognates, 10 hours maximum for tutorials (ENGL 4100), and 32 hours maximum for independent research (ENGL 5995).
- No single course may satisfy more than one requirement.

Ph.D. in English — Literary Studies

- Please review the [DU Graduate Bulletin](#) for a discussion of academic requirements, policies, and procedures pertaining to the PhD degree.
- 90 *total* credit hours are needed to graduate.
- *Foundational Coursework: 48 hours.* These 4-credit hour courses must be taken in the Department of English & Literary Arts as 4000-level graduate courses, excluding tutorials (ENGL 4100), research hours (ENGL 5995), and cognates (non-ENGL courses). The First-Year GTA Professional Development Sequence (see below) contributes to these 48 hours.
- *Literary Periods: 20 hours.* Doctoral students are required to take five courses (20 hours) distributed over three periods of literary study: before 1700; 1700–1900; and after 1900. Students must take at least one course in one period and at least two courses in the other two periods. In trans-historical courses, the specific time period designation will be determined by the faculty of record and the temporal emphasis of the course. However, should the student’s research and work in this class focus on a different time period, they are at liberty to *request* approval from the faculty of record to use the class to satisfy a different period requirement.
- No single course may satisfy more than one requirement.

- After completing 60 credits, including the 48 hours of foundational coursework, doctoral students will take their comprehensive examinations during the week prior to the start of Fall Quarter of their third year of study.
- For the remaining credits (beyond the foundational 48) needed to graduate, doctoral students may take a combination of regular 4-credit hour classes or tutorials or cognates or independent research hours. *However, these limitations also apply:* eight hours maximum for graduate-designated cognates, 10 hours maximum for tutorials (ENGL 4100), and 32 hours maximum for independent research (ENGL 5995).

3000-LEVEL CLASSES & EXCLUDED COURSES

Within the Department of English and Literary Arts, graduate students may **only** take the following 3000-level courses for graduate credit: ENGL 3800 (Bibliography & Research methods) and ENGL 3982 (Writers in the Schools). *Registration for any other ENGL 3000-level class must be made by special petition to be approved by the Graduate Committee.*

Students may take up to two cognates (courses in any other department) at the 3000-level *providing they are designated as graduate courses in those departments.*

Note: Graduate student funding does not cover courses taken on the undergraduate level, and students may not take undergraduate courses (1000 or 2000-level) in any department for graduate credit. Graduate students **may not take** University College graduate courses for graduate credit.

Students admitted to the MA or to the PhD track in Literary Studies may **not** register for fiction (ENGL 4011) or poetry (ENGL 4001) workshops without the written approval of the faculty of record.

LANGUAGE / TOOL REQUIREMENT

Doctoral students (not MA students) must fulfill the DU language/tool requirement.

The Department adheres to the following definition of the “[Tool Requirement](#),” which is taken from the Bulletin for Graduate Studies in English published by the Office of Graduate Studies: “Candidates may be required to demonstrate proficiency in the required tools for research and advanced study. Where required, tool requirements are determined by the candidate’s advisor and committee, and may include one or more languages, statistical methods, laboratory or other research skills. Consult the college, school or department for requirement details.” Given the recent changes and current options, as noted above, this is now the Department’s default policy.

Students will be able to fulfill their Language / Tool Requirement in any of the following ways.

NOTE: The following list is not exhaustive; please consult with the DGS to discuss other means of fulfilling the Tool Requirement. Please use the following list as a point of reference.

1. Successfully passing an intermediate reading test in the Department of Languages and Literatures
2. Successful completion of ENGL 3800, the Bibliography and Research Methods class (4.0 credits) in the English Department.
3. Selection and successful completion of a graduate-level cognate course (4.0 credits) in another department that will augment specific skills. *This course must be approved by the Graduate Committee.*
4. Successful completion of graduate course in Old English (4.0 credits)
5. Successful completion of a graduate-level translation class (4.0 credits). Students must secure approval of the instructor.
6. Successful completion of Writers in the Schools (ENGL 3982).

After completing one of the above options, students should electronically submit to the Director of Graduate Studies a Tool Requirement Form for their signature.

TRANSFER OF CREDITS

Transfer of Credit requests for new students should be submitted (using the Transfer of Credit form) within the student's first term of attendance in the Department's graduate program. Please be sure to include a photocopy (front and back) of the official transcript that will be used to verify the credit transfer. Also be sure to obtain all required signatures.

Allowances

M.A. students: 10 transfer credits maximum from a master's program in English.

Ph.D. students: 15 transfer credits maximum from a doctoral program in English.

GTA PROFESSIONAL DEVELOPMENT SEQUENCE

First Year GTA Professional Development Sequence

Doctoral students typically work in the University Writing Program's Writing Center their first year. Work in the Writing Center constitutes the first year GTAship. First year GTAs will be required to submit materials for review to the Director of the Writing Center, Dr. Juli Parrish, who will assess incoming doctoral students' suitability for work in the Writing Center. Writing Center GTAs have the opportunity to apply for research project funding administered by the University Writing Program.

All ENGL GTAs typically register for 10 credits/quarter, but may take 8-12 credits, as appropriate. Students seeking an uneven allocation of credits over the course of the academic year (e.g., 8 in Fall, 10 in Winter, 12 in Spring) must do so **before the first week of classes begins each new academic year**. No exceptions will be permitted.

- During Fall Quarter, all first-year Writing Center GTAs will take ENGL 4830.1, *Teaching and Writing Literature* (2.0 credits).
- During Winter Quarter, all first-year ENGL GTAs and Writing Center GTAs will register for The Critical Imagination (ENGL 4702; 2.0 credits).

- All of the above first-year GTA credits will count toward the required 48 hours of foundational ENGL coursework.

Second and Third Year GTA Professional Development Sequence

Doctoral students may return to work in the Writing Center for one or more quarters in their second and third years at the discretion of the Director of the Writing Center, who consults with the Director of Graduate Studies and the Departmental Chair about these decisions. Second and third year GTAs may also teach their own classes and/or fulfill necessary administrative roles for the Department. GTAs will be invited to share their placement preferences, however GTA placement is ultimately determined by the Department Chair in consultation with the Director of Graduate Studies. Placement decisions are made according to Departmental need and are based on Divisional and University policy.

GTA Professional Development Course Plan, Years 1-3

Year One

Fall Quarter:

- Writing Center consultant positions (only for Writing Center GTAs) or administrative assignments
- Register for ENGL 4830.1: Teaching and Writing Literature (required for Writing Center GTAs)

Winter Quarter:

- Writing Center tutoring (Writing Center GTAs only) or administrative assignments
- Register for ENGL 4702: The Critical Imagination (required class for all first-year PhD students)

Spring Quarter:

- Writing Center tutoring (Writing Center GTAs only) or administrative assignments

NOTE: To retain the GTAship award in year one, students must be in residence at the University of Denver.

Year Two

- In any given quarter, a GTA will fulfill their GTA Assignment; possible GTA Assignments below.
- Register for ENGL 4000: Graduate Colloquium (Winter Quarter, 2.0 credits, required for all PhD students)

NOTE: To retain the GTAship award in year two, students must be in residence at the University of Denver.

Year Three

- In any given quarter, a GTA will fulfill their GTA Assignment; possible GTA Assignments below.

NOTE: To retain the GTAship award in year three, students must be in residence at the University of Denver.

Possible GTA Appointments and Stipends

Graduate Teaching Assistant (GTA): \$19,028 (benefitted in years 1-3)

Graduate Instructor of Record (CAHSS Teaching Expectations listed below)

All 2YR and 3YR GTAs are highly encouraged to teach at least one course as the Instructor of Record during the academic year. As the Instructor of Record, graduate teachers will be responsible for the following: course description; course book orders; course and syllabus design; holding class meetings at the assigned time, date, place; classroom management; holding regular office hours; student grading and evaluation, including submission of final grades to the Registrar. Each graduate instructor of record will be paired with an ENGL faculty teaching mentor, who will offer feedback on the graduate teacher's syllabus and course design; conduct a teaching observation and feedback session; and, generally, be available for questions pertaining to teaching and pedagogy. Serving as instructor of record is a valuable part of the doctoral experience and will serve you well in whatever professional path you take following completion of the PhD program. Graduate Instructors of Record are expected to adhere to the College of Arts, Humanities, and Social Sciences faculty policies and teaching expectations, included below.

Possible Teaching Options Include:

- Introduction to Creative Writing (ENGL 1000)
- Art of Fiction (ENGL 1006)
- Art of Poetry (ENGL 1007)
- International Short Fiction (ENGL 1200)

Teaching Assistant (TA) for Undergraduate Class

This GTA position will support undergraduate learning as a *teaching assistant* (TA) for an ENGL faculty member. Teaching Assistants are not automatically assigned to a faculty member. Rather, GTAs who request a TA position must identify and secure their own TA assignment with a faculty member of their choice. In practice, this would mean reaching out to a faculty member and asking to serve as their TA for a particular quarter and/or class. The parameters of the TA'ship—from attendance and grading expectations (if any) to teaching opportunities—will be determined in collaboration with the faculty member. ENGL TA Best Practices listed below.

Administrative Options (among other possibilities, which may vary each academic year)

Administrative and Program assignments require 12 hours per week each quarter (120 hours total). Administrative assignments may include:

- Program Assistant to the Chair
- *Denver Quarterly* (DQ) Assistant
- Advanced GTA: Writing Center

Resource: ENGL Teaching Assistant (TA) *Best Practices*

The following is intended as a list of *Best Practices* for both graduate students (GTAs) and department faculty. Although specific responsibilities of any graduate teaching assistant will primarily entail conversations and agreement between the GTA and the faculty member, the following *Best Practices* are intended to provide consistency and equity across GTA assignments.

- TA commits to attending class regularly throughout the quarter.
- TA has an opportunity to teach one or more class sessions per agreement with faculty of record.
- TA may have opportunity to co-teach some class sessions.
- TA and faculty of record discuss and agree upon grading duties.
- TA has an opportunity to work with small groups in the class.
- TA holds office hours depending on agreement with faculty of record.
- TA is encouraged to take advantage of resources offered by the Office of Teaching and Learning.
- TA and faculty of record meet regularly to discuss class and TA's participation.
- TA writes a series of reflections on class activities or a larger summary of the arc of the class (to be placed in GTA's departmental file).
- Faculty of record writes a summary of the TA's participation and role at the end of the quarter and discusses this with the TA (to be placed in GTA's departmental file).

Resource: GTA Teaching Expectations

GTAs are required to adhere to CAHSS Faculty Policies as defined below

Teaching is a core responsibility of faculty members, who bring expertise, experience, and efforts of many kinds to bear in developing the knowledge, skills, and creativity of our students.. The duties listed below cannot begin to account for the high-level, sophisticated

engagement of faculty in teaching; they reflect basic expectations relative to current policies.

1. Teach assigned courses.
2. Select and order course materials and books in a timely manner. Faculty should make every effort to ensure that materials are available to students on the first day of class.
3. Develop syllabi, course schedule, readings, and other basic materials required for the course before the first scheduled class meeting, including a list of student learning outcomes. All courses should be set up with a digital form of delivery in place (ex: Canvas) so that course material can be delivered in the case of emergency closures, etc. Performance-based and studio courses will require additional planning.
4. Conduct and appear on-time for **all** scheduled class meetings.
 - a. Cancellation of single class meeting: Faculty, who must, for serious personal or professional reasons, cancel a class meeting are responsible for ensuring an alternate and timely delivery of course materials to enrolled students.
 - b. Notification of single class cancellation: Faculty who cancel class meetings on short notice must notify enrolled students via e-mail of the canceled class meeting.
5. GTAs are also **required** to notify **(i)** the DGS, **(ii)** Department Chair, and **(iii)** the departmental Assistant to the Chair (**Mr. Noah West**). A cancellation notice will be placed on the classroom door for enrolled students by the department. Failure to adhere to this policy may result in disciplinary action. Serious absenteeism may result in disciplinary action.
6. Maintain regular office hours at reasonable times on campus, offer appointments for students who have serious impediments to coming to office hours, and stay in contact with enrolled students.
7. Use appropriate measures of student performance and provide timely feedback to students.
8. Hold final exam during stated final exam time or, in the case of classes that conclude with final papers, have them due during the course's designated exam time.
9. Complete assessment of courses (e.g., course/instructor evaluation) according to the policies and procedures in place, as well as the assessment of course-level student learning outcomes that may also contribute to program-level assessment (e.g., your unit's program assessment or University (e.g., Common Curriculum or DU Student Learning Outcomes).
10. Submit course grades by stated University deadlines.

Year Four & Beyond

The Department's Graduate Program cannot guarantee funding for doctoral students beyond year three of the standard GTA package. Students should plan ahead for year four and beyond by applying for competitive funding from DU; seeking out external dissertation fellowship or research opportunities; seeking out other fields of employment, including local

teaching or work opportunities in the public school system or other cultural or educational institutions; or, as a last resort, applying for federal student loans.

If students have completed all required credits for their degree but are still writing their dissertations, they typically register for “[Continuous Enrollment](#).” Students may apply for CE credits by completing the appropriate form ([ENGL Portfolio page](#) > [Graduate Student Resources](#) > [Forms](#)), then submitting to the DGS for verification and signature.

The following list includes award funding opportunities that may be available for fourth year studies. These awards are non-benefited, include a stipend (current amount below), and are granted on a competitive basis. The number of each award, depending upon their availability for disbursement, varies year-to-year:

- AHSS Divisional Dissertation Fellowship: \$19,028, non-benefited
- Evan Frankel Dissertation Fellowship: \$19,028, non-benefited
- Editorial Fellowship with the *Denver Quarterly*: \$19,028, non-benefited
- Fairfield Fellowship: \$19,028 non-benefited
- Clemens Fellowship: \$19,028 non-benefited
- Copywriting GTA (CAHSS): \$19,028, non-benefited

Students who have worked satisfactorily as consultants in the Writing Program for at least one academic year are favored by the Writing Program directors for adjunct teaching in the 4th year, if they do not receive 4th year award funding. For more information about that application process, please contact Dr. Juli Parrish <http://www.du.edu/writing/>.

In addition, a limited number of quarterly teaching positions at DU may be available through University College and/or other DU programs. These opportunities depend upon funding and programmatic needs. For more information, contact Prof. Maik Nwosu <Maik.Nwosu@du.edu> Chair, Department of English and Literary Arts.

Fourth Year Award Funding

The Department awards funding to fourth year students on a competitive basis. Award opportunities vary year-to-year. Furthermore, fourth year awards are non-benefited, include a stipend (current amount below), and are granted on a competitive basis following faculty review of a complete application.

To apply, eligible third-year doctoral students in the Department must submit the following materials to the Director of Graduate Studies by **Friday March 4, 2022**. Materials should be **digitally submitted by email as a single PDF document**.

1. a one-page cover letter
2. the successfully defended and signed dissertation prospectus
3. a timeline for the dissertation's completion
4. a current *curriculum vita*
5. one writing sample produced during the applicant's first three years in the Department's graduate program that pertains to the dissertation

6. one current, unofficial DU transcript
7. updated Course Plan

Scanned materials should be sent by email to the Director of Graduate Studies who will upload the material to a secure site for review by Departmental faculty. *Applicants are responsible for digitizing (i.e., creating a PDF version) and clearly organizing their own application materials.* Furthermore:

- Applicants need not indicate which award they are applying for. All eligible applicants will be considered for all awards.
- Exceptions to the above bullet point include applications for 1) the associate editorship of the *Denver Quarterly* and 2) the Copywriter GTA position(s). Applicants for each of these awards should indicate *in separate, one-page (maximum) statements* their interest in each respective award, as well as their qualifications and pertinent work experience. These statements should follow the cover letter.
- No manuscript/dissertation project accepted for publication or due to be published before the end of the fourth year and the dissertation defense will be eligible for these awards. However, an applicant may submit a different project for consideration.
- An archive of successful applications for fourth year award funding may be found on the [ENGL Portfolio](#) > [Graduate Student Resources](#) > [Fourth Year Documents](#) page.

The CAHSS Divisional Dissertation Fellowships

The CAHSS Divisional Dissertation Fellowships provide assistance to the Department's fourth-year doctoral students to work on the completion of their dissertations.

Department Faculty will select each year's AHSS Divisional Dissertation Fellowship recipients from applications submitted by third-year doctoral students. The fellowship selection committee will consist of all available departmental faculty members. The English and Literary Arts Department will submit two nominees and their application materials to the Dean of AHSS for final review. All candidates for the PhD in English who will have successfully completed three years of study in the Department's graduate program by the end of Spring Quarter are eligible to apply for these fellowships. The selection process and awards will be based on the merits of the application materials and take into account the quality of the students' work over the first three years of doctoral study as well as the possibilities of the award serving to promote an applicant's dissertation progress. No manuscript/dissertation project accepted for publication or due to be published before the end of the fourth year and the dissertation defense will be eligible for this award. However, an applicant may submit a different project for consideration.

In 2010, the Division of Arts, Humanities and Social Sciences installed the AHSS Divisional Dissertation Fellowships to award annually to two recipients from the Department's doctoral program. However, the number of CAHSS Dissertation Fellowships varies year-to-year. The tenure of these fellowships is for one year each. Fellowship support is not renewable. **These fellowships include neither health benefits nor tuition credit waivers.** The AHSS Fellows may not hold other jobs at DU during the tenure of these awards. The fellowships will be awarded each year in time for the AHSS Fellows to begin tenure of the awards on July 1 of the same year.

Payment will be made quarterly in fall, winter, and spring. Recipients will be designated CAHSS Divisional Dissertation Fellows.

At the completion of the yearly tenure of the AHSS Divisional Dissertation Fellowships, the Department Chair and the Director of Graduate Studies will report to the English Department and to the Dean of Arts, Humanities & Social Sciences on the fellows' progress toward the completion of their dissertations. The following outcomes will be assessed annually:

- number and quality of applicants
- effectiveness of the fellowships in promoting dissertation progress and completion
- success of AHSS Dissertation Fellows in obtaining professional employment after completing the English PhD.

The fellowship recipients and their dissertation directors will be expected to report, by June 1, on the dissertations' progress to the Department Chair and the Director of Graduate Studies. The AHSS Fellows will also be expected, during Spring Quarter, to give public presentations on their dissertations.

The Evan Frankel Dissertation Fellowship

The Evan Frankel Dissertation Fellowship in the Department provides assistance to one fourth-year doctoral student each year to work on the completion of the dissertation. The purpose of the Fund is to provide fellowship support to fourth-year doctoral students who are working on their dissertations in the Department at the University of Denver.

Department Faculty shall select each year's fellowship recipient from applications submitted by third-year doctoral students. The fellowship selection committee shall consist of all available Departmental faculty members. All candidates for the PhD in English who will have successfully completed three years of study in the department's graduate program by the end of Spring Quarter are eligible to apply for this fellowship. The selection process and award shall be based on the merits of the application materials and take into account the quality of the student's work over the first three years of doctoral study as well as the possibilities of the award serving to promote an applicant's dissertation progress. No manuscript/dissertation project accepted for publication or due to be published before the end of the fourth year and the dissertation defense will be eligible for this award. However, an applicant may submit a different project for consideration.

In 1999, the Evan Frankel Foundation awarded the University of Denver a \$200,000 endowment grant for fellowship support in the Department of English and Literary Arts. The University of Denver commits to award annually one Evan Frankel Dissertation Fellowship in the minimum amount of \$11,000 for ten years. Beginning in the eleventh year, annual distributions from the fund will be determined by the University of Denver's endowment spending policy. The tenure of the fellowship is for one year. Fellowship support is not renewable. **This fellowship does not include health benefits.** The Frankel Fellow may not hold other jobs at DU during the tenure of the award. The fellowship will be awarded each year in time for the Frankel Fellow to begin tenure of the award on June 1 of the same year.

Payment to the Frankel Fellow will be made quarterly in fall, winter, and spring. Recipients shall be designated Evan Frankel Foundation Fellows.

At the completion of the yearly tenure of the Frankel Fellowship, the Department Chair and the Director of Graduate Studies will report to the Department and to the Dean of Arts, Humanities and Social Sciences on the fellow's progress toward the completion of the dissertation. The following outcomes will be assessed annually:

- number and quality of applicants
- effectiveness of the Fellowship in promoting dissertation progress and completion
- success of Frankel Fellows in obtaining professional employment after completing the English PhD
- financial report on the endowment and for each fellowship award

Both the recipient and the Fellow's dissertation director will be expected to report, by June 1, on the dissertation's progress to the Department Chair and the Director of Graduate Studies. The Frankel Fellow will also be expected, during Spring Quarter, to give a public presentation on the dissertation and to send a letter of appreciation to The Evan Frankel Foundation: c/o Nancy Wendell, Executive Director, Andrew Sabin Family Foundation, PO Box 5026, East Hampton, NY, 11937.

***Denver Quarterly* Editorial Fellowship**

The *Denver Quarterly* Editorial Fellowship will be awarded annually to one doctoral student from the Department's graduate program. To be eligible, the recipient must meet these criteria at the time of appointment to this fellowship:

- all 90 hours of coursework completed
- dissertation proposal and prospectus approved
- continuous enrollment status

This Fellow is nominated by the Editor of the *Denver Quarterly* and ratified or rejected by the Department faculty.

Time Commitment: 15 hours per week for 12 months, July 1 through June 30. Hours are flexible.

Stipend: \$19,028 per year; non-benefited.

For more information, please contact *Denver Quarterly* Editor, Prof. Scott Howard or visit the [DQ website](#).

Fairfield Fellowship

Established in 2009 through a bequest by William G. Fairfield and Marcia S. Fairfield. The Fairfield Fellowship Fund in Creative Writing supports a graduate student in a Creative Writing track. Recipients shall be designated as Fairfield Fellows.

Department faculty shall select each year's fellowship recipient from applications submitted by third-year doctoral students. The fellowship selection committee shall consist of all available Departmental faculty members who will make a recommendation to the Director

of Creative Writing for ratification. All candidates for the PhD in English who will have successfully completed three years of study in the department's graduate program by the end of Spring Quarter are eligible to apply for this fellowship. The selection process and award shall be based on the merits of the application materials and take into account the quality of the student's work over the first three years of doctoral study as well as the possibilities of the award serving to promote an applicant's dissertation progress. Fairfield Fellows may not hold other jobs at DU during the tenure of their award. No manuscript/dissertation project accepted for publication or due to be published before the end of the fourth year and the dissertation defense will be eligible for this award. However, an applicant may submit a different project for consideration.

Stipend: \$19,028 per year, non-benefited.

Clemens Fellowship

Re-established in 2018, the Clemens Fellowship recipient(s) shall be selected by the Dean of CAHSS or his or her delegate, in consultation with the Chair of the Department of English and Literary Arts. Recipients shall be selected on the basis of academic merit and/or demonstrated financial need, with a preference given to Hispanic students (especially immigrant students from Mexico), or students who strongly identify with, have a demonstrated experience with or commitment to serving or working with this or other racial minorities. Recipients shall be designated as Clemens Fellows.

Department faculty shall select each year's Clemens Fellow(s) from applications submitted by third-year doctoral students. The fellowship selection committee shall consist of all available Departmental faculty members who will make a recommendation to the Dean of AHSS for ratification. All candidates for the PhD in English who will have successfully completed three years of study in the Department's graduate program by the end of Spring Quarter are eligible to apply for this fellowship. The selection process and award shall be based on the merits of the application materials and take into account the quality of the student's work over the first three years of doctoral study as well as the possibilities of the award serving to promote an applicant's dissertation progress. Clemens Fellows may not hold other jobs at DU during the tenure of their award. No manuscript/dissertation project accepted for publication or due to be published before the end of the fourth year and the dissertation defense will be eligible for this award. However, an applicant may submit a different project for consideration.

Stipend: \$19,028 per year, non-benefited.

POLICY ON GOOD STANDING

All graduate assistantships and fellowships awarded by the Department and/or by the AHSS Division require that students remain in good standing and satisfy all program requirements. Failure to comply with this general principle may prompt a review of the student's performance by the graduate committee and may be the cause for dismissal from the Department's graduate program.

- No student may carry more than one incomplete and remain in good standing.

- A final grade of “C” in any course will prompt a review of the student’s performance by the Graduate Committee and may be the cause for dismissal from the Department’s graduate program.
- All graduate students are expected to carry a GPA of “B+” or higher. If a student’s overall GPA falls below that level, the Graduate Committee may review the student’s performance.
- All decisions on a student’s status will be made by the Graduate Committee in consultation with the Director of Graduate Studies and the Department Chair.

FUNDING FOR CONFERENCES, PRESENTATIONS, AND READINGS

Graduate students may seek funding to assist with the cost of conference travel, conference presentations, or travel for invited readings from the following three sources:

- [Graduate Students of the Four Faculties](#) (GSFF)
- [Graduate Student Government](#) (GSG)
- The Department’s Feldman Fund. *If available*, funding from this resource is made available once annually, usually toward the end of the academic year in either May or June. For more information, contact the Director of Graduate Studies.

TUTORIALS

Tutorials (ENGL 4100) are 2.0 credit, graded classes for students currently enrolled in the graduate studies program of the Department. Tutorials may be designed either by faculty in consultation with students or proposed by students in consultation with faculty. A maximum of 10 credit hours of tutorials will be permitted within an individual doctoral student’s distribution of credits toward the total requirement of 90 hours for the doctoral program.

Students must register for tutorials by completing the Tutorial Proposal & Registration form. This form requires the signatures of the faculty instructor and DGS before submission to the Registrar.

Students may not take more than two tutorials per quarter except by petition for exception from the Graduate Committee.

Tutorials may not be used to substitute for other program requirements that call for regular 4.0-credit, ENGL graduate courses. Registration is limited to three students maximum per tutorial.

M.A. students may take up to a maximum of 6 credit hours of English Department tutorials and/or cognate courses offered by other graduate programs at DU.

Note: The English Department’s tutorial system replaces the Department’s Independent Study courses, which have been discontinued except by special exception. **Do *not* register for Independent Study unless you have completed an exception form and it has been approved by the DGS.** Failure to do so may result in Independent Study courses not counting towards your graduation.

Exceptions to these policies must be approved by the Director of Graduate Studies. Students must complete and submit a Tutorial Proposal Form to the Director of Graduate Studies before registering.

INDEPENDENT RESEARCH (“Research Hours”)

MA and PhD students may register for Independent Research hours: ENGL 4995 for MA students and ENGL 5995 for PhD students. Students are encouraged to use these hours for their thesis or dissertation research and development. ENGL 4995/5995 Independent Research hours may not be used to substitute for other program requirements that call for regular 4.0-credit, ENGL graduate courses.

Note: The Office of Graduate Studies *Independent Research Form* also includes options for registering for Independent Study and/or Directed Reading hours because that form is used by several other graduate programs at DU. **Please use the form to register *ONLY* for Independent Research.** See boxed item under previous heading (“Tutorials”) for more on this policy.

COMPREHENSIVE EXAMINATIONS

General Guidelines & Procedures

During a designated period immediately preceding their third year of study, all eligible doctoral students will take a written comprehensive examination covering three (out of four) **fields of study**:

- an author or major figure
- a genre
- a period
- either a second period or a special topic

The three fields of study must be approved by examiners and the Director of Graduate Studies.

Within that general format, students may (in consultation with their examiners) design one or more of their exams to address specific goals. For example, students may propose an exam that studies the work of a minor literary figure placed within a larger context of literary work (a movement or school, etc.) or with regard to a theoretical or methodological perspective. Students may likewise propose an exam that investigates other art forms (or cultural forms) or other fields of knowledge (theory, philosophy, history, etc.): film studies, for example, or the films of a particular director, could be placed within a larger context of literary work (a movement or school, etc.) or with regard to a theoretical or methodological perspective.

Students will prepare, in consultation with their examiners, a reading list for each exam field. Reading lists should be designed to achieve a balance between coverage and focus, including historical scope, while also addressing specific aspects of each field. Reading lists should represent a diversity of primary and secondary works, including literary and/or

cultural documents, works in criticism and theory, and/or other materials as determined through consultations between students and examiners. Any overlap among lists should be minimized.

The Reading Lists for the Ph.D. Comprehensive Examinations form must be signed by both examiners and then submitted with the respective reading lists to the Director of Graduate Studies by **May 6, 2022**. Students who do not follow these procedures will not be allowed to take the exams. Students must complete the comprehensive examination process during the designated period prior to the first week of Fall classes.

Examiners. Only tenure-line faculty in the Department of English & Literary Arts may serve on these exam committees except by special petition. Faculty may each serve on no more than two exam committees per student. Two faculty members serve as examiners for each field of study. Each examiner submits to the Director of Graduate Studies one question per field.

Overview: The Exam Process. During the examination, students receive two different questions for each field of study but will answer only **one** question per field. Thus students answer three questions in total, one per field, by writing three essays in total. Each essay should be between 3500 (minimum) and 5000 (maximum) words in length (exclusive of the works cited pages and any other paratextual apparatus). Essays should be formatted according to the following standards: MLA citations; typed and double-spaced; Times or Times New Roman font, 12-point; 1" margins; digitally submitted. Footnotes and endnotes should be kept to a minimum.

Examiners are looking for well-argued, well-supported, well-organized original essays that cogently handle the questions and stay on topic. Students must consult and refer to both primary and secondary texts. All references should be listed in a bibliography for each essay, and all quotations should be properly acknowledged.

The Exam Evaluation Process. Each exam will be read and evaluated by the designated two examiners for each field. Examiners will not consult with each other to arrive at a grade. All exams will be graded as either "Pass" or "Fail." Faculty examiners are not required to provide any feedback or commentary on the exams to students, though they may agree to do so. Faculty results will be submitted confidentially to the Director of Graduate Studies, who will then communicate the final results (pass or fail) for each exam to individual examinees and their examiners. All three exams will be graded equally.

Split-votes. If an exam receives a split-vote (one pass, one fail), then the essay will be evaluated by the Graduate Committee. If the committee votes *in majority* to pass the essay, then the student will receive a passing grade for that field examination. If the committee votes *in majority* to fail the exam, then the student will receive a failing grade for that field examination. A student who fails a field examination after an original split-vote and subsequent committee evaluation procedure must retake that exam and may choose *either* a written re-take exam *or* an oral re-take exam. In either case, the student will respond to the respective field's unanswered exam question.

Retaking an Examination. If the student chooses the written essay option, dates will be set and the exam process will be as before (i.e. the same number of days to complete the exam, the

same two designated examiners for the field). If the student chooses the oral exam option, a date will be set for the examination and the faculty in attendance will include the two designated examiners, the Director of Graduate Studies, and possibly other members of the Graduate Committee. Both the written re-take and the oral re-take will be graded as either pass or fail.

If an exam receives a double failure, the student in question may submit to the Graduate Committee a petition to schedule a new written examination (with new questions) to be conducted by the same two examiners for that field. Those petitions should be submitted before the beginning of the fifth week of Fall Quarter.

2022 Comprehensive Examination Schedule

The Graduate Committee has determined all graduate examinees will have a minimum of one week to complete their comprehensive examinations.

The 2022 comprehensive exam schedule follows:

- Friday, May 6: 5 PM (MT): signed exam forms and reading lists due to DGS
- Wednesday, August 31: 12:00-2:00 PM (MT): exam questions distributed to students
- Friday, September 9: 2:00 PM (MT): exams due from students
- Friday, September 16: 2:00 PM (MT): exam results due from faculty
- Monday, September 19: 5:00 PM (MT): exam results distributed to students

Comprehensive Examination Instructions for Students

The following instructions will guide the exam process. These instructions will also be disseminated along with exam questions.

- The attached file includes two questions for each of your three exam fields. Please review the file to ensure the questions reflect the exam fields (i.e., period, genre, author/major figure, 2nd period OR special topic) you have chosen. If you discover an error, please contact the Director of Graduate Studies *immediately*.
- Answer only three questions in total, choosing one from each of your three fields of study. Formulate a response that is closely focused on the question. Stay on topic.
- Include the question you have chosen to answer at the top of the first page of your exam essay. NOTE: The exam question will not count toward your essay word count.
- Write no more than 5000 words (minimum 3500) for each answer. Your essay should be formatted according to MLA guidelines. Essays should be double-spaced, typed in Times New Roman, 12-point, with 1" margins.
- Examiners are looking for well-argued, well-supported, well-organized original essays that cogently handle the question and stay on topic. Students must consult and refer to both primary and secondary texts. All texts consulted should be listed in a bibliography and all quotations should be properly attributed. Each essay should have its own bibliography. The bibliography will not be counted toward the required (3500 to 5000-word) length of your essay.

- You may not consult with examiners or other students. If you have any questions, contact the DGS.
- Once you have completed your essays, include for each exam an exam cover sheet [available on the EGS Portfolio site].
- Send your three exams as three separate WORD DOCUMENT or PDF attachments to the Director of Graduate Studies by [time]. NO exams will be accepted after this time.
- RE: Electronic Essay Submission: For ease of submission, filing, and distribution, please name your exam essay files in the following manner: [LAST NAME – COMPS 2021, Field]
 - Example: Hardin-Comps 2021, Special Topic.docx
 - Example: Hardin-Comps 2021, Special Topic.pdf
- Each exam will be read by the two designated examiners, each of whom will submit their results (marked Pass/Fail only) to the DGS via email. All three exams will be evaluated equally. If there is a split-vote or double-failure on any of the field exams, the Graduate Committee will determine the outcome.
- Examiners will not consult with each other to arrive at a grade. When all the results are returned, the Director of Graduate Studies will inform students of their results [date].

Graduate Comprehensive Examinations Completion Form

After having passed all three examinations, each student should submit a copy of the Graduate Comprehensive Examinations Completion Form to the Director of Graduate Studies. One dated and signed copy will be placed in the student's file.

M.A. THESIS GUIDELINES AND POLICIES

To fulfill part of the non-course requirements for the MA in English, each candidate must write, defend, and submit a [thesis](#). The thesis should be a minimum of 18,000 words (approx. 60 pages) in length and should take the form of either a single scholarly/critical essay or two 30-page scholarly/critical essays. Specific aspects concerning the form and content of the thesis should be determined by the MA candidate in consultation with the thesis committee. Students must complete the MA Thesis Proposal approval form once their committee has accepted the proposed topic.

Thesis Committee. The [thesis committee](#) usually consists of two tenure-line faculty from the Department: a director (i.e. first-reader) and one other professor. Both Departmental professors may be of any rank and may be either tenured or untenured. The Office of Graduate Education requires a third DU professor to serve as the Oral Defense Committee Chair (or “outside chair”) for the thesis defense. The outside chair must be a tenured DU faculty member from a different department (that is, any department *other than* English and Literary Arts). The outside chair is thus not required or expected to have a specialization in the thesis field. Any exceptions to these policies about faculty membership on the thesis committee must be approved by the Vice Provost for Graduate Studies.

Thesis Defense. When the thesis is completed, the work must be [defended](#) by the candidate. As a general policy, the Department does not schedule thesis defenses during the months of June, July, August, and December. Exceptions to that default scheduling policy may be determined by MA candidates and their committees. Candidates should set their defense dates as early as possible during a given quarter.

DISSERTATION PROPOSAL

By the end of the first quarter of the third year in the doctoral program, students should submit a dissertation proposal (250 words maximum). The proposal should be a brief description of the project and must be approved and signed by at least two dissertation committee members and the Director of Graduate Studies. Students must complete the dissertation proposal and submit the proposal form to the Director of Graduate Studies before a dissertation prospectus meeting may be scheduled. One copy of the approved and signed form will be placed in the student's file.

The proposal should identify the project's area of research and/or creative work and also define, if possible, the dissertation's topic and specific goals. If any special resources (e.g. travel, new technology, language study) will be needed, those should be noted.

DISSERTATION PROSPECTUS

Before the end of the second quarter of the third year in the doctoral program, students should complete a Dissertation Prospectus meeting and submit the approved and signed prospectus and prospectus form to the Director of Graduate Studies. The prospectus should be approximately 2,500-3,000 words in length and should be presented to the committee well in advance of the meeting. The prospectus should, if possible, offer a complete plan for the dissertation, addressing in detail the project's topic and context, field placement (including any concerns with literary genre and/or theory), research question and methodology, line of argument and/or artistic goals. The prospectus should also include a working bibliography. The prospectus meeting will consist of a discussion based on the written dissertation prospectus.

One copy of the approved and signed prospectus and form will be placed in the student's file.

DISSERTATION GUIDELINES AND POLICIES

To fulfill part of the non-course requirements for the PhD in English, each doctoral candidate must write, defend, and submit a [dissertation](#) of publishable quality that makes a significant contribution to the candidate's field(s) of specialization. The dissertation may take the form of either an extended scholarly/critical work (usually between 150 and 250 pages) or a body of creative work (usually between 150 and 250 pages) that also includes a scholarly/critical apparatus that places the creative dissertation within a context of research and professional development. The specific aspects of each dissertation's form and content—this includes the scholarly/critical apparatus—should be determined by the doctoral candidate in consultation with the dissertation committee. **No work already published or accepted for publication in toto (or in large part) may be presented for the dissertation requirement of the PhD in English. Students should consult with their committee to determine the extent previously**

published work (or work accepted for publication) may play in fulfilling the dissertation requirement.

Students admitted to the Literary Studies track shall write a scholarly/critical dissertation. Students admitted to a Creative Writing track (fiction or poetry) shall write a creative dissertation. Deviations from this policy require a petition of exception to the Graduate Committee. Literary Studies students *may* include a creative apparatus as part of their dissertation without petitioning. Creative Writing students *must* include a scholarly/critical apparatus as part of their dissertation.

Dissertation Committee. Each [dissertation committee](#) usually consists of three tenure-line faculty from the Department: a director (i.e. first-reader) and two other professors. Those three Departmental professors may be of any rank and may be either tenured or untenured. The Office of Graduate Studies requires a fourth DU professor to serve as an “outside chair” for the dissertation defense. The outside chair must be a tenured DU faculty member from a different department (that is, any department *other than* English). The outside chair is thus not required or expected to have a specialization in the dissertation field. Any exceptions to these policies regarding committee composition must be approved by the Vice Provost for Graduate Studies and Research.

Dissertation Defense. When the dissertation is completed, the work must be [defended](#) by the candidate. As a general policy, the Department does not schedule dissertation defenses during the months of June, July, August, and December. Exceptions to that default scheduling policy may be determined by doctoral candidates and their committees. Candidates should set their defense dates as early as possible during a given quarter.

ELECTRONIC SUBMISSION: MA THESIS AND PHD DISSERTATION

ProQuest/UMI is the primary avenue for submitting a student’s MA thesis or PhD dissertation. Because ProQuest is widely known and respected as the main searchable database for scholarly work, the University of Denver strongly encourages students to [submit their dissertations/theses to ProQuest](#). This provides the University of Denver and the author an opportunity to showcase and promote scholarly work. The electronic submission process eliminates the need to print these documents for final submission and allows students to pay applicable fees online via credit card.

Policy. As of spring term 2008, all theses and dissertations must be submitted electronically to ProQuest (UMI) unless an exemption is granted using the “opt out” procedure. ProQuest provides access to graduate works for thousands of libraries around the world.

Note. If the Dissertation/Thesis Chair and the student believe that submitting the work to ProQuest will create serious ethical, publishing or other issues, please request an exception to this process by submitting a memo to the Associate Provost for Graduate Studies that explains the concerns. Please see “opt out” procedure at the end of this section.

Procedure. The electronic submission instructions may be found [here](#). Faculty should review the instructions before advising students about the submission arrangements of their thesis/dissertation.

Criteria for a Masters Thesis or Doctoral Dissertation

- Requires an outside chair and oral examination (defense). The Master's committee is comprised of a minimum of two and a maximum of five voting members. The Ph.D. oral exam committee is comprised of a minimum of three and a maximum of seven voting members.
- The scheduling of the oral exam and formatting of the thesis/dissertation must be coordinated through the Office of Graduate Studies in accordance with the university schedule of deadlines and graduate policy.
- All copyright issues must be cleared before the thesis or dissertation is submitted. The student is responsible for obtaining proper permissions for all material used within the work. Evidence of copyright permission may be required with the student's submission to ProQuest (UMI). Click [here](#) for or additional information about copyright, ownership, fair use, and your rights and responsibilities.
- Electronic submission of "publishable" quality scholarly work.

Note: Master's papers that do not meet these criteria will not be called a Thesis and the paper title will not be listed on the student's transcript.

Embargos and Restrictions on Accessing Theses and Dissertations

Please be advised: once a thesis or dissertation is submitted to a searchable digital/electronic repository (eg. ProQuest), some publishers may consequently consider it a "previously published" text. However, the student, not ProQuest (UMI), retains the copyright.

Students should discuss their future thesis/dissertation publication goals with their advisor. Students planning to publish from their thesis or dissertation should consider requesting an embargo of their work. During an "embargo," ProQuest will completely restrict access to the document for a specified time period. The thesis or dissertation will be held in the ProQuest repository with *no public access* until the embargo expires.

A student might request an embargo for the following reasons:

- An academic or commercial press has expressed interest in acquiring the rights to publish the dissertation or thesis as a book.
- The student plans to submit content from the thesis/dissertation to a peer-reviewed journal.
- There are patentable rights in the work for which disclosure may be detrimental to the student's rights or interests.
- There is an ethical need to prevent disclosure of sensitive or classified information about persons, institutions, technologies, etc. for a time-limited period.

If a student believes that he/she will need to restrict access for a limited time period they can request a 6 month, 1 year, or 2 year embargo. When an embargo expires, the thesis or dissertation will be automatically made available electronically by ProQuest.

Renewing an Embargo. A student may extend an embargo by contacting ProQuest directly, at 1-800-521-0600 x7020 or via email at disspub@proquest.com. There is no limit on how many times an embargo can be extended.

Anderson Academic Commons. ProQuest makes the thesis/dissertation available electronically to the DU Anderson Commons. The level of access to the student's work through the library depends upon embargo choices as described below. If the student does not embargo the work, the Library will make the work available through the library's online catalog, with links to both ProQuest and the library's digital repository.

When an embargo is in place because—

- an academic or commercial press has expressed interest in acquiring the rights to publish the dissertation or thesis as a book, or
- the student plans to submit content from the thesis/dissertation to a peer-reviewed journal

—University of Denver Libraries will make the work available only to the DU Community and through Inter-Library Loan in a PDF format. The work will not be accessible online beyond the DU Community.

When an embargo is in place because—

- there are patentable rights in the work for which disclosure may be detrimental to the student's rights or interests, or
- there is an ethical need to prevent disclosure of sensitive or classified information about persons, institutions, technologies, etc. for a time-limited period

—University of Denver Libraries will completely restrict access to the work until such time that they are notified by ProQuest that the embargo has been released. At that time, the work will be made available through the Library's online catalog, with links to ProQuest and the library's digital repository.

Opt-Out Procedure

In some instances a student may wish to use only Anderson Academic Commons as the repository of his/her work. In such cases the student will submit his/her work digitally to the DU Library and it will be made available only to the DU Community and through Inter-Library Loan in a PDF format.

In rare cases where the work includes proprietary information such as company data and records or confidential information that should never be made public, such as client records/interviews or some other serious condition that justifies such an action it may be appropriate for a student to *permanently suppress* his/her work. In such cases the student will submit his/her work electronically to Anderson Community Commons. The work will be retained by the library and listed in the catalog system, but will not be accessible without permission from the author.

In either of these cases, a student and his/her thesis/dissertation chair (advisor) will submit a memo to the Associate Provost for Graduate Studies explaining the issue and stating that access to the work needs to be restricted.

Ordering a Bound Copy

In instances where students would like to receive a hard bound copy of their thesis or dissertation, they may take advantage of DU's relationship with the Denver Bookbinding Company. Students may submit to OGE up to six printed copies of the complete document (in separate boxes) for binding. The cost to the student is \$15 per copy. (Additional charges apply for documents over 2 inches thick.) After the documents have been bound, they will be delivered to the student's department for student pick up.

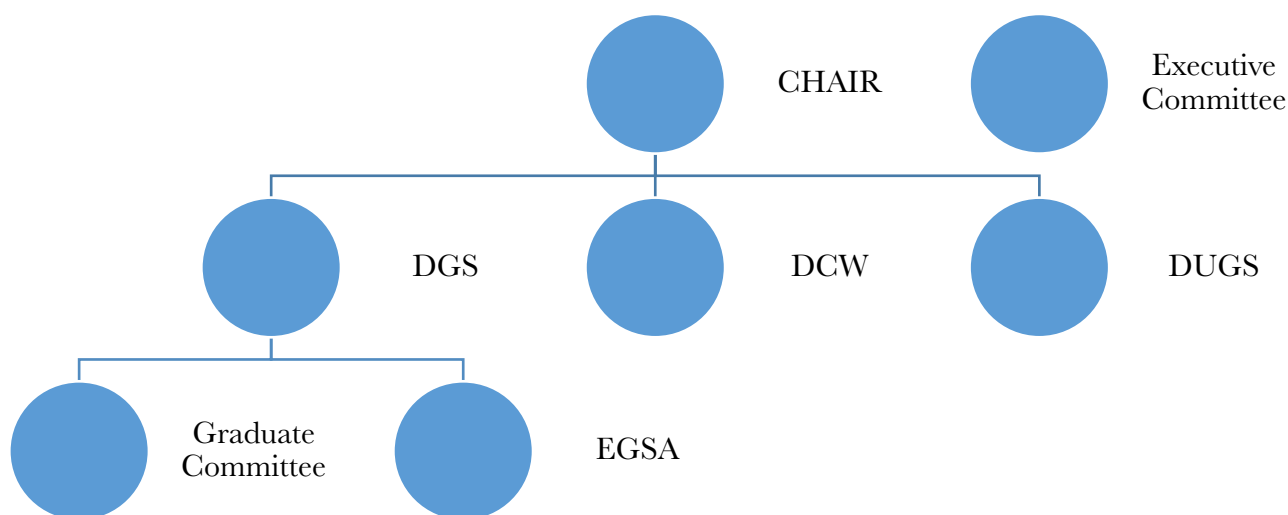
FORMS CHECKLIST

Pertinent forms are available on the [ENGL Portfolio page](#) > [Graduate Student Resources](#) > [Forms](#).

The following checklist is available for your quick reference. It is not a comprehensive accounting of forms, submission dates, or their requirements. All forms except "Doctoral Advancement to Final Candidacy" should be submitted to the DGS. Submit the "Doctoral Advancement to Final Candidacy" form to the Chair, Dr. Maik Nwosu. Please refer specific questions to the DGS.

Name of Form	When to Submit	Who Gets It
Graduate Course Substitution or Waiver Approval Form	As needed	DGS signs, then to Office of Graduate Education (OGE)
Tutorial Proposal & Registration Form	As needed; necessary before registering for 4100	DGS signs, then OGE
Reading Lists for the Ph.D. Comprehensive Examinations	Spring Quarter Year 2	Examiners sign, then DGS, then Dept.
Comprehensive Exam Cover Sheet	Upon exam submission	To DGS and Asst. to the Chair.
Graduate Comprehensive Examinations Completion	After you successfully pass your comprehensive exams; early in Fall Quarter Year 3	DGS signs, then Dept.
MA thesis proposal approval	For MA students who have set a thesis committee, usually by end of Winter Quarter Year 2	Readers sign, then DGS
Dissertation Proposal	For PhD students; usually by end of Fall Quarter Year 3	Readers sign, then DGS
Dissertation Prospectus	For PhD students; usually by end of Winter Quarter Year 3	Readers sign, then DGS
Coursework Plans	Ongoing—all graduate students are responsible for monitoring their own progress; please consult with the DGS or your faculty advisor	Submit to DGS
Tool Requirement completion form	When you have completed the "tool requirement"; see page 11	DGS signs, then OGE

Transfer Credit Request	As needed, but within first five weeks of starting graduate study at DU	OGE
Continuous Enrollment Approval Form	As needed once you have completed all necessary degree credit hours but still need to be enrolled while writing your thesis/dissertation	DGS signs, then OGE
Application for Independent Research	As needed, necessary before registering for 4995/5995	Instructor signs, DGS signs, then OGE
MA Advancement to Candidacy	For MA students: when you have completed all degree coursework requirements; at least one quarter prior to graduation	DGS signs, then OGE
Doctoral Advancement to Preliminary Candidacy	For PhD students: when you have completed all degree coursework requirements and are working on your dissertation	DGS signs, then OGE
Doctoral Advancement to Final Candidacy	For PhD students: when you have completed your dissertation; at least one quarter prior to graduation;	**Dr. Nwosu signs** then OGE
Thesis/Dissertation Oral Defense Committee	For MA/PhD students: when you have agreed upon a thesis or dissertation committee	Committee signs, DGS signs, then OGE
Schedule of Oral Defense	For MA/PhD students: when you have worked with your committee and they are satisfied you may proceed to the oral defense	Committee signs, DGS signs, then OGE



2021-2022 ENGL Organizational Chart

Chair

- Reports to the Dean of the College of Arts, Humanities, and Social Sciences
- Exclusive control of budgeting
- Responsible for departmental course scheduling
- Sets policy in accordance with Departmental faculty votes
- Calls Departmental meetings and sets agendas
- Heads Department Executive Committee

DGS [Director of Graduate Studies]

- Reports to Chair; Reports to Assistant Dean of Academics & Communication
- Communicates all corporate graduate student concerns from EGSA and individual graduate students to Chair
- Works with other members of Executive Committee (Chair, DCW & DUGS), Dean's Office, Office of Graduate Education (OGE), and Writing Center Director
- Responsible for: signing all forms except "final advancement to candidacy," reviewing coursework plans, performing graduation checks, organizing comprehensive exams
- Responsible for soliciting GTA assignment requests in conjunction with EGSA; communicates requests to Chair
- Responsible for communications with all graduate students & EGSA
- Responsible for admissions in accordance with Graduate Committee decisions
- Member of Department Executive Committee

DCW [Director of Creative Writing]

- Reports to Chair
- Works with DGS and other members of Executive Committee
- Responsible for overseeing CW graduate admissions decisions which are reported to DGS
- Oversees CW teaching curriculum for both undergraduate and graduate level
- Initiates and organizes CW events
- Member of Department Executive Committee

DUGS [Director of Undergraduate Studies]

- Reports to the Chair
- Engages with undergraduate matters exclusively; may deal with graduate issues when related to descriptions of GTA course offerings
- Member of the Department Executive Committee

Graduate Committee

- Chaired by DGS
- Reports to full Departmental faculty at meetings (issue dependent)
- Votes on programmatic motions for changes to existing policy and curriculum
- Applies existing policies
- Reviews applications for admission

EGSA [English Graduate Student Association]

AY 2021-2022 EGSA Elected Officers & Representatives

- President: George Kovalenko
- Vice-President: Jenny Albright
- Secretary/Events Coordinator: Elisabeth Booze
- Creative Writing Representatives: Wendy Chen, David Whelan
- Lit Representative: Marina Burandt
- GSFF Representatives: Kevin Kohlhauf, Caroline Conroy, Leia Lynn, Angela Gattuso
- MA Representative: Kristen Wallace

EGSA is an independent, quasi-official Departmental group representing graduate students

- Elected representatives report to graduate students who elect them
- Communicates with DGS regarding all concerns; if DGS is unresponsive, EGSA may report to Chair or Ombuds [see note below]
- Initiates and oversees GTA requests, which are communicated to DGS
- Sets EGSA meetings and agendas

Note. The University of Denver discontinued the ombuds position effective June 30, 2020. A list of other confidential and/or informal resources may be found [here](#).