Graduate Student Handbook
Department of English, University of Utah
Salt Lake City, Utah
2026 – 27

NOTE:
The current handbook is posted on the Department's website: (https://english.utah.edu/_resources/documents/graduate-handbook.pdf). Please check there for recent changes in rules and procedures.

There are many policies and procedures that this handbook does not address in detail. University policies are subject to frequent change. For current Graduate School policies, consult the Graduate Catalog on the Graduate School website: (https://gradschool.utah.edu/navigating-grad-school/).

If there is any discrepancy between this handbook and the Graduate Catalog, the Graduate Catalog prevails.

Rev: Oct
2026

WELCOME TO THE DEPARTMENT

It is a pleasure and an honor to welcome you to the Department of English at the University of Utah. We hope that you find your time here intellectually stimulating and personally rewarding. The process of earning a graduate degree is filled with significant academic, intellectual, professional, and personal challenges. Graduate school is a period of intense learning and scholarly achievement as well as a period of continued personal growth and maturation.

We are committed to making your experience at the University of Utah as productive, healthy, and fulfilling as possible. This handbook is designed to provide you with useful information that you will need in the next few years. It will also help connect you with the offices and professionals around the campus dedicated to supporting graduate students. In this handbook you will find a summary of the regulations and guidelines governing graduate study at the U and descriptions of financial and other resources available to U graduate students. We strongly urge you to take advantage of these resources whenever possible.

This handbook is only a starting point. We cannot emphasize enough how important it is for you to develop strong relationships with your peers, the graduate director, faculty, and staff. The professional and personal connections you make here will continue to be important to you for many years after you earn your degree. To help graduate students make these vital connections, the English Graduate Student Association (EGSA) is also available for your needs throughout the year.

Welcome and best wishes as you embark on this next phase of your educational journey!

David Roh – English Department Chair
Lindsey Drager – English Department Director of Graduate Studies
Karli Sam – English Department Graduate Academic Program Coordinator / Graduate Advisor
Rone Shavers – Creative Writing Program Director

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ENGLISH DEPARTMENT ADMINISTRATION AND STAFF
The English Department is located in Language and Communications building, LNCO 3500

ADMINISTRATION

Chair of the Department: LNCO 3519
Professor David Roh (801-581-3393); david.roh@utah.edu
The Chair oversees departmental business and represents the department to the university administration and the general public.

Associate Department Chair: LNCO 3615
Associate Professor Jeremy Rosen: jeremy.rosen@utah.edu
The Associate Chair oversees undergraduate curriculum, handles the bulk of the scheduling for all the undergraduate course offerings in the Department of English, and coordinates with the Director of Graduate Studies regarding the graduate schedule and teaching assignments for teaching fellows and assistants. As most of our doctoral students will eventually teach for us, Jeremy is a great person to know.

Director of Graduate Studies: LNCO 3624
Associate Professor Lindsey Drager: lindsey.drager@utah.edu
The Director of Graduate Studies oversees the graduate program, including admissions, advising, scheduling, and determination of course requirements. You should contact the DGS to discuss your schedule, to get permission to do special coursework, to discuss how you might fulfill your course or language requirements, or to get general advice on choosing a faculty mentor or on the direction of your research and writing.

Creative Writing Program Director: LNCO 3619
Associate Professor Rone Shavers: rone.shavers@utah.edu
The creative writing program director represents the program and provides guidance on degree logistics. They also lead the annual Teaching Imaginative Writing colloquium, a requirement for all students teaching Creative Writing for the first time at the University.

Guest Writer Series Administrator
Alex Ortega: alexander.ortega@utah.edu
The Guest Writer Series fellow oversees the planning and coordinating of the Creative Writing Guest Writer Series. Each year, the Guest Writer Series provides our Salt Lake City community with opportunities to engage in a dynamic, educational, and inspiring relationships with literature through an enriching dialogue between our distinguished authors, with a diverse array of voices and perspectives, and the audience.

Graduate Committee
The Graduate Committee is a group of department faculty who assist the Director of Graduate Studies in decisions about admissions, fellowships and scholarships, prizes, and proposed revisions to degree requirements for the department's graduate programs.

STAFF
(All offices are located near the entrance to the department)

Undergraduate Advisor: Kari Lindsey (801-581-5265); kari.lindsey@utah.edu .

Graduate Program Coordinator: Karli Sam (801-581-7131); karli.sam@utah.edu

Office Administrator: For administrative questions, check with David Roh or Karli Sam.

Jeremy Rosen, the English Department's Associate Chair, handle the bulk of the scheduling for all the undergraduate course offerings in the Department of English. As most of our doctoral students will eventually teach for us, Matt is a great person to know.

Karli Sam, the Graduate Program Coordinator, is our liaison with the Graduate School and the point of contact for any questions related to the Tuition Benefit Program and the Graduate School Subsidized Insurance Program (GSHIP). Karli is also the person to ask for graduate course add codes, administrative forms, and general information about the Graduate School's administrative processes. She also oversees the graduation tracking system via CIS, such as inputting committee members onto student records.

The Office Administrator serves as the Department's Payroll Reporter, Budget Officer, and Office Manager. This position oversees all things financial, including payroll, stipends, travel, and reimbursements.

Our student workers handle the department's social media accounts and can assist graduate students advertise any public event (readings, guest speakers, workshops, etc.) that may be of professional or personal interest to our students. They can also help you navigate office related questions such as scheduling rooms for events and catering orders, etc.

GRADUATE SCHOOL ADMINISTRATION AND STAFF

Offices: Gardner Commons, RM 3105
Phone: 801-581-7642
https://gradschool.utah.edu/

Dr. Darryl P. Butt, Dean, Professor of Materials Science and Engineering
darryl.butt@utah.edu / 801-581-7009

Dr. Helene A. Shugart, Associate Dean, Professor of Communication
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Dr. Bethany A. Buck, Associate Dean, Associate Professor of Chemistry
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Matthew Plooster, Assistant Dean, Fellowships, Awards, and Benefits
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LoGan Gowers, Tuition Benefit Administrator
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Brad Hatch, Fellowship Coordinator
Brad.Hatch@utah.edu / 801-646-8250

Lauren Down, Administrative Program Coordinator, Graduate Records
gradrecords@gradschool.utah.edu

(https://gradschool.utah.edu/about/contact-us.php)

THE BASICS

EMAIL

Once you arrive, you will want to obtain a university email account as soon as possible. You can find the information you will need to do this at https://students.utah.edu/first-year-students/checklist/ . The university and the department consider your university email address an official means of communicating with you, so be sure to check this email regularly. You will also be subscribed to the department graduate student email listserv (see below). To look up someone's contact information, check the "Directory" on the university webpage: https://people.utah.edu/uWho/basic.hml

EMAIL LISTSERV/EGSA Discord (for all English graduate students)

There are two email listservs for graduate students: the general grad listserv and the creative writing listserv. The general listserv will be used to communicate all department announcements, more important information about deadlines, job and fellowship openings, housing opportunities, etc. Creative Writing announcements and events will be shared through the creative writing listserv. EGSA no longer uses a separate listserv but connects students through Discord and Facebook. General EGSA announcements will still be forwarded to the grad student listserv. The Discord is used for more private and less formal discussions, deliberations, and communication amongst students away from department monitoring. If interested in joining the Discord, contact the Graduate Program Coordinator or the current EGSA president

MAILBOXES

All graduate students currently in residence have mailboxes in either the English Department Office (LNCO 3500) or the Department of Writing and Rhetoric Studies Office (LNCO 3700). Those students who are teaching for Writing and Rhetoric Studies Department will have a mailbox in the WRS office and in the English Department. All current faculty and graduate students who are either not teaching or are teaching only for English have mailboxes in the English Department office. Your mailbox will change places between English and WRS depending on your teaching assignment in a given semester.

ESTABLISHING RESIDENCY

Although it is not required of you by the University or the Department, new students should consider establishing Utah resident status. This can improve your financial aid calculations and save you money should you run out of tuition benefit support before completing your degree. For more information and instructions, go to the Admissions website: https://admissions.utah.edu/information-resources/residency/

STUDENT ID CARDS

Student ID cards (U Cards) are available in Room 158 of the Olpin Student Union (801-581-CARD). These cards also serve as your library card, UTA Bus Pass, and debit cards for copying and purchasing food on campus, not to mention that your U Card can get you into many university and community places such as Red Butte Gardens or The Utah Natural History Museum for free or a discount.

PARKING PASSES
Student parking passes, which are necessary if you intend to park on campus, are available and may be purchased through Commuter Services: https://commuterservices.utah.edu/

GRADUATE STUDENT RESOURCES
A listing of a variety of university resources is available on our departmental website: https://english.utah.edu/graduate/resources.php

SAFETY AND WELLNESS

Your safety is our top priority. In an emergency, you should immediately dial 911 or locate a campus emergency phone (available throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help—just give them a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at https://registrar.utah.edu/handbook/campussafety.php

The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (https://counselingcenter.utah.edu/), the Wellness Center (https://wellness.utah.edu/). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

Your wellbeing is key to your personal safety. If you are in crisis, call 801-587-3000; help is close.

REGISTERING FOR CLASSES
Class schedules and registration information can be found on the University Registrar's page at https://registrar.utah.edu/. You will register for your classes through the Campus Information System, under your student tab; you will need your student identification number to register.

Creative Writing workshops are sought-after, so we have instituted a special registration procedure. Students interested in a workshop will give their names to the Graduate Advisor by the announced deadlines; when enrollment levels have been determined, the access codes will be released directly to students. Where demand for a workshop exceeds space available, first priority will be given to second-year students in the genre of the workshop, and second priority to first-year students in the genre. Other students will be admitted as space becomes available, or with the permission of the instructor.

ENGLISH DEPARTMENT PUBLICATIONS

QUARTERLY WEST
This journal, which was founded by James Thomas in 1976, is edited by graduate students in the Creative Writing Program and publishes fiction, poetry, non-fiction, and reviews: https://www.quarterlywest.com/

WESTERN HUMANITIES REVIEW
This internationally distributed literary journal has been in continuous publication since 1947. It features poetry, fiction, non-fiction, and literary criticism. Past contributors have included Wallace Stegner, Robert Oppenheimer, Ursula Le Guin, and Raymond Carver: https://www.westernhumanitiesreview.com/

ENGLISH DEPARTMENT GRADUATE STUDENT GROUPS

ENGLISH GRADUATE STUDENT ASSOCIATION (EGSA)
The department's MA and PhD representatives act as liaisons between graduate students and the English Department by representing graduate student concerns at relevant faculty and Graduate Committee meetings, or by presenting those concerns to the Director of Graduate Studies. The Advisory Committee also makes recommendations about the tenure and promotion of department faculty. EGSA representatives work with administrators, faculty, and other student groups, and they serve on university committees. They also plan social and academic events for graduate students in the department. If you have ideas, questions, or concerns about the department, they can make your needs known to the department (anonymously, of course, if you desire).

Elections for representatives are decided in conjunction with the current EGSA leadership and the DGS.

WORKING DOG and WORKS-IN-PROGRESS

The Working Dog Reading Series is a near-monthly series of readings arranged by, and featuring, graduate student writers. Work shared includes poetry, fiction, nonfiction, and book arts exhibitions, as well as hybrid literary art. All students—not just those enrolled in the creative writing program—are encouraged to participate and attend. These events are free and open to the public and are held at a range of sites across Salt Lake, both adjacent to campus and downtown, typically (but not always) on Thursday evenings. Some readings are theme-based and have a longer line-up of briefer readers; others feature just a few readers who are given more time to share their work. Everyone—but especially first year graduate students—is encouraged to participate in the series, both as a reader and attendee.

The Works-in-Progress Program is a twice-semesterly event featuring a graduate student and a faculty member briefly presenting on a current writing or research project. Typically, there is a synergistic connection between the student and faculty member's work, which is addressed in the Q&A. These events are typically held on Friday afternoons and include lunch. They are crucial

to the community building element of our department and most faculty and graduate students are in attendance at these events.

VOTER REGISTRATION

The Utah State Legislature meets for 45 days early in the Spring Semester and holds interim committee meetings throughout the year. Issues relevant to Higher Education are often debated. We encourage all our students to register as voters and actively participate in the democratic process. For more information on voting in Utah, please visit https://vote.utah.gov/learn-about-registering-to-vote/.

GENERAL PROGRAM INFORMATION, POLICIES, AND REQUIREMENTS

Fulfilling the Foreign Language Requirement

Students in all programs, except the MFA, must demonstrate foreign language proficiency. MA students are required to demonstrate standard proficiency in one language; PhD students are required to demonstrate either standard proficiency in two languages or advanced proficiency in one language. See the policies section for each program for definitions of the specific levels of proficiency required for the degree. Students must have proper documentation demonstrating that the requirements have been met. They must also have the Graduate School approve the Graduate Language Verification form with all necessary signatures and documentation.

There are three ways to fulfill the language requirement:

1. Students may take a language placement test by making an appointment through the Department of World Languages & Cultures. More information on this procedure can be found at https://languages.utah.edu/language-requirements/graduate-language-requirements.php.
2. The language requirement may be fulfilled through coursework; please see the specific requirements of each program for details on this option. Previous language coursework prior to entering our graduate programs may count toward the Foreign Language Requirement provided the courses were taken within the last six years and passed with a B or equivalent letter grade. Documentation is required.
3. The language requirement in Spanish, French, German, Old English, or Italian may be fulfilled through a written translation exam administered by the department. Departmental examinations will be based on one or two passages (roughly 500 words total), typically nonfiction or critical prose of above-average difficulty. Students will be evaluated on the correctness and fluency of their translation, and on the amount they translate. The exam will last 90 minutes, and students can use a dictionary; no other notes or resources are allowed. Student and examiner will both remain anonymous. For additional information, contact the Graduate Advisor.

Minimum Grad Standards and Policy on Incompletes

All students are expected to maintain a grade point average of at least 3.3. If a student is unable to complete a course, that student may ask the instructor for a grade Incomplete (I). The student and instructor must set a deadline for completion of the remaining work for the course.

According to University regulations, I grades must be removed within sixty days from the end of the course at issue. Unless a change of grad has been submitted within this period, an I becomes an E grade. With an instructor's approval, students may complete work for a course even after an I has become an E, if the instructor petitions the registrar for a change of grade consequent on a student's completion of incomplete work. Students should be advised that incompletes are burdensome to faculty and students alike.

To be making satisfactory progress, a student may carry no more than one incomplete at any time. Otherwise, the student is subject to review (see below). Students admitted with a BA or BS degree follow the same guidelines for satisfactory progress as those admitted with an MA.

Review and Dismissal Policy

Students are required to maintain a 3.3 GPA to remain in good standing in the program. Students who fall below the required 3.3 GPA will receive written notice that they have a one-semester probationary period to bring their GPA above the minimum standard. Students who fail to achieve a 3.3 GPA after the probationary semester will be reviewed by the Graduate Committee.

This review will include an assessment of the student's coursework (including written work and, if the committee chooses, interviews with faculty members with whom the student has taken courses), a written statement from the student, and, if requested by the student under review, an interview with the student. If the Graduate Committee recommends retention, it may set conditions upon the student's remaining in the program; any conditions will be provided in writing.

If the Graduate Committee recommends dismissal, the review will proceed to the Department (tenure-line faculty only), which will review the case and vote on the student's dismissal. If the Department accepts the recommendation of dismissal, the student will be dismissed; if the Department rejects the recommendation of dismissal, the student will be permitted to continue in the program. The Department may set conditions upon the student's remaining in the program; any conditions will be provided in writing.

In addition to reviews triggered by a failure to maintain a 3.3 GPA, students who have completed coursework are subject to review if it is recommended by a majority of the members of their Supervisory Committee. A student whose committee recommends a dismissal review will be given written notice and will be given the opportunity to secure a new Supervisory Committee; the constitution of a new committee is the sole responsibility of the student. The newly formed committee must be approved by the Director of Graduate Studies or, at the student's written request, the Graduate Committee. Reviews of students who have completed coursework follow the procedure described in the previous paragraph.

Minimum Continuous Registration

All graduate students must be registered for at least one course from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence (see Leaves of Absence, below). *Continuous registration status may differ from full-time enrollment status* (for further information, see the Office of the Registrar).

Students must be registered during summer term if they are taking examinations or defending theses or dissertations during the summer. If students do not comply with the continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from the program. In this case, students will be required to reapply for admission to the University through Graduate Admissions upon approval of the department.

If a student needs to be registered in each semester but does not want to take a class, that student should register for Faculty Consultation—English 6980 (MA and MFA students) or Faculty Consultation—English 7980 (PhD students). These courses exist for the purpose of maintaining registration and do not count toward any degree requirements. Standard tuition costs apply. Obtain the four-digit registration class number from the Graduate Advisor.

Registration for Special Graduate Courses

The information below concerns obligations in registration for independent study, thesis hours, and other special courses. In general, MA and MFA students will enroll in the 6000-level version of the course, and PhD students in the 7000-level version. If you have questions about these special courses, please consult with the Graduate Director of the Graduate Advisor.

1. *Independent Study (English 6910 and 7910)* is designed for study that is not otherwise available in the curriculum. Independent study may be approved to count toward degree requirements if the Director of Graduate Studies judges that the proposed independent study clearly suits the special needs of the student. Independent study may not be used to meet the historical period requirements or to replace English 6480. Forms and registration information are available from the Graduate Coordinator.
2. *Thesis and Dissertation Hours (English 6970 and 7970)* All MFA candidates, before the conclusion of their program, must have registered for a minimum of six hours of thesis research to graduate. All doctoral candidates must register for a minimum of fourteen hours of thesis research throughout the duration of their program. Students may register for any number of hours in any semester.
3. *Continuing Registration (English 7990)* is available only to doctoral students who have been admitted to candidacy. If the student is not registered for anything else, this course keeps the student on the rolls of the Graduate School and keeps a Supervisory Committee intact. *In semesters other than summer*, when the student is doing neither coursework nor thesis or dissertation hours nor 7980, the student must register for 7990 (there is a small fee); neglecting this procedure will result in having to reapply for admission and reform a committee. English 7990 does not appear on programs of study and does not count toward course requirements. Students may not register for more than four semesters of 7990.

Funding

Graduate students who are accepted into the program with funding will typically receive financial support in one of two ways: a fellowship, or a salary in return for a commitment to teach.

Several departmental and extra-departmental fellowships are offered (see Fellowships, Scholarships, and Award section). The amount offered is managed by the University's Income Accounting and is outlined in the graduate student offer letter and work agreement

Salary associated with teaching is managed directly by the participating departments. Typically, a first- or second-year student will teach three classes for the Department of Writing and Rhetoric Studies (DWRS) during the academic year (two semesters). Personnel from that department will provide an offer letter detailing its expectations. The amount offered by DWRS will be annualized, that is, the salary will be paid in equal amounts during the academic period (August 16 to May 15) rather than paying for two classes one semester and one class one semester. This ensures that the student will comply with the funding requirements of the Tuition Benefit Program.

Usually doctoral students will eventually teach for the English Department. At that point, they will typically teach both DWRS and English classes. Each department will send out an offer letter specifying salary information. The student will receive one paycheck to include both departments' contributions. As with DWRS, the English Department will annualize the amount to be paid. (A common scenario has a student teach one class for one department and two classes for the other during the year. The student will still receive 18 equal payments from both departments, regardless of which classes are taught.)

In addition to teaching support, the Department of English may provide supplemental support depending on teaching assignments and especially if teaching is assigned in another department to align student stipends with the rate articulated in offer letters.

Paychecks are distributed twice monthly, on the 22nd and the 7th. New students will meet with the College of Humanities' HR Specialist who will process the I-9 form.

All students new to Payroll (that is, receiving teaching support, not fellowships) are expected to sign up for Direct Deposit. Either the HR Specialist or the Department's Administrative Manager can assist.

Tuition Benefit Program (TBP)

Graduate Teaching Assistants must teach three courses a year to qualify for a tuition waiver. They must be full-time, matriculated students in good standing (with a minimum 3.3 GPA) and must be enrolled in no fewer than nine graduate credit hours per semester. Students must pay for any hours exceeding twelve graduate hours, any undergraduate or CR/NC hours, and any differential tuition that might be charged for taking a class in an outside department (i.e., Law, Business, Engineering, Architecture). Tuition waivers are available in the summer if a student is teaching and receiving a stipend or funding at the minimum summer support level. A student may use the tuition waiver for up to 24 credits per academic year (30 if supported during the summer). A summer semester does not count against a student's total eligible tuition benefit semesters. Students adding or dropping courses after the add/drop deadline are responsible for all charges incurred. If a student's registration falls below nine hours at any time during the semester, the student becomes ineligible for the Tuition Benefit Program and will be billed for the full tuition for that semester. Withdrawing in the middle of the year (that is, before the full teaching commitment for the year has been fulfilled) will similarly trigger tuition charges. In the case of personal emergencies or illness, the department chair may petition the dean of the graduate school for an exception.

Students working elsewhere on campus whose FTE exceeds .74 are not eligible for a tuition waiver.

Limits on the tuition benefit:

1. MA students are eligible for two years.
2. Students in the BA-to-PhD track are eligible to five years.
3. Doctoral students with an MA are eligible for five years.

Students are responsible for keeping track of the semesters of tuition benefit they receive. Students who receive more support from the TBP than for which they are eligible may be retroactively billed for the tuition of the ineligible semester or semesters.

Health Insurance Benefit Program

The University subsidized 100% of a standard health insurance premium for full-time Teaching Assistants. (Students may obtain health insurance for a spouse and/or children at their own expense.) Graduate students holding non-teaching fellowships may be eligible for the department subsidizing of their student insurance for students in good standing and have remaining semesters of Tuition Benefit eligibility available. Non-funded students, students who have exhausted their semesters of eligibility for the Tuition Benefit, or students not participating in the Tuition Benefit Program may purchase insurance through the University at their own expense. More information about graduate health insurance, including costs and FAQs can be found at https://gradschool.utah.edu/funding/tbp/index.php/insurance-qa/.

Students holding a tuition waiver have the responsibility to accept or decline the benefit, or change their coverage, at the beginning of fall and spring semesters. (Students whose registration falls below nine hours of coursework or three hours of thesis credit are ineligible and will be required to pay the full premium.) Participation in the program during the fall and spring semesters automatically earns the student full-year; that is, summer semester is covered, with no additional registration required. This subsidy is governed by the same time limits as the Tuition Benefit.

Graduate Student Travel Assistance

Graduate students are expected to travel to conferences to advance their academic careers. After a student has been accepted to a conference by before the student travels, it is suggested that you apply for travel assistance with the department. Applications for Travel Assistance can be submit online via the department website here:
https://utah.hylandcloud.com/formsappnet/UnityForm.aspx?key=UFKey

After the department approves travel assistance, the student must speak with the Department's Administrative Manager to register for the trip with the University's Travel Accounting department. At that point, the student can submit receipts for airline tickets and registration fees. Receipts for hotel accommodations costs must be submitted within 60 days after the trip.

The Graduate School provides travel support on a very limited basis. It is currently designed as a one-time matching grant of up to $500. Students are cautioned to apply for this grant wisely to leverage this amount during their graduate careers. More information about this funding can be found on the Graduate School's website: https://gradschool.utah.edu/funding/travel-assistance/index.php.

The College of Humanities also provides a one-time travel support of $500, which the department will match. Similar to the Grad School award, students should apply at their discretion and apply for and receive approval at the departmental level first. More information about this travel fund and how to apply can be found on the College's website: https://humanities.utah.edu/students/grad-scholarships.php

Reimbursements

If students are asked to host a meal (typically for a guest speaker), they are encouraged to speak with department staff first. Occasionally, the vendor will accept a department credit card.

Regardless of how one pays for the meal (or any other approved item), a detailed receipt must be submitted. The receipt must show that the student paid for the item. A credit card receipt usually does provide evidence; cash payment does not and is discouraged.

Students expecting reimbursements must sign up for direct deposit. Note: this is through Accounts Payable, not Payroll. There are two separate accounting systems.

Teaching Assistantships

Teaching assistantships are annual appointments awarded to graduate students in the department. During their first year of teaching, students are normally assigned one undergraduate composition course in the Fall semester and two undergraduate composition courses in the Spring semester. Teaching responsibilities include attendance at in-service colloquia prescribed for the assistant's course assignments, as well as consultation with the course coordinators of the Department of Writing & Rhetoric Studies or the English Department.

Teaching assistants currently receive salaries equal to or greater than those established by the Graduate School, plus a 100% waiver of resident or non-resident tuition. *Acceptance of an assistantship implies a commitment for both semesters of the academic year, if given. The full year's tuition waiver benefit may be rescinded for any student who does not complete a full year's teaching.*

Teaching assistantships are awarded to MA and MFA students on a competitive basis. MA and MFA students may be reappointed for a second year of teaching, contingent on satisfactory teaching performance and satisfactory progress toward the degree. In addition, first-year MA and MFA students who did not receive teaching assistantships when they were admitted to the program may apply for teaching support for their second year in the program. Applications are due on December 15 and should include a statement of purpose, current writing sample, and letters of support from two English Department faculty members from whom the student has taken a graduate course. These applications will be considered along with the pool of new applicants for the upcoming academic year.

Teaching assistantships awarded to students in the PhD program are renewable for up to four years (that is, for three years in addition to the year of the initial offer). Reappointment is contingent upon satisfactory teaching performance and satisfactory progress toward the degree. As teaching assistants in the PhD program advance toward completion of their degrees, they normally receive more varied teaching assignments, including courses in literature.

Students holding teaching assistantships are expected to perform competently and conscientiously in that role. Teaching assistants will receive periodic evaluations of their job performance, will be notified of any deficiencies, and will be monitored for improvement in job fulfillment. Teaching assistants who fail to meet their responsibilities after notice of deficiencies and an opportunity to improve may be terminated from their assistantships. The Department of English follows University of Utah policies delineated in University Policy 6-309 for the termination of an educational trainee position (http://regulations.utah.edu/academics/6-309.php).

NB: ALL STUDENTS WITH TEACHING SUPPORT MUST INFORM THE GRADUATE DIRECTOR, IN WRITING, OF THEIR INTENT TO TEACH THE FOLLOWING ACADEMIC YEAR. THOSE WHO FAIL TO DO SO MAY LOSE THEIR SUPPORT. THE NOTIFICATION DEADLINE WILL BE IN JANUARY.

Family Leave Policy

The Department of English recognizes that a range of significant life events, including the birth or adoption of a child, might affect a student's ability to make timely progress through the degree program. The Department is committed to making reasonable accommodations for students who must take family or parental leave and who meet the criteria for being an "eligible caregiver" as defined in University Policy 6-315.

Non-emergency family leave will normally be granted for a period coinciding with one or more semesters during the academic year. Students are expected to notify the Director of Graduate Studies and file a Request for Leave of Absence (see below) at least three months prior to the beginning of the semester or semesters for which they are requesting leave. Students should not enroll in courses during the semester or semesters they are on leave.

If family leave is granted for a semester during which a student is supported by a non-teaching fellowship, the disbursement of the fellowship will not be interrupted. If family leave is granted for a semester or semester during which a student would normally serve as a teaching fellow, the

teaching fellowship will be discontinued for the leave period, but family leave will not be counted against a student's eligible semesters of teaching fellowship support.

Family leave will not adversely affect students good standing in the graduate program, nor their eligibility for fellowship support. Relevant deadlines for the completion of coursework, qualifying exams, and the dissertation prospectus defense will be extended by the number of semesters of family leave. Students are limited to two applications for Family leave during the degree program. Family Leave shall not extend a student's eligibility for the Graduate School's Tuition Benefit Program.

Students who experience a medical condition associated with pregnancy and require accommodations recommended by their medical provider should contact the University's Title IX Coordinator, who will work with the student, faculty, and administration, to determine reasonable and effective accommodations.

Leaves of Absence

Students in good standing who wish to discontinue their studies temporarily must file a Request for Leave of Absence. The form, available at https://registrar.utah.edu/handbook/leave.php must be completed, signed, and submitted to the Graduate Advisor. Leaves of absence are submitted to the approval of the Registrar and may be granted in the following circumstances:

1. Leaves of absence are generally granted for reasons relating to illness, military service, pregnancy and/or childcare, or residence outside the state of Utah.
2. Leaves may be granted to students who, in the judgment of the department, are engaged in work that is beneficial to their academic goals, such as temporary teaching or professional employment that allows the student ultimately to complete the degree.
3. Leaves for other reasons may be granted with the approval of the Supervisory Committee Chair and the Graduate Director.

Students may apply for leaves of absence for a current semester by the registrar deadline (check the Academic Calendar). They must also officially withdraw from classes in any semester for which leave is granted; failure to withdraw results in the report of E or EU grades for all classes. Leaves are granted for a maximum of one academic year at a time and do not count toward the period in which the student must complete the degree.

The following protocols will be used in determining fellowships and assistantship renewals for graduate students who take a leave of absence:

1. The Director of Graduate Studies and the Graduate Committee recognize that some leaves of absence requests will occur due to circumstances beyond the student's control, such as medical or family emergencies. Such involuntary or forced leaves of absence will not count against a student's eligible time as a Teaching Assistant or Teaching Fellow.
2. Students requests for leaves of absence for a full academic year must be approved by the student's supervisory committee chair and the Graduate Director by April 15 preceding the commencement of leave. If the student does not request such voluntary leave by April

15, the year of assistantship or fellowship eligibility will be forfeited. Students who are awarded an external fellowship (e.g., Wallace Stegner Writing Fellowship or Guggenheim Fellowship) have until May 1 to request leave for the following academic year without forfeiting that year of assistantship or fellowship eligibility.

Note from the Graduate School about the Parental Leave Policy: The Department/College provides up to twelve weeks of parental leave to graduate students in good standing in the PhD track, provided that they have not yet defended their PhD dissertation. Ordinary this period will begin with the birth date of the child but adjustments may be made to accommodate any issues that arise before the birth of a child. In some circumstances, men who are the primary caregiver within the family may qualify and may petition the chair for such consideration. Students who qualify for this leave will be paid at their normal rate. If additional medical complications arise that require longer-term medical care, the student should seek a leave under the policy for graduate student leaves.

DEGREE REQUIREMENT FOR THE MA AND THE MFA

Coursework, Thesis, and Examinations

English MA – Specialization in Literary and Cultural Studies

The MA in English is designed to help students develop their knowledge of British and American literature and explore a range of cultural studies fields and interdisciplinary areas, including American studies, film studies, digital humanities, race and ethnic studies, gender and sexuality studies, and religious studies. In addition, students develop a strong background in literary criticism and theory.

Students will take ten courses of at least three credit hours each and may take up to two courses at the 5000-level for graduate credit. (Students enrolling in 5000-level courses must first receive approval from the Director of Graduate Studies and the instructor prior to registration. The instructor will provide additional material to make the coursework grad-level work.) Teaching colloquia do not count toward the ten courses required for the degree.

Coursework Requirements

- English 6480: Introduction to Critical Theory
- Three courses in literary history, including one covering literature before 1700 and one covering literature between 1700 and 1900.
- Six additional courses (up to two of which may be taken in departments other than English with the prior approval of the Director of Graduate Studies)

MA Essay

The MA degree culminates in the writing of a scholarly essay that develops a sustained critical argument over the course of 25 to 30 pages. The MA essay generally arises out of a student's coursework; It is written during the second year of the MA program under the supervision of a faculty sponsor. The essay gives students the opportunity to pursue topics suggested by their coursework in greater detail and at greater length, and it reflects a substantial course of independent reading and research. Students present their projects publicly at the MA symposium held at the end of the Spring semester, which is attended by faculty sponsors and readers, other interested faculty members, and graduate and undergraduate students in English as well as other disciplines. The symposium provides students the opportunity to discuss and defend their work.

Students must secure a faculty sponsor for the MA essay, usually by the end of the Spring semester of their first year. They are encouraged to choose a faculty sponsor with whom they have taken a course, and, because it is recommended that faculty members work with a limited numbers of students, they should have in mind more than one possible topic and sponsor. While students generally complete the essay in the Spring semester of their second year, this timetable can be adjusted to allow students applying to PhD programs to compete it by the end of the Fall semester (and thus use the essay as a writing sample). Prior to the MA symposium, essays must

be approved by the faculty sponsor and one other faculty reader (selected by the Director of Graduate Studies in consultation with the sponsor). If there is a substantial disagreement between the sponsor and the second reader, a third reader (usually the Director of Graduate Studies) will evaluate the essay.

Most MA essays are scholarly, critical papers. With the support of the faculty sponsor and the approval of the Director of Graduate Studies, however, students may also satisfy the requirement with an equivalent project that takes a different form (for example, a digital humanities project).

English MA – Specialization in Video Game Narrative and Aesthetics

The MA in English with a specialization in Video Game Narrative and Aesthetics allows students to hone their analytic skills in a video game context while developing a fuller understanding of how video game narrative intersects with and is informed by literary history and broader trends in critical and narrative theory.

Students will take ten courses of at least three credit hours each, three of which may be taken outside the English Department. Teaching colloquia do not count toward the ten courses required for the degree.

Coursework Requirements

- English 6480: Introduction to Critical Theory
- Two courses in literary history, one of which must cover literature before 1900.
- Two courses in Video Game Narrative and closely related topics at the 6000-level, or at the 5000-level with instructor approval for additional graduate-level work, one of which may be taken outside the department. Examples: ENGL 5090, Literature, Film, and Video Games, ENGL 5810 On Difficulty / Aesthetics of Violence in Video Games and Literature
- Five additional courses (up to two of which may be taken in departments other than English with the prior approval of the Director of Graduate Studies)

MA Essay

The requirement and protocols for the MA essay in Video Game Narrative and Aesthetics are the same as those for the MA in Literary and Cultural Studies (see above)

English Creative Writing MFA

The English MFA gives students the opportunity to study literature, participate in intensive writing workshops, and work in a close community of writers. Studies may focus their literature coursework in an area of English or American literature. During their residency, MFA students are expected to work closely with members of the creative writing faculty and write book-length thesis of publishable quality—a novel, a collection of stories, or a collection of poems.

Students will take a minimum of nine courses of at least three credit hours each and may take up to two courses at the 5000-level for graduate credit. (Students must receive approval from the instructor and the Director of Graduate Studies prior to registration for a 5000-level course). Teaching colloquia do not count toward the nine courses required for the degree. MFA students must also complete at least 6 hours of Thesis Research (English 6970).

Coursework Requirements

- Four creative writing workshops (two of which should be in the genre of the thesis)
- English 7450: Narrative Theory and Practice or English 7460 Theory and Practice of Poetry (depending on the genre of the thesis)
- Four additional courses, including at least two literary history courses

MFA Thesis and Thesis Defense

A complete draft of the thesis should be submitted to the committee chair at least three weeks before the desired defense date. After the thesis has been approved by the chair, a defense date is scheduled and cleared with the other committee members. When the date and time have been set, the student should inform the Graduate Advisor, who will schedule a room for the defense and post an announcement so that the public may attend.

The Graduate Studies office should be informed at least two or three weeks prior to the defense date. Students must be registered for a least one course during the semester in which the defense is held. After the defense, the chair with the help of the Graduate Advisor will complete all approvals in the graduate tracking system though CIS.

No defense will be scheduled during summer semester unless special permission is obtained from the entire supervisory committee. The student is responsible for the preparation of and final revisions to the dissertation manuscript. The student must consult and follow the requirements of the Graduate School for submission of the dissertation to the Thesis Office.

<u>Notice on Creative Theses</u>

In order to protect the copyright potential of our graduates' theses, the department recommends that students elect to delay the release of their theses in electronic form. The Thesis Office allows students to choose to delay the release of their theses on ProQuest for a period of three years; this delay can be renewed for an additional three years. Taking advantage of this policy protects students' theses for six years, allowing a substantial period in which to pursue publication.

Students have the option to request a three-year delayed release when filing their theses with ProQuest. *In order to request the three-year renewable delay, they must contact Kelly Harward, the director of the Thesis Office, who will enter the date on their ProQuest record.* The Department encourages students who are concerned about the copyright implications of electronic publication to pursue this option.

<u>English Creative Writing MFA – Modular Track</u>

Upon entering the program, MFA students in the Modular Track must identify their single (e.g., MFA with an Environmental Humanities or American West specialization) or multidisciplinary-track program (e.g., MFA with an American West/Environmental Humanities specialization).

Please note that the Book Arts track has a separate application process. Students may still take Book Arts classes as part of a multidisciplinary track, however.

Our traditional MFA program requires nine graduate courses, plus six hours of thesis research. Of these nine courses, four are creative writing workshops, one is a theory and practice in the genre of the student's thesis, and at least four courses are in literary history and special topics.

Our modular MFA program requires the same number of courses and hours of thesis research but allows students in particular modules (or multi-disciplinary modules) to take courses outside English to fulfill their four literary history/special topics requirements.

MFA students must also compete at least 6 hours of Thesis research (English 6970).

Coursework Requirements

- Four creative writing workshops
- English 7450: Narrative Theory and Practice or English 7460: Theory and Practice of Poetry (depending on the genre of the thesis)
- Four courses in the student's modular track.

A list of department approved graduate courses in the various modules can be found on the English Department website at https://english.utah.edu/graduate/programs.php ("English MFA Creative Writing (Modular)" Tile --> "Course Requirements" tab). Information is also available from the Director of Graduate Studies.

<u>English Creative Writing MFA – Modular Track—Book Arts</u>

Note: Students wishing to pursue this track must indicate their interest with their application to the program and submit additional materials.

Coursework Requirements

The Modular MFA in Creative Writing/Book Arts requires that students take a minimum of four Book Arts courses with the potential of a fifth course depending on experience. The Director of Graduate studies will approve a substitution for a creative writing workshop or the theory and practice course to allow for the fifth course if necessary.

- ART 3360: Letterpress Printing
- ART 3365: Bookbinding
- ART 4090: Artist's Books
- ART 4080: Book Design
- ART 4355: The Printed Book

To register for Book Arts courses, email bookartsprogram@utah.edu for a graduate number.

Thesis and Thesis Defense

The requirements and protocols for the Modular MFA thesis and thesis defense are the same as those for the MFA (see above).

Residency

Candidates for the English MA must spend at least two semesters in residence. All the work offered for the MA must be completed within four consecutive calendar years. Candidates for the MFA must spend at least three semesters in residence and must complete all work for the degree within five consecutive calendar years.

Foreign Language Requirement

MA candidates must demonstrate standard proficiency in one language. The language requirement for MA students may be fulfilled at any time during the student's course of study; it must be fulfilled before the degree can be awarded.

In addition to language placement exams administered by the Department of World Languages and Cultures and departmental translation exams, MA students can also demonstrate proficiency through coursework by receiving a grade of B or better in a second-semester language course (1020), or the equivalent at another institution. The Graduate School stipulates that coursework used to fulfill the language requirement must have been completed no more than six years before the date certifying fulfillment of the requirement. A final option for fulfilling this requirement is to take an English department distributed translation test. Students who choose this option should be in touch with the Graduate Coordinator for more information on scheduling on examination.

MFA students are not required to demonstrate foreign language proficiency.

Satisfactory Progress

Satisfactory progress is constituted by the completion of at least five classes per calendar year, maintaining a GPA of 3.3 or higher, and receiving no grade below B in required courses and no grade below C in elective courses. Colloquia, Faculty Consultation (English 6980), and Independent Study (English 6910) (unless approved by the Graduate Director) do not count toward fulfilling degree requirements and are not considered satisfactory progress in themselves.

Procedures for Forming a Supervisory Committee

<u>MA Supervisory Committee</u>

When applicable, this committee consists of a Faculty Mentor, a second reader, and the Director of Graduate Studies. The completed Request for Supervisory Committee form will be entered into the Graduate Student Degree Tracking system by the Graduate Advisor.

MFA Supervisory Committee

This committee consists of a chair and two other faculty members, usually two creative writing faculty and a literature faculty member. The chair and the first faculty member should be selected in consultation with the Director of Creative Writing. The members of a student's MFA supervisory committee will be selected by the student during the second semester of their program. Students are encouraged, once the chair and members of their supervisory committees have been determined, to consult with them on a regular basis concerning their progress.

Program of Study

Prior to graduation, a complete program of study should be entered into the Graduate Records Tracking System by the Graduate Advisor and then approved by the student's Supervisory Committee and the Director of Graduate Studies. Once the student is admitted to candidacy for the master's degree, this program of study is reviewed by the Graduate School.

Graduation

All graduate candidates must apply for graduation to receive a degree from the University of Utah. To apply on or before the due date, simply click on the "Graduation" tile in you Student Homepage in Campus Information Services (CIS) and follow the instructions. This link does not become active until your Supervisory Committee has been entered into the Grad School Tracking system. Details about this application, including the application deadline and Reapplication form, are available at this link: https://registrar.utah.edu/handbook/graduategraduation.php. Applications will not be accepted more than a year in advance.

Students should notify the Registrar's Office by the deadlines required as to which semester they plan on graduating. Graduation can take place in any semester, and students do not have to be registered during the semester of graduation. The Graduate School checks to see that all University and Graduate School requirements have been met. If a thesis is involved, the Thesis Office will hold up graduation until all thesis requirements have been met.

Please check the registrar's graduation info website for deadlines as dates change each academic year.

Applications will not be accepted more than one year in advance; diplomas will be mailed directly to graduates within ninety days after graduation, provided that ALL GRADUATION REQUIREMENTS HAVE BEEN MET (including Thesis Release and upload in ProQuest). It is your responsibility to ensure that you have met all the graduation requirements.

If you have questions concerning graduation, please contact the Graduation Division at: graduation@sa.utah.edu or https://registrar.utah.edu/handbook/graduategraduation.php.

Changing to Another Program

Students wishing to transfer from the MFA program to the MA program must petition the Graduate Committee. Students wishing to transfer from the MA program to the MFA program must make formal application by submitting creative samples and appropriate materials to the Creative Writing Committee. This Committee meets twice a year, and applications must be submitted by January 15 or May 10. Students will not be allowed to begin any doctoral program until the MA or MFA has been completed.

DEGREE REQUIREMENTS FOR THE PHD

Coursework and Qualifying Examinations

English PhD – Specialization in Literary and Cultural Studies

English PhD candidates may specialize in a range of traditional literary-historical areas of study or develop a program that emphasizes such cultural studies fields or interdisciplinary areas as American studies, film studies, digital humanities, race and ethnic studies, gender and sexuality studies, or religion studies.

Students will take ten courses of at least three credits each. Teaching colloquia do not count toward the ten courses required for the degree, nor does English 7910: Independent Study (unless approved in advance by the Graduate Director).

Coursework Requirements

- English 6480: Introduction to Critical Theory
- At least three courses in literary history, one of which must cover literature before 1700 and one of which must cover literature between 1700 and 1900
- Six additional courses (up to two of which may be taken in departments other than English, with the prior approval of the Director of Graduate Studies)

Qualifying Examinations

PhD candidates should work closely with the Graduate Director and their committee chairs in choosing classes that will prepare them for their qualifying exams. Students must complete all required coursework and satisfy the language requirement before scheduling their qualifying exams. Students will be examined in four fields; lists in each field normally include 25 – 30 major works or their equivalents. Examination lists in the following fields will be devised by students in consultation with the members of their committee.

1. Literary-Historical Period
    a. British: Medieval, Early Modern, Restoration and Eighteenth Century, Romanticism, Nineteenth Century, Twentieth Century
    b. American: Colonial and Early National, Nineteenth Century, Twentieth Century
2. Literary-Historical Period or Topic
    a. Topics are devised in consultation with the student's supervisory committee, especially the committee chair, and might focus on specific literary, generic, or thematic areas (e.g., history of lyric, gothic literature, graphic novels, the literature of war, queer literature, etc.) or a cultural studies field or otherwise interdisciplinary area (e.g., American studies, digital humanities, Environmental humanities, film studies, gender/sexuality studies, race/ethnic studies, religion studies, etc.).
3. Topic

   a. See the description of possible topics above.
4. Criticism and Theory
   a. The list of works for this field will be generated by the candidate in consultation with the supervisory committee. This field may be defined broadly (such as literary theory, cultural criticism, or ethnic studies) or more narrowly (such as feminism, Marxist theory, historicism, narrative theory).

English PhD – Specialization in Creative Writing

Students will take ten courses of at least three credits each at the 6000- or 7000- level. Teaching colloquia do not count toward the ten courses required for the degree, nor does English 7910: Independent Study (unless approved in advance by the Graduate Director). Students may take up to two courses in departments other than English, with the prior approval of the Graduate Director, but **all students must complete a minimum of 24 credit hours in English.**

Coursework Requirements

- English 6480: Introduction to Critical Theory
- At least three courses in literary history, one of which must cover literature before 1700 and one of which must cover literature between 1700 and 1900
- At least three creative writing workshops (one in a genre other than the dissertation is recommended)
- English 7450: Narrative Theory and Practice or English 7460: Theory and Practice of Poetry (depending on the genre of the dissertation)
- One or two additional courses (one of which may be taken in a department other than English, with the prior approval of the Director of Graduate Studies)

Qualifying Examinations

PhD candidates should work closely with the Graduate Director and their committee chairs in choosing classes that will prepare them for their qualifying exams. Creative writing qualifying exams focus on the genre (poetry or prose) of the student's dissertation. Students must complete all required coursework and satisfy the language requirement before scheduling their qualifying exams. Student will be examined in four fields; list in each field normally include 25 – 30 major works of their equivalents. Examination lists will be devised by students in consultation with the members of their committee.

1. Historical Period
   a. The genre from its beginning until the end of the nineteenth century.
2. Second Historical Period
   a. The genre from the beginning of the twentieth century to the present.
3. Topic or Theme
   a. Topics are devised in consultation with the student's supervisory committee, especially the committee chair, and might focus on specific literary, generic, or

thematic areas (e.g., history of lyric, gothic literature, graphic novels, the literature of war, queer literature, etc.) or a cultural studies field or otherwise interdisciplinary area (e.g., American studies, digital humanities, Environmental humanities, film studies, gender/sexuality studies, race/ethnic studies, religious studies, etc.).

4. Criticism and Theory
    a. This list will focus on theoretical questions relevant to the genre or the dissertation.

BA-to-PhD Track

During their first two years of study, BA-to-PhD track students will complete ten courses satisfying the course requirements for the MA degree. BA-to-PhD students will complete the MA Essay in their second year. BA-to-PhD can earn a benchmark MA degree and be officially admitted to the PhD program after the successful completion of the MA Essay and will then complete an additional semester of coursework. All BA-to-PhD students are admitted with a guarantee of five years of funding.

Residency

Four semesters in residence are required beyond the MA, two of them continuous. At the beginning of the first year of study, all PhD candidates will consult with the Director of Graduate Studies about their planned coursework. All work for the PhD must be completed within seven years of the original date of admission; failure to do so will require reapplication for admission to the program and repetition of all qualifying examinations.

Foreign Language Requirement

PhD candidates must demonstrate standard proficiency in two languages other than English or advanced proficiency in one language. *All language requirements must be completed before a student schedules the qualifying examinations.*

In addition to language placement exams administered by the Department of World Languages and Culture and departmental translation exams, PhD students can also demonstrate proficiency through coursework in one of the following ways:

1. A student can demonstrate standard proficiency in two languages by receiving grades of B or better in two second-semester languages courses (1020), or the equivalent at another institution.
2. A student can demonstrate advanced proficiency by receiving a grade of B or better in a fourth-semester language course (2020), or the equivalent at another institution.

The Graduate School stipulates that coursework used to fulfill the language requirement must have been completed no more than six years before the date certifying fulfillment of the requirement.

A final option for fulfilling this requirement is to take an English Department distributed translation test. Students who choose this option should be in touch with the Graduate Coordinator for more information on scheduling an examination.

Satisfactory Progress toward a Degree

Satisfactory progress is constituted by the timely completion of required coursework (see below), maintaining a GPA of 3.3 or higher, and receiving no grade below B in required courses and no grade below C in elective courses, Colloquia, Faculty Consultation (English 7980), and Independent Student (English 7910) (unless approved by the Graduate Director) do not count toward fulfilling degree requirements and are not considered satisfactory progress in themselves.

By the end of the first year, PhD candidates in literary study are expected to complete five graded courses, and PhD candidates in Creative Writing are expected to complete two workshops, two literature courses (exclusive of English 7450 or 7460), and a fifth course at the appropriate level. In order to avoid probationary status, students must have no more than one incomplete at the end of the first year.

By the end of the second year, PhD candidates must have completed at least nine of the courses required for the degree. A student who does not meet these requirements will receive a written warning informing them of the work that must be completed. If the student's outstanding work is not completed by the end of a one-semester probationary period, they will be reviewed by the Graduate Committee. This review follows the process described above and could result in dismissal from the graduate program (see "Review and Dismissal Policy").

PhD candidates should normally take their qualifying examinations by the end of the sixth semester (third year) of residency, and no later than the first semester of the fourth year. More than five years of teaching assistantship are not guaranteed.

Procedures for Forming a Supervisory Committee

The PhD supervisory committee consists of a chair and four other faculty members. The members of a student's committee should be chosen based on the student's fields of study and research interests. As of May 1996, the Graduate School requires that one of the five committee members be from outside the student's home department. Students are advised to discuss faculty members' practices for working with graduate students early in the process. Students are encouraged, once the chair and members of their supervisory committee have been determined, to consult with them on a regular basis concerning progress toward the qualifying examinations and dissertation.

1. During the third semester or early in the fourth semester of residency, PhD students must put together a supervisory committee or at least select a chair. Students are required to write a brief statement, suggesting two faculty members as chair in order of their preference. In their first choice is at capacity, they will be assigned their second choice. In their written statement, the student should also list the other members of their committee and articulate their reasons for wanting to work with each faculty member I terms of their

own creative goals. Students should meet with the Director of Graduate Studies, earlier rather than later, if they're unsure of their committee makeup or unable to meet the deadline for committee formation.

2. The committee chair, the student, and the Graduate Director will consult about the makeup of the committee. It is not necessary that a student have taken a course with a faculty member for them to serve on a committee. If the student does not know a faculty member whose expertise is relevant, it is reasonable but not required to ask the committee chair or Graduate Director for an introduction.
3. After agreeing on the composition of the committee, the student or the committee chair will ascertain the willingness of individual members of the faculty to serve on the committee.
4. Before entering the supervisory committee information, the Graduate Advisor will ask the student to acknowledge that this is the committee the student has requested and confirm the Graduate Director's approval via email. The Graduate Advisor will then enter that Supervisory Committee information into the student's graduate electronic records file to be verified with the Graduate School.
5. Changes in the composition of the committee require the knowledge and written approval of the chair of the supervisory committee and the Director of Graduate Studies. All parties and the Director of Graduate Studies must acknowledge the change in an email copied to the Graduate Advisor. This change will then also be entered in the Graduate Student Degree Tracking program.

Program of Study

Prior to the exam, a complete program of study should be entered into the Graduate Records Tracking System by the department graduate coordinator and then approved by the student's supervisory committee and the director of graduate studies. Once the student is admitted to candidacy for a PhD degree, this program of study is reviewed by The Graduate School.

Procedures and Regulations Governing Qualifying Examinations

Registration

All students must be registered for a minimum of one course in the semester during which their qualifying examinations take place.

Reading Lists

Preparation of reading lists for the examination fields should begin during the fourth semester of residency and be completed during the fifth. Reading lists for each field include approximately 25 – 30 major works or the equivalent. Departmental reading lists (which are unfocused and very long but may provide useful suggestions for works to include in period lists) are available online in the Graduate Student Resources folder in Box: https://uofu.box.com/s/f6aq04y80qxfb3hgb0sctxyz00lep2v1 (note that you must login to this using your University email address). In addition, the Graduate Student Advisory Committee has collected past reading lists from students in different programs, which are also available for

consultation in the Graduate Student Resources folder in Box or by contacting the Graduate Advisor.

Mandatory List Meeting

After the student and supervisory committee have developed clearly formulated examination reading lists, the student and committee must meet to finalize the lists. This meeting allows the student and the supervisory committee to discuss the conceptual principles organizing the lists and agree to final adjustments. At this time, the chair and committee members will also clarify expectations for working with the student going forward. After the meeting, supervisory committee members approve the finalized lists via email. When the student and the members of the supervisory committee, especially the committee chair, determine that the lists are coherent and complete, committee members sign a form approving the finalized lists.

Oral Exam

When the student and the supervisory committee agree that the student is ready to take the qualifying exams, the examination date must be filed with the Graduate Advisor at least one month before the exams take place. The exam should normally take place by the end of the sixth semester of residency; students who do not complete the exam by the end of the eighth semester will be reviewed by the Graduate Committee. This review follows the process described above and could result in dismissal from the graduate program (see “Review and Dismissal Policy”).

The oral exam tests students’ knowledge of their lists. Students should demonstrate strong familiarity with important details of the texts, as well as the ability to make substantive connections among them. The exam will take approximately two-and-a-half hours and will cover material on each of the reading lists. At the conclusion of the exam, the supervisory committee discusses the student’s performance, and then votes to pass or not to pass, in each of the areas. A simple majority rules.

In the event of a failure, in whole or in part, the student will receive a written notice that a second failure could result in dismissal from the program. The oral exam may be repeated once, but not before the committee is satisfied that the student has had sufficient time for adequate preparation, and in no case longer than six months after the failed exam. Students who fail the oral exam a second time may petition the Graduate Committee to be allowed to take the exam a third time. The Graduate Committee, at its sole discretion, may grant or deny the petition for a third exam. Students who fail the oral exam three times (or fail the oral exam twice and whose petitions are rejected by the Graduate Committee) are dismissed from the program.

Written Exam

Within two weeks after passing the oral exam, the student must take the written exam. The student may take the written portion of the exam ONLY upon successful completion of the oral exam. Passage of the oral exam shall not be contingent upon the student’s performance on the written exam.

The written exam tests the student's ability to make a sustained *critical* argument about texts on the reading lists. It can focus on one field or some combination of fields, to be determined by the supervisory committee immediately following successful completion of the orals. The committee designs a question and determines how many and which texts the student must examine. The supervisory committee often selects texts on which the student must focus, and sometimes offers a list of texts from which the student can select.

The student has 72 hours (three days) to complete the written exam. If the student receives a choice of questions from the committee, the student shall write on ONE question. The essay should be approximately 20 pages (5000 words), exclusive of footnotes. Discursive footnotes are discouraged. The student must work independently, with no consultation with others, but may use library resource, properly footnoted. The committee may offer specific instructions about the use of secondary sources, and often asks the student to employ materials from the criticism and theory list in the essay.

Upon completing the written exam, the student returns the essay to the Graduate Advisor and committee chair. **Exams submitted beyond the 72-hour deadline will receive a failing grade**. The Graduate Advisor will distribute to the supervisory committee copies of the examination question and answer. The committee will discuss and evaluate the student's answer. The supervisory committee shall vote to pass or not to pass the written exam. A simple majority rules.

In the event of a failure on the written examination, the student will receive a written notice that a second failure will result in dismissal from the program. The student may be re-examined once; the re-examination shall follow the same protocol and format as the original written exam. The supervisory committee determines the nature, scope, and scheduling of the re-examination. Students who fail the written exam a second time are dismissed from the program.

In the event of a failed exam, either oral or written, the supervisory committee chair shall immediately notify the Director of Graduate Studies, who will consult with the committee about subsequent protocols and formats.

Dissertation Prospectus and Optional Meeting

During the semester following the student's successful completion of the qualifying exams, the student should create a formal dissertation prospectus. (Students passing the PhD examinations in the spring will submit the prospectus in the following fall semester.) The form of the prospectus will be decided in consultation with the dissertation Chair (one example would be a prospectus of approximately ten pages in length with a bibliography of at least thirty works). The student will have the option of discussing the prospectus with the supervisory committee at a formal meeting.

Dissertation

What constitutes an acceptable dissertation is largely up to the supervisory committee, especially the chair. However, the University also has guidelines—vague for content, much more specific for formatting (see Thesis Office). The University defines the dissertation as follows:

> The candidate must submit a dissertation embodying the results of the scientific or scholarly research or artistic creativity, which gives evidence of originality and ability in independent investigation and is a contribution to knowledge or the creative arts. The dissertation must show a mastery of the relevant literature and be presented in acceptable style. The style and format of the dissertation are determined by departmental policy and registered with the Thesis Editor, who approves the style and format of the individual dissertations in accordance with departmental policy. The dissertation is approved by the student's supervisory committee. (Policy 6-203: Graduate Studies and Degrees, Doctor of Philosophy)

Dissertation Defense

When the student and the supervisory committee chair agree that the student is prepared to schedule the dissertation defense, an acceptable draft of the dissertation should be submitted to the committee chair at least three weeks before the scheduled defense; committee members should receive copies at least two weeks before the examination date. The student and the committee chair, in consultation with the other members of the committee, must agree upon a date and time for the dissertation defense. When the date and time have been selected, the student must inform the Graduate Advisor, who will schedule a room and post an announcement so that the public may attend the defense. At the conclusion of the defense, the supervisory committee discusses the student's performance, and then votes to pass or not to pass. A simple majority rules. *No defenses will be scheduled during summer semester unless special permission is obtained from the entire supervisory committee.*

All graduate students must be registered for at least one course from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence. Students must be registered during summer term if they are taking examinations or defending theses or dissertations. After the defense, the chair will file the Report of the Final Examination with the Graduate Advisor, who will complete Report of Credit forms for all dissertation hours, which are then sent to the Registrar. The student is responsible for the preparation of and final revisions to the dissertation manuscript. The student must consult and follow the requirements of the Graduate School for submission of the dissertation to the Thesis Office.

NOTICE ON CREATIVE THESES

In order to protect the copyright potential of our graduates' theses, the department recommends that students elect to delay the release of their theses in electronic form. The Thesis Office allows student to choose to delay the release of their theses on ProQuest for a period of three years; this delay can be renewed for an additional three years. Taking advantage of this policy protects students' theses for six years, allowing a substantial period in which to pursue publication.

Students have the option to request a three-year delayed release when filing their theses with ProQuest. *In order to request the three-year renewable delay, they must contact Kelly Harward the director of the Thesis Office, who will enter the date on their ProQuest record.* The

Department encourages students who are concerned about the copyright implications of electronic publication to pursue this option.

Changing to Another Program

Students wishing to transfer from the PhD Lit program to the Creative Writing program must petition the Graduate Committee. Students wishing to transfer from the Lit program to the Creative Writing program must make formal application by submitting creative samples and appropriate materials to the Creative Writing Committee. This Committee meets twice a year, and applications must be submitted by January 15 or May 10.

FELLOWSHIPS, SCHOLARSHIPS, AND AWARDS

MAJOR DEPARTMENTAL FELLOWSHIPS—NB: *Not all fellowships are offered each year, and some fellowships are offered that are not listed here. There is no need to tailor the application/proposal to a specific award. Students who apply for fellowships support from the Department will be considered for all available awards.*

Burton Scholarship
This fellowship is reserved for outstanding incoming graduate students. No separate application is required. It is a one-year, nonrenewable fellowship and is awarded at the discretion of the graduate Studies Committee. Stipend support is currently $22,500 and the recipient will not teach during the fellowship year.

François Camoin Fellowship
This fellowship is awarded to current graduate students in creative writing (and occasionally to outstanding incoming graduate students). Selection is based on a student's overall performance in the graduate program, together with the quality and promise of the dissertation proposal. It is not renewable. It may be used to supplement the support normally awarded doctoral candidates (however this fellowship does not include a tuition waiver if you have no semesters of eligibility left). Stipend support is currently $25,000, and the recipient will not teach during the fellowship year.

Cosgriff-Dahl Fellowship
This fellowship is an award for current graduate students in English and American literature. Selection is based on overall performance in the graduate program. The fellowship may be used to supplement the support normally awarded graduate students (however, this fellowship does not include a tuition waiver if you have no semesters of eligibility left). Stipend support is currently $25,000, and the recipient will not teach during the fellowship year.

Sherman B. Neff Scholarship
This fellowship is awarded to current graduate students. Selection is based on overall performance in the graduate program. The fellowship may be used to supplement the support normally awarded to graduate students (however this fellowship does not include a tuition waiver if you have no semesters of eligibility left). Stipend support is currently $22,000 and the recipient will not teach during the fellowship year.

Clarence Snow Memorial Fellowship
This fellowship is awarded to current graduate students (and occasionally to outstanding incoming graduate students). Selection is based on overall performance in the graduate program. The fellowship may be used to supplement the support normally awarded graduate students (however, this fellowship does not include a tuition waiver if you have no semesters of eligibility left). Stipend support is currently $25,000, and the recipient will not teach during the fellowship year.

Vice Presidential Fellowship
These fellowships are one-year/one-year renewable awards reserved for outstanding incoming graduate students in creative writing. Fellowships are awarded each year at the discretion of the Graduate Studies Committee. Stipend support is currently $25,000, and the recipient will not teach during the fellowship year or years.

To be considered for departmental fellowships for the following academic year, students must submit the following materials to the Graduate Advisor by April 15th (or deadline set by the Graduate Director):

- A two- to three- page description of the proposed project.
- Two letters of recommendation from faculty members in English.
- An unofficial transcript or full listing of the applicant's graduate coursework and instructors at the University of Utah

Please submit electronic copies of all materials. Only one application is required; applicants will be considered for all available fellowships. Final decisions on Department Fellowships allocation are made by the Graduate Committee.

COLLEGE AND UNIVERSITY FELLOWSHIPS AND AWARDS

Please note: Exact application deadlines vary by semester, so check your inbox and the Graduate School website.

Steffensen Cannon Scholarship ($28,500 plus tuition and health insurance) – Graduate School
For graduate and undergraduate student in the Colleges of Education and Humanities as well as for direct descendants of Ellen Christina Steffensen Cannon. Also, for secondary education (particularly in mathematics and science) and early childhood education students who will be in the teacher certification program in the Graduate School of Education by the beginning of the

academic year of the award; award includes tuition for graduate students only; renewable one year. 12 to 15 awards given annually. Applications due in December. https://gradschool.utah.edu/funding/fellowships-scholarships-awards/grad-school-administered/steffensen-cannon/index.php

Graduate Research Fellowship ($28,500 plus department sponsored tuition benefit, if eligible, and health insurance) – Graduate School
For full-time graduate students who are conducting research or creative projects and who are pursuing the terminal graduate degree in their departments. All qualifying examinations must be successfully passed prior to the beginning of the academic year of the award; nonrenewable. Award will qualify the student for the university's tuition benefit program, provided all other tuition benefit program criteria are met (including term limits). 12 to 15 awards given annually. Applicants must be nominated by their departments. Applications for departmental nomination are due in December. https://gradschool.utah.edu/funding/fellowships-scholarships-awards/grad-school-administered/graduate-research-fellowship.php

University Teaching Assistantship ($28,500 plus department sponsored tuition benefit, if eligible, and health insurance) – Graduate School
For full-time graduate teaching assistants (first-year graduate students are not eligible). Department may enlist the University teaching assistants in a variety of ways to enhance undergraduate teaching and graduate student development. Tuition Benefits are available only for those candidates who have not already exhausted their waiver limit from University of Utah (ask your Graduate Program Coordinator/Advisor). Determining this is your responsibility. 12 to 15 awards are given annually. Applicants must be nominated by their departments. Applications for departmental nomination are due in December.
https://gradschool.utah.edu/funding/fellowships-scholarships-awards/grad-school-administered/university-teaching-assistantships.php

Tanner Humanities Center Doctoral Research Fellowship ($30,000 plus department sponsored tuition benefit, if eligible)
University of Utah students must have successfully passed their PhD or terminal degree qualifying exams and completed all coursework by the fellowship application deadline (generally March 1) to be eligible for a fellowship. Doctoral Fellows will receive a stipend of $25,000 and be provided with a private office in the Center. Doctoral Fellows will be exempt from departmental teaching or instructional duties during the academic year. Tuition Benefits are available only for those candidates who have not already exhausted their waiver limit from the University of Utah (ask your Graduate Program Coordinator/Advisor). Determining this is your responsibility. https://tanner.utah.edu/fellowships/

Marriner S. Eccles Graduate Fellowship ($28,500 plus tuition and health insurance) – Graduate School
For U.S. citizens who are full-time graduate students pursuing research in banking, business, education, finance, humanities, law, social sciences, and its impact on relationships among

politics, public policy and the economy; renewable for one year. One to two awards given annually. Applications due in December.
https://humanities.utah.edu/students/grad-scholarships.php

Floyd O'Neil Scholarship in Western American Studies
The American West Center at the University of Utah offers graduate scholarships for research on western issues in honor of Floyd A. O'Neil, Director Emeritus of the Center. O'Neil scholarships provide up to $2,000 to pursue research on an aspect of Western America, such as the history, politics, environment, society, culture, literature, geography, or anthropology of the region. Students from all disciplines are encouraged to submit applications. All applicants must be enrolled in a graduate program at the University of Utah throughout the period of the scholarship. Students are required to complete a research paper within the academic year.

Additional information and applications are available from the American West Center:
https://awc.utah.edu/fellowship.php

Graduate Research Award in the Humanities
The purpose of this award is to recognize students in the Humanities whose research or creative work has extraordinary merit and has already garnered attention outside the University of Utah, whether through acceptance for publication, receipt of an award, or some other notable event.

The award is $1,000. More information at https://humanities.utah.edu/students/grad-scholarships.php

Johanna and Fritz Kempe Memorial Scholarship
The Kempe Scholarship was established in memory of Johanna Kempe, who returned to school in her sixties and was working on her PhD at the age of 69 when she passed away. At the family's request, this award is given to a College of Humanities graduate student who is 60 years of age or older, preferably a woman. This award is by nomination only. The award provides $1,500 for tuition. More information at https://humanities.utah.edu/students/grad-scholarships.php

Marie Cornwall Graduate Research Grant
The Marie Cornwall Graduate Research Grant supports research on women's history. Graduate students in the Humanities are encouraged to apply for up to $3,000 annually to support research activities (e.g. travel expenses, manuscript copies, books, etc.) or travel to academic meetings for the purpose of presenting the results of their work on women's history. More information at https://humanities.utah.edu/students/grad-scholarships.php

ADDITIONAL FELLOWSHIP INFORMATION

Applications for most fellowships, if not specifically limited to Internet-only submissions, are available in 3105 Gardner Commons Building. Deadlines are typically announced in the fall semester. Specific questions regarding any of the fellowships and awards listed in the following link below may be directed to the Graduate Fellowships Office:
https://gradschool.utah.edu/funding/fellowships-scholarships-awards/index.php

Graduate Fellowships Office
260 Central Campus Drive, RM 3105
Phone: 801.581.7642

DIRECTORY OF USEFUL CAMPUS WEB ADDRESSES

Campus Recreation: https://campusrec.utah.edu/
Campus Store (and bookstore): https://www.campusstore.utah.edu/utah/home.aspx
Career Services: https://careers.utah.edu/
Center for Community & Cultural Engagement: https://culture.utah.edu/
Scholarship Support Hub: https://scholarshipsupporthub.utah.edu/
Childcare Information: http://childcare.utah.edu/
Counseling Center: http://counselingcenter.utah.edu/
Dean of Students, Office of: https://deanofstudents.utah.edu/index.php
Center for Disability & Access: http://disability.utah.edu/
FeedU Pantry: https://www.union.utah.edu/resources-spaces/feed-u-pantry/about-us/
Financial Aid: http://financialaid.utah.edu/
Financial Wellness Center: https://pmmc.utah.edu/
General Catalogue and Class Schedules: http://www.utah.edu/students/catalog.php
Graduate School: https://gradschool.utah.edu/
Housing (Graduate): https://housingoptions.utah.edu/graduate-housing/
Housing (Off Campus): https://www.offcampushousing.utah.edu/
Income Accounting and Student Loans: http://fbs.admin.utah.edu/income/
International Student & Scholar Services: https://isss.utah.edu/
Marriott Library: http://www.lib.utah.edu/
Parking and Commuter Services: http://commuterservices.utah.edu/index.php
Residency for Tuition Purposes (Office of Admissions): https://admissions.utah.edu/information-resources/residency/
Student Health Center: http://studenthealth.utah.edu/
Student Union Building: https://union.utah.edu/
Tuition and Fee Information: https://tuition-estimator.app.utah.edu/estimate/1238
University Student Handbook: http://registrar.utah.edu/handbook/index.php
Veterans Support Center: https://veterans.utah.edu/
Wellness Center: https://wellness.utah.edu/