



UNIVERSITY OF
SOUTH DAKOTA

**DEPARTMENT OF ENGLISH
GRADUATE STUDENT HANDBOOK
2011-12**

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TABLE OF CONTENTS

MA IN ENGLISH.....	1
Specializations	1
Required Core Distribution Requirements	1
Additional Requirements.....	2
Multicultural/Women’s Studies/Gender Requirement	2
Seminar Requirement.....	2
Electives	2
Transfer Credit	2
Admission Status	2
Graduation Requirements	3
Completing the TESOL Specialization	3
Written Examinations.....	4
Oral Examinations.....	5
Sample Program Outlines.....	6
Writing the MA Thesis	7
PHD IN ENGLISH	11
Areas of Specialization.....	11
Requirements	11
Coursework.....	11
The PhD Language Requirement	12
Written and Oral Examinations	12
PhD Program Outline.....	15
Annual Review	15
Writing the Dissertation	15
GRADUATE STUDENT POLICIES	19
Academic Policies and Procedures	19
Academic Progress and Registration	19
Academic Standing and Incomplete Grades	19
Leave of Absence and Program Sustaining Course Registration	19
Oral Exams and Defenses	20
Academic Integrity.....	20
Academic Appeals.....	20
Professional Development	21
Graduate Student Advisory Committee	21
Departmental Colloquia.....	21
Professional Workshops	21
Graduate Student Research.....	21
Graduate Student Travel	22
GRADUATE FACULTY	23
DEADLINES FOR GRADUATION	31

MA IN ENGLISH

SPECIALIZATIONS

There are three specializations within the MA program: **Literature** (Plan A or Plan B), **Creative Writing** (Plan A only), and **TESOL** (Teaching English for Speakers of Other Languages) (Plan B only). “Plan A” degrees require a thesis; “Plan B” degrees do not.

Regardless of the specialization you choose, you must satisfy the core coursework requirements, described below. If you choose Creative Writing, you must write a creative thesis. The Plan B degree for the Literature specialization requires the submission of two papers, often revised versions of seminar papers, instead of a thesis. The TESOL specialization carries additional specified course requirements; refer to “Completing the TESOL Specialization” for more information. All students must complete 30-36 credit hours of coursework:

Plan A (Thesis)		Plan B (Non-Thesis)		Plan B (TESOL)		MA/JD	
COURSES	CREDITS	COURSES	CREDITS	COURSES	CREDITS	COURSES	CREDITS
Required Core	18	Required Core	18	Required Core	18	Required Core	15
Electives	6	Electives/Non-Departmental Requirements	15-18	Other Course Requirements	18	Law	9
Thesis	6					Thesis	6
Total	30	Total	33-36	Total	36	Total	30

REQUIRED CORE DISTRIBUTION REQUIREMENTS

Group One: Early British Literature (two of three areas)

- a.) Medieval Literature
- b.) Renaissance/Shakespeare
- c.) Restoration and Eighteenth-Century British Literature

Group Two: Later British or American Literature (two of three areas)

- a.) Nineteenth-Century British Literature
- b.) American Literature to 1914
- c.) American or British Literature since 1914

Group Three: Language, Writing, and Pedagogy (one of three areas)*

- a.) Linguistics/Old English/History of the English Language
- b.) Composition Theory/Pedagogy, TESOL
- c.) Creative Writing

Group Four: Literary Criticism

All students must take one of four courses: ENGL 584 (Literary Criticism), ENGL 585 (Contemporary Criticism), ENGL 587/PHIL 524 (Aesthetics), or ENGL 786 (Literary Criticism).

* Group Three is not required for MA/JD students

ADDITIONAL REQUIREMENTS

MULTICULTURAL/WOMEN'S STUDIES/GENDER REQUIREMENT

At least one course on your program of study must be designated as fulfilling the Multicultural Literature/Women's Studies/Gender Studies requirement. Courses that meet this requirement may also be used to meet departmental distribution requirements, listed above. For example, a seminar on Contemporary Postcolonial Fiction might be used to fulfill the distribution requirement for American or British Literature since 1914 and the Multicultural Literature/Women's Studies/Gender Studies requirement (as well the seminar requirement, below).

SEMINAR REQUIREMENT

At least three courses on your Program of Study must be designated as graduate-level seminars (700- or 800-level) in English or Linguistics. Note that ENGL 702 and ENGL 795 (required of all new TAs) do not count as one of the three required seminars. Independent Study, Directed Research, or other 700- or 800-level courses that do not include "Seminar" in the course title may not be used to fulfill this requirement.

ELECTIVES

All students in the Literature or Creative Writing specializations are able to take a specified number of credit hours of elective courses. These may include courses in a related area, included relevant courses listed with a prefix other than ENGL. If you take an English department course (e.g., Shakespeare I) under another prefix (e.g., THEA), it will be considered an elective, and should be listed on your Program of Study under "Related Area," although it may still cover the appropriate distribution area (e.g., Renaissance/Shakespeare). All related area courses taken outside the English Department should be approved in advance by the graduate coordinator and department chair.

At least 50% of the coursework recorded on your Program of Study must be above the 500-level. Courses with numbers below 500 do not count for graduate credit.

TRANSFER CREDIT

You may transfer up to 9 hours of graduate credit from other accredited institutions, or up to 15 hours if the institution is one with which USD has a cooperative MA program. Credits must not be more than seven years old at the time of graduation from USD. All students must take at least three graduate seminars and a Literary Criticism course at USD.

ADMISSION STATUS

Students who have been provisionally admitted to the MA program must be fully admitted in order to graduate. Once you have fulfilled the requirements for full admission to the program, notify the Coordinator of Graduate Studies, who will then initiate the necessary paperwork required for full admission. You will receive written notification of any change in admission status from the Dean of the Graduate School. Students must be fully admitted by the end of the semester before the one in which they plan to graduate.

GRADUATION REQUIREMENTS

- 30-36 credit hours of coursework
- Comprehensive written examinations
- Oral examination or thesis defense

All students must submit the following forms to the Coordinator of Graduate Studies by the appropriate deadlines. Samples of each form are included in the appendix to this handbook.

- Program of Study
- MA Prospectus Approval Form (Plan A only)
- Application for Written MA Exam
- Application for Degree
- Graduation Approval Form
- Completion of Supervised TESOL Experience (TESOL only)

COMPLETING THE TESOL SPECIALIZATION

The MA in English with a TESOL emphasis is a Plan B MA. Coursework (ordinarily 36 hours) is distributed as indicated below. Students must meet all requirements for the MA in English, including comprehensive written and oral examinations. In order to complete the degree in a timely fashion, students should register for required courses when they are offered, rather than relying on Independent Study courses to fulfill their requirements. Watch for availability of courses, and consult with the relevant departments and your advisors.

Required Courses

ENGL 509: Teaching English to Speakers of Other Languages (3 hours)

A total of **18 hours** must be distributed as follows:

Linguistics (6 hours) – choose from:

- LING Electives
- PSYC 508: Psycholinguistics

Multicultural Communication (3 hours) – choose from:

- SOC 550: Race and Ethnic Minorities
- SPSY 790: Seminar in Multiculturalism and Professional Issues
- EDFN 575: Human Relations
- INED 510: Multicultural Studies and Human Relations
- SPCM 570: Intercultural Communication

Reading (3 hours) – choose from:

- SEED 550: 7-12 Teaching Reading in Content Areas
- ELED 757: Assessment, Diagnosis, and Interventions For Effective Reading Instruction
- ELED 790: Seminar in Elementary Education
- ELED 795: Practicum in Elementary Education

Education (3 hours) – choose from:

- AHED 701: Adult Education
- AHED 730: Junior/Community College
- AHED 740: Continuing Education
- EPSY 741: Cognitive Approaches to Educational Psychology
- EPSY 760: Principles of Instructional Design
- LT 712: Principles of Learning for Instructional Technologies

Curriculum Design (3 Hours)

- SEED 742: Curriculum Design and Implementation

SPEECH COMMUNICATION (3 hours as prerequisite)

If you have not had either SPCM 101 or 201 or the equivalent as an undergraduate, you must take one of these courses or another Speech Communication course, subject to the approval of the English Department Chair and Coordinator of Graduate Studies.

SUPERVISED TESOL EXPERIENCE

You must complete a minimum of 80 hours of supervised ESL tutoring or classroom teaching during your MA program. You are responsible for making the necessary arrangements and for providing the English Department with documentation to confirm that you have completed the required hours, including submission of the “Completion of Supervised TESOL Experience” form.

WRITTEN EXAMINATIONS

After completing at least fifteen hours of graduate work in English, MA students are eligible to take the written comprehensive examinations. The Application for Written MA Examination (available on the Department website) must be submitted by its due date, usually about six weeks before the exam date. Examinations are scheduled each spring, approximately three weeks after the beginning of the semester. There are two exams, representing the first two areas in the MA distribution requirements, Group One: Early British Literature and Group Two: American or Later British Literature. Each exam consists of a written essay, lasting two hours; no books, notes or other materials may be consulted during the exams. Two committees, each comprised of three faculty members teaching in that area, will submit five questions for each exam. Students will be required to write an essay responding to one question for each exam. MA students pursuing the TESOL specialization will be required to complete an additional written assignment as part of their oral examination process.

Each question will be evaluated by the appropriate committee, and will be graded pass/fail. Students must receive a passing grade from at least two committee members in order to pass the exam. By unanimous consent of both committees, a student may pass the exams with distinction. Students who fail one or both of the exams may take a make-up exam, scheduled later in the semester. The format of this make-up exam will match the earlier exams. It is the responsibility of the student to contact MA exam committee members to seek feedback on the failed exam and guidance for preparing for the make-up exam. Since passing the MA exam is a

requirement for the MA degree, students who fail the make-up exam will be dismissed from the program.

The content of each exam will be based on graduate coursework offered during the three semesters prior to the exam. Each committee will consult syllabi from the appropriate courses and will write a range of questions that address a variety of themes, texts, and approaches. A complete list of primary texts drawn from these syllabi, as well as a list of suggested secondary texts, will be made available to all students during the fall semester prior to the exams. The questions should not require a specific set of texts, but should ask students to demonstrate a solid grounding in the literary history of the period, a detailed knowledge of from four to six texts written during this period (selected by the student from among the works listed in the course syllabi), and the ability to write a concise and coherent literary analysis using the conventions of the discipline.

ORAL EXAMINATIONS

Plan A (Thesis Defense):

After the thesis is complete and has been read by your committee, the chair of the committee (in consultation with you and other committee members) will schedule a one-hour oral defense in which members of the committee may ask you to clarify or expand or reconsider or otherwise comment on the ideas and material of your thesis. You may also be asked for an oral statement of the important elements of the thesis. The defense is graded pass/fail. If the committee members judge your performance unsatisfactory, they may also ask you to rework (portions of) your thesis. Even if you pass your defense, your committee is likely to suggest some revisions. For more information on the defense process, see below, under “Writing the Thesis.”

Plan B (No thesis):

Students in the TESOL specialization are examined based primarily on their Program of Study and an additional written assignment specific to the specialization. For students in the Literature specialization, this examination is based on the Program of Study and on two papers submitted to the committee at least one month before the exam. Ordinarily revisions of seminar papers, each paper should meet the standards for scholarly writing within the discipline. More specifically, each paper should have a minimum length of approximately 20 pages, present and support a clear and distinctive thesis, demonstrate a meaningful engagement with contemporary scholarship, cite at least ten secondary critical sources, follow current MLA formatting guidelines for citation and manuscript preparation, and reflect careful revision for issues of style, clarity, and coherence, as well as for any grammatical or mechanical errors.

The chair of your committee (in consultation with you and other committee members) will schedule the one-hour oral exam, usually after you have passed your written exams and always at least a week before Graduation Approval Forms are due. The oral exam is graded pass/fail. If the committee members judge your performance unsatisfactory, they may also ask you to rework portions of your paper(s). Even if you pass your oral exam, your committee is likely to suggest some revisions. You are responsible for bringing to your exam a copy of each Plan B

paper, a copy of your Program of Study, and a typed Graduation Approval Form ready for your committee to sign.

SAMPLE PROGRAM OUTLINES

These are only examples, provided to help you visualize your progress through the program. Keep in mind that you can be flexible about the number of courses you take each term. Exam and thesis scheduling can vary as well. Note that you should take 6-9 hours per semester if you are a Teaching Assistant, and 9-12 if you are not a TA.

Plan A (at 6-9 hours per term):

- Term 1:** Take 2 courses.
- 2:** Take 3 courses.
- 3:** Take 3 courses.
Form committee.
Select thesis topic and begin research.
Submit thesis prospectus.
- 4:** Register for 6 thesis hours.
Finish thesis.
Complete written exams.
Take oral exams (defense of thesis).

Plan A (at 6 hours per term):

- Term 1:** Take 2 courses.
- 2:** Take 2 courses.
- 3:** Take 2 courses.
Form committee.
- 4:** Take 2 courses.
Complete written exams.
Select thesis topic and begin research.
Submit thesis prospectus.
- 5:** Register for 6 thesis hours.
Finish thesis.
Take oral exams (defense of thesis).

Plan B (at 6-9 hours per term):

- Term 1:** Take 2 courses.
- 2:** Take 3 courses.
- 3:** Take 3 courses.
Form exam committee.
Select seminar papers to be revised and submitted (for Literature specialization).
- 4:** Take 3 courses.
Finish work on papers (for Literature specialization).
Complete written exams.

Take oral exams.

Plan B (at 6 hours per term):

- Term 1:** Take 2 courses.
- 2:** Take 2 courses.
- 3:** Take 2 courses.
- 4:** Take 2 courses.
Form committee.
- 5:** Take 2 courses.
Complete written exams.
Select seminar papers to be revised and submitted (for Literature specialization).
- 6:** Take 1 course.
Finish work on papers (for Literature specialization).
Take oral exams.

WRITING THE MA THESIS

Choosing a Topic

Usually, your thesis topic will emerge from your graduate coursework. Creative theses are often built around stories or poems originally written for a class. Scholarly theses might be inspired by a text you read or by a seminar paper you wrote. In either case, select a topic that you can be happy living with for an extended period of time. Writing a short story cycle if you really consider yourself a poet might be an interesting experiment, but it could also entail more angst than necessary; why not write a volume of poetry instead, or compose a multi-genre thesis? Similarly, writing a scholarly thesis about a novelist you hate might help you understand why you find his/her work so unappealing, but you will enjoy your thesis more if you select a less irritating topic.

If you are writing a scholarly thesis, you should also pay attention to the scope of your topic. You should avoid focusing on a single text unless the text in question is extremely substantial and widely recognized for its literary value. On the other hand, if you attempt to cover too many texts, you will end up with a thesis that feels hurried and superficial. Aim for the middle ground – if you are writing about novels, for instance, you might have better success with two or three than with five or six.

Students are often concerned that they will not find anything original to say about a topic that interests them. This should not be a major worry. Theses can be original if they combine material in innovative ways; the material itself does not have to be new. In the unlikely event that your intended argument about your topic is essentially identical to one already published, you should find a new topic. In most cases, however, you will be able to identify new angles even if your topic has been thoroughly studied.

Selecting a Committee

In order to write a thesis and apply for written exams, you must have a committee, which will consist of two English Department faculty members and one faculty member from outside the department. You will ask one of the English Department members to chair the committee. All committee members must be members of the graduate faculty. You should consult with your committee chair or the Coordinator of Graduate Studies about finding an appropriate committee member from outside the English Department. If you are in a cooperative MA program with another institution, your committee may include a faculty member from that institution.

You should meet with your committee as you are preparing your prospectus, once or twice while you are writing your thesis, and at least once to discuss the thesis as a whole prior to the defense. Meetings with your thesis director should be much more frequent. Your thesis director (the chair of your committee) should have substantial expertise in your topic. Creative writers should choose a thesis director who is a member of the creative writing faculty, although the second member of the committee can be any member of the graduate faculty in English. If you are planning to complete a significant portion of your thesis during the summer months, you should confirm the availability of your committee (and especially your committee chair) in the summer.

Writing a Prospectus / Writing an Abstract

A prospectus presents your thesis plans in compact form, usually a single page. Its practical purpose is to earn the approval of your committee. Your prospectus must be submitted along with the English Department's Prospectus Approval Form, signed by the members of your committee. The due date for the prospectus is near the end of the semester prior to the one in which you expect to graduate.

For a creative thesis, the prospectus is simply a description of your plans for your thesis. It identifies the genre(s) in which you have chosen to write, and outlines the central concerns and goals of the thesis (both formal and thematic). The prospectus for a scholarly thesis consists of two parts: an abstract and a bibliography. The abstract identifies your topic, noting the texts you plan to discuss and the issues upon which you intend to focus. It presents your argument clearly and provides some sense of how the thesis will be organized. It also contextualizes the thesis in relation to other scholarly work on the topic. Your abstract must be accompanied by a one-page bibliography of sources relevant to your topic.

The abstract that you submit for a prospectus need not meet the strict requirements of the abstract that you will submit to the Graduate School with your final thesis draft. These include the following:

- No more than 350 words
- Single-spaced on one page
- Each paragraph indented two spaces

This abstract will be a much-revised version of the abstract you originally wrote for your prospectus. Its goals and components are the same.

Style and Format

Your thesis should adhere perfectly to the discipline's standards, which for English can be found in the most recent edition of the *MLA Style Manual and Guide to Scholarly Publishing*. You may also find the *Handbook for Writers of Research Papers* useful. Both books are available at mla.org, as well as from many other booksellers.

Most scholarly theses are at least 70 pages long. The length of a creative thesis depends upon the genre chosen, but the following guidelines may be helpful: novel, 250 pp.; poems, 25-40 pieces; short fiction, 60-100 pp.; play, at least two acts; nonfiction, 60-100 pp. Creative theses must be accompanied by a substantive artist's statement.

You should consult carefully with your committee chair about the organization of your thesis. A scholarly thesis is normally organized into chapters of approximately seminar-paper length, often preceded by a separate introduction. A review of prior scholarship on the topic should be included either in the introduction or elsewhere. The simplest organizational scheme is text-based; each chapter focuses on a single text (or set of texts) to be discussed. However, your argument may be better served by a concept-based organization, where individual chapters focus on specific issues or ideas you address through analysis of your chosen texts.

Preliminary pages should be numbered separately from the body of your thesis, with lower-case Roman numerals at the bottom center of the page. The title page does not contain a page number. Have your committee members sign the signature page in black ink. Preliminary pages should be placed in the following order:

- Title page, with date of degree confirmation
- Committee signature page
- Abstract
- Dedication (optional)
- Acknowledgments (optional)
- Artist's statement (creative writers only)
- Table of contents
- List of tables, with titles and page numbers (if necessary)
- List of illustrations, with titles and page numbers (if necessary)

The Defense

After the thesis is complete and has been read by your committee, the chair of the committee (in consultation with you and other committee members) will schedule a one-hour oral defense in which members of the committee may ask you to clarify, expand, reconsider or otherwise comment on the ideas and material of your thesis. You should expect to provide an oral overview of the important elements of the thesis. The defense is graded pass/fail. If the committee members judge your performance unsatisfactory, they may also ask you to rework (portions of) your thesis. Even if you pass your defense, your committee is likely to suggest some changes, and may require another revision before signing off on the Graduation Approval Form.

You should provide your committee with your thesis well in advance of the defense date so as to allow time for a careful reading of your work. Generally, committee members should have at

least two weeks to read and respond to the submitted thesis. Your defense should be scheduled at least a week before Graduation Approval Forms are due. In other words, you should expect to produce a complete, “defensible” thesis at least three weeks before the deadline for the Graduation Approval Form.

You are responsible for bringing the following to your defense:

- One complete copy of your thesis.
- One copy of your Program of Study.
- One typed Graduation Approval Form ready for your committee to sign.
- The signature page of your thesis. Once signed by all committee members, this document may be scanned and included with your thesis for electronic submission to the Graduate School.

After you have satisfactorily completed the oral defense and have made any alterations requested by the committee, the members of the committee will either determine a grade collaboratively or delegate responsibility for grading to the chair of the committee. Theses are given standard letter grades (A, B, etc.).

Submitting Your Thesis to the Graduate School

Prepare the final version of your thesis according to the guidelines posted on the Graduate School website. You should submit your thesis online using ProQuest at <http://www.etdadmin.com/sdakota>.

PHD IN ENGLISH

AREAS OF SPECIALIZATION

- Literary Studies: Critical
- Literary Studies: Creative

REQUIREMENTS

All PhD students must complete the following requirements:

- 54-69 Credit Hours of coursework
- Comprehensive written and oral examinations
- Advanced proficiency in a language other than English
- Oral defense of the dissertation

COURSEWORK

Required core: Total 9-12 credit hours

1. ENGL 801 - Seminar: Multicultural Literature (3)
2. ENGL 802 - Seminar: Bibliography and Research (3)
3. Criticism:
 - ENGL 584 - Literary Criticism (3)
 - ENGL 585 - Contemporary Criticism (3)
 - ENGL 587 - Aesthetics (3)
 - ENGL 786 - Seminar: Literary Criticism (3)
4. Linguistics/Old English (students who have taken one of these courses, or its equivalent, at the Master's level may substitute an elective):
 - ENGL 723 - Seminar: Old English (3)
 - LING 543 - History of the English Language (3)
 - LING 790 - Seminar: Language Studies (3)

Specialization: Literary Studies: Critical: 24 credit hours

- Graduate seminars in literature since 1800 (21)
- Additional selection from the criticism courses in the required core (3)

Specialization: Literary Studies: Creative: 27 credit hours

- Graduate seminars in Creative Writing (15)
- Course in applied theory for Creative Writing (3)
- Graduate seminars in literature since 1800 (9)

Electives: Total 0-6 credit hours in ENGL

Dissertation

- ENGL 898 - Dissertation in English: 15-30 credit hours

THE PHD LANGUAGE REQUIREMENT

The PhD language proficiency requirement may be met by achieving competence in any language other than English considered suitable by a student's committee. Neither Old nor Middle English, however, will satisfy this requirement, nor will a course in computer language(s). No student will be admitted to candidacy for the PhD until he/she has satisfied the language requirement. Language proficiency established more than seven years before entry into the program will be subject to revalidation.

The requirement may be satisfied by any one of the following:

1. A reading proficiency exam administered by USD's Department of Languages, Linguistics, & Philosophy or other acceptable academic group equipped to do proficiency testing.
2. Completion of an upper-division undergraduate course, with a minimum grade of B, in the chosen language, in which the student reads literature primarily in the language. (Independent study at this level also acceptable.)
3. Completion of a course similar to #2 at another university, especially if the Department of Languages, Linguistics, & Philosophy at USD does not offer courses in the desired language.
4. Other measures acceptable to the student's doctoral committee.

WRITTEN AND ORAL EXAMINATIONS

Overview:

When you have completed your coursework, or nearly done so, you will take two written examinations, followed later in the semester by an oral examination that incorporates consideration of your dissertation prospectus. Together, the exams will enable you to demonstrate that you are prepared to teach and do research in the areas you have identified as your specialization.

Committee:

In order to take your exams, you must have a committee, which will consist of four English Department faculty members and one faculty member from outside the Department. You will ask one of the English Department members to chair the committee. All committee members must be members of the graduate faculty. You should consult with your committee chair about finding an appropriate committee member from outside the English Department. You are responsible for forming and arranging meetings of the committee and should begin to do so at least several months before your first examination date. Your exam committee is normally the same as your dissertation committee, and the chair of your exam committee is normally your dissertation director. However, it is possible to replace members of your committee if your dissertation requires different faculty expertise than your exams. Once all faculty members have agreed to serve on your committee, you should confirm this information with the Coordinator of Graduate Studies.

Written Examinations:

There are **two three-hour written examinations**. For each exam, your committee writes several questions based on the reading lists that you and your committee have agreed upon. You choose one of the questions and write an essay in response to it.

- **Exam A:** Based on standard suggested reading lists developed by graduate faculty members in the applicable areas, you make final selections with the advice and approval of your committee. Your list will cover a century of either American or British literature; 30-35 authors will be included, as will at least 8-10 significant critical works relevant to the periods covered. The list will focus on a major genre of your choice, with texts in one or more additional genres substantially represented as appropriate to the periods covered. You must provide a list of 8-10 topics of significant interest within the century selected; each topic should be accompanied by a brief explanation (2-3 sentences). This list of topics will guide your committee in writing your exam questions.
- **Exam B:** With the advice and approval of your committee, you develop a reading list of texts within or adjacent to the century covered by your Exam A. The list is focused around a topic, issue, or other concern of interest to you; 20-25 authors will be included, as will at least 8-10 significant critical works. The content may be drawn partly, but not wholly, from the standard suggested reading lists, and the texts chosen should not significantly overlap those on your Exam A list, although some of the same authors may be included. You must provide a rationale of approximately 500 words to accompany your Exam B list.

Unlike master's students, doctoral students are expected to prepare new material for their exams. However, in choosing items for your lists, you should make the best possible use of texts with which you are already familiar. If you are in the critical specialization, you should also design your lists to support your dissertation project.

Written exams are scheduled once per semester on a specific date early in the fall, spring, and summer terms (September, January, and May). Both exams are given on the same day. Exams are closed-book, with no notes or internet use permitted. You will not be informed of the exam questions or specific topics in advance. An Application for PhD Examinations, signed by you and your committee chair, must be submitted by the stipulated deadline, ordinarily about a month prior to the exam date. Exams are administered by the department's coordinator of graduate studies.

The written exams are graded pass/fail by your committee. A passing grade on each essay requires a pass from four of the five committee members, including the one who composed the question. With the unanimous consent of the committee, a student may be passed "with distinction" if both essays are of exceptional quality. Grades are due within three weeks of the exam date.

If you do not pass one or both written exams, you may retake the failed exam(s) at the next scheduled exam date; your committee provides new questions covering the same topics. In this circumstance, the oral exam is deferred until you have successfully retaken the written exam. Only one retake is permitted; a student who does not pass on the second attempt is not permitted to remain in the program.

Oral Examination:

You will take a **two-hour oral examination** that addresses not only the reading lists for both written exams but also a near-final draft of your dissertation prospectus.

The oral exam must be scheduled at least two weeks before the end of the semester in which you take the written exams (August 15 will be considered the end of the summer “semester”). The date is chosen at the mutual convenience of you and your committee but must follow notification that you have passed both written exams. A near-final draft of the prospectus must be distributed to your committee at least two weeks before the scheduled date of your oral exam.

With the prior written approval of all committee members, PhD oral exams (not dissertation defenses) may be conducted via the Dakota Digital Network (DDN) or other video-conferencing systems. In such cases, the student is responsible for all arrangements for the video conference with USD’s Information Technology Services, including reserving the proper on-campus facilities.

The oral exam is graded pass/fail. Following the oral exam, the committee members confer in private and then immediately inform you of their decision.

The final prospectus, signed by your committee members, is due to the English Department Office at the end of the semester in which the exams are taken. If extenuating circumstances are present, you may be granted an extension of no more than one semester to submit the accepted prospectus. Extensions require the approval of the department chair, the coordinator of graduate studies, and your committee chair.

Good Standing, Candidacy, and Eligibility to Take Examinations:

Any PhD student who has completed at least 33 of the required 39 credits of coursework is eligible to take exams. Students are urged to sit for their exams as early as possible!

In order to remain in good standing, you must take written exams no more than three terms (fall, spring, summer) after completing 36 credits of coursework. For instance, if you finish 36 credits at the end of the fall semester, you will be required to take exams no later than the following September. If extenuating circumstances are present, you may be granted an extension of no more than one semester to sit for exams, with the approval of the department chair, the coordinator of graduate studies, and your committee chair.

If on the due date for the Application for PhD Examinations your program of study contains any course with a grade of Incomplete (dissertation hours in progress being excluded), your application will not be approved, and you will be expected to reapply for exams at the next scheduled date. The presence of an Incomplete per se does not constitute extenuating circumstances; as a result, a student who must defer his/her exams because of an Incomplete is not assumed to have an extension and therefore may be found to be not in good standing.

Students are admitted to candidacy for the PhD once all required coursework and exams are completed, the language requirement is satisfied, and the final prospectus is accepted by the committee.

PHD PROGRAM OUTLINE

The following outline is a guide, to be adjusted according to individual circumstances. It assumes that you are a full-time teaching assistant; if you are not, you may be able to complete the program more quickly. Keep in mind that TAs must take at least six credit hours and should take no more than nine per semester.

First Year

Take fifteen credit hours of coursework

Second Year

Take fifteen credit hours of coursework

Form committee for comprehensive exams and dissertation

Third Year

Take nine credit hours of coursework and three credit hours of dissertation

Satisfy foreign language requirement if you have not already done so

Take comprehensive written and oral exams

Complete dissertation prospectus

Begin work on dissertation

Fourth Year

Take twelve credit hours of dissertation

Complete and defend dissertation

ANNUAL REVIEW

The graduate faculty will meet to discuss all PhD students at the beginning of each year. This review process will help provide written and oral feedback for the student on his or her overall academic performance, teaching, expectations for research and/or creative writing, and areas for growth or improvement. Students will be invited to submit for inclusion in the review a CV and a reflective statement on their experience and their plans.

WRITING THE DISSERTATION

Choosing a Topic

Usually, your dissertation topic will emerge from your graduate coursework. Creative dissertations are often built around stories or poems originally written for a class. Scholarly dissertations might be inspired by a text you read or by a seminar paper you wrote. In either case, select a topic that you can be happy living with for an extended period of time. Writing a short story cycle if you really consider yourself a poet might be an interesting experiment, but it could also entail more angst than necessary; why not write a volume of poetry instead, or compromise on a multi-genre dissertation? Similarly, writing a scholarly dissertation about a novelist you hate might help you understand why you find his/her work so unappealing, but you will enjoy your dissertation more if you select a less irritating topic.

If you are writing a scholarly dissertation, you should also pay attention to the scope of your topic. You should avoid focusing on a single writer unless that writer has a large corpus widely recognized for its literary value. For professional purposes, a wider range of texts also indicates broader coverage of your field, and prevents you from appearing too specialized. However, if

you attempt to cover too many texts, you will end up with a dissertation that feels hurried and superficial. Aim for the middle ground – if you are writing about novels, for instance, you may have better success with four or five than with seven or eight.

Students are often concerned that they will not find anything original to say about a topic that interests them. This should not be a major worry. Dissertations can be original if they combine familiar material in innovative ways; the material itself does not have to be new. In the unlikely event that your intended argument about your topic is essentially identical to one already published, you should find a new topic. In most cases, however, you will be able to identify new angles even if your topic has been thoroughly studied.

Selecting a Committee

You will work closely with a dissertation director from the English Department and a committee consisting of the director, three other faculty members from the English Department, and a faculty member from outside the department. All committee members must also be members of the graduate faculty. Your dissertation director (the chair of your committee) should have substantial expertise in your topic. Creative writers should choose a dissertation director who is a member of the creative writing faculty. If you are planning to complete a significant portion of your dissertation during the summer months, you should make sure that your dissertation director is available for consultation in the summer.

Your comprehensive examinations may require a different combination of faculty expertise than your dissertation. You may replace members of your committee if necessary; please consult appropriately with the professors involved, including your committee chair. You may also add a member to your committee, but be cautious, as committees larger than six members become unwieldy. When you make the final selections for your dissertation committee, try to cover as many relevant areas of expertise as possible, keeping in mind the theoretical bent as well as the topic of your dissertation.

You are responsible for forming your committee and for arranging committee meetings. You should meet regularly with your committee as you proceed through the various stages of your degree. At the very least, you should meet to discuss (a) the general plan for your comprehensive examinations; (b) reading lists for each exam as you prepare for it; (c) your prospectus; (d) ideally, each chapter after you have submitted it; and (e) your dissertation as a whole before you defend it. You should meet with your dissertation director more frequently, and should consult with him/her about the timing of committee meetings.

Writing a Prospectus / Writing an Abstract

A prospectus essentially presents your dissertation plans in compact form. Its practical purpose is to earn the approval of your project from your committee. The specific requirements for the prospectus vary between the Critical and Creative specializations, as outlined in greater detail below. You will present a draft of your prospectus at your oral examinations, and you should distribute electronic versions of the prospectus to your committee one week in advance of the exam. Presumably, you will be required to revise your prospectus after the exam based upon the suggestions of your committee. Your final prospectus along with the English Department's Prospectus Approval Form, signed by all the members of your committee, must be submitted to the Coordinator of Graduate Studies by the end of the semester in which the exams are taken.

If extenuating circumstances are present, you may be granted an extension of no more than one semester to submit the accepted prospectus. Extensions require the approval of the department chair, the coordinator of graduate studies, and your committee chair. Expectations are that the approval of the prospectus initiates the process of writing the dissertation, which generally takes a minimum of one year to complete.

For a creative dissertation, the prospectus identifies the genre(s) in which you have chosen to write, and outlines the central concerns and goals of the dissertation. You should discuss the underlying logic of the dissertation as a book-length project: what are the central themes, tropes, and concerns, aesthetic or stylistic issues, and critical questions or problems that you have chosen to explore? The prospectus should also identify important influences or predecessor texts, and situate the dissertation project in relation to these texts. In addition, the prospectus should provide some specific outline of the structure of the dissertation. The length for the prospectus may vary, depending on the goals and scope of the dissertation, but a target length of 5-8 pages, with a writing sample of existing work, is recommended.

The prospectus for a scholarly dissertation should include the following elements: 1) a concise description of your project, including the texts under consideration, the critical approach you will adopt, the central issues or concerns on which you will focus, and a provisional overview of your argument; 2) a summary of the current scholarship on your topic, particularly as it affects your own understanding of the issues relevant to your project; 3) an explanation of the place of your dissertation within this scholarship, in particular, the ways in which your dissertation will add to the body of knowledge on this topic; 4) a proposed outline of the dissertation, chapter by chapter, with some discussion of how each chapter will contribute to the overall project, as it has been defined; and 5) a substantial, if not comprehensive, bibliography of primary and secondary sources relevant to your topic. Subject to the approval of your director and committee, the prospectus should be 10-15 pages in length, not including the bibliography.

The prospectus provides the basis for the abstract that you will submit to the Graduate School with your final dissertation draft. The requirements for that abstract include the following:

- No more than 350 words
- Single-spaced on one page
- Each paragraph indented two spaces
- This abstract will be a much revised and condensed version of the project description you provided for your prospectus. Its goals and components are the same.

Style and Format

Your dissertation should adhere perfectly to the discipline standards, which for English can be found in the *MLA Style Manual and Guide to Scholarly Publishing*. Please use the most recent edition. You may also find the *Handbook for Writers of Research Papers* useful. Both books are available at mla.org, as well as from many other booksellers.

You should consult carefully with your committee chair about the organization of your dissertation. A scholarly dissertation is normally organized into chapters of at least twenty pages, often preceded by a separate introduction. A review of prior scholarship on the topic

should be included either in the introduction or elsewhere. The simplest organizational scheme is text-based; each chapter focuses on a single text (or set of texts) to be discussed. However, your argument may be better served by a concept-based organization, where individual chapters focus on specific issues or ideas which you address through analysis of your chosen texts. The USD English Department does not have any hard and fast rules about the required length of a scholarly dissertation. Every critical project imposes different research demands upon the writer. However, you should aim for a dissertation that is between 175-225 pages in length.

The Defense

When the chair of your committee agrees that your dissertation is complete and copies have been provided to the members of your committee, the committee chair (in consultation with you and the other committee members) will schedule a two-hour oral defense. All defenses must be conducted in person on the USD campus.

You will probably be asked for an oral statement of the important elements and contributions of your dissertation; unless otherwise instructed, try to keep your statement to less than fifteen minutes. You may also be asked to clarify or expand or reconsider or otherwise comment on the ideas and material of your dissertation. You may invite professors not on your committee to your defense, but remember that discussions will be more focused with a smaller group. The dissertation defense is graded pass/fail. If the committee members judge your performance unsatisfactory, they may ask you to rework portions of your dissertation, as well as to repeat the defense. Even if you pass your defense, your committee is likely to suggest revisions.

You should provide your committee with your dissertation well in advance of the defense date so as to allow time for a careful reading of your work. You should consult with your chair about the amount of time necessary, but in most cases, you should allow at least a month for committee members to read and respond to your dissertation. Your exam should be scheduled at least a week before Graduation Approval Forms are due. You are responsible for providing your committee with a Graduation Approval Form, completed and ready for signatures, at the defense. You must also bring to the defense the signature page of your dissertation for your committee members to sign. For reference, you should bring a copy of your dissertation and a copy of your Program of Study as well.

Submitting the Dissertation to the Graduate School

Prepare the final version of your dissertation according to the guidelines posted on the Graduate School website. You should submit your dissertation online using ProQuest at <http://www.etdadmin.com/sdakota>.

Examples

You might wish to consult past dissertations for insight into both content and formatting issues. Copies are available through Dissertation Abstracts Online, a database which provides full-text access to all dissertations submitted since 1997. This database may be accessed through the USD Library's website.

GRADUATE STUDENT POLICIES

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC PROGRESS AND REGISTRATION

Students who have completed all coursework and are working toward completion of a thesis or dissertation should register for zero-credit sustaining courses (ENGL 799D - Thesis Sustaining or ENGL 899D - Dissertation Sustaining) in order to maintain their enrollment status within the degree program. Likewise, students who are unable to register for any credit in a semester should register for zero-credit sustaining courses (ENGL 700D - Program Sustaining or ENGL 800D - Program Sustaining). Students who do not maintain continuous enrollment may be required to reapply for admission before resuming their program of study.

ACADEMIC STANDING AND INCOMPLETE GRADES

The 2011-2012 Online Graduate Catalog includes the following: "In addition to overall satisfactory performance, graduate students must maintain a 'B' average in all work included in the program of study submitted for their degrees, with no more than one-third of the credit hours with grades of 'C.' No grade below a 'C' is acceptable for graduate credit." The Graduate Catalog further states, "If a student has more than one course of unsatisfactory work and/or has not maintained a 3.0 graduate GPA, The Graduate School may place the student on probation and/or dismiss him/her. Degree programs review academic standing of all their graduate students each term, notifying students directly of academic probation or dismissal. The Graduate Dean is copied on all student communication. A graduate student may be recommended for dismissal from the program at any time for failure to meet the degree program's or The Graduate School's standards of academic performance and progress."

In addition, the faculty of the English Department has approved a policy on incomplete grades and academic standing. Graduate students in the English Department who have three or more incompletes on their transcript will not be considered in good academic standing. Transcripts will be audited by the Graduate Studies Coordinator prior to the start of each term (fall, spring, summer), and students with three or more incompletes will be notified in writing that they have been placed on probation. In order to return to good academic standing and be removed from probation, students must have no more than one incomplete remaining on their transcript by the end of that term. If at the end of that term more than one incomplete remains, they will not be permitted to enroll in classes until they have returned to good standing. (For purposes of this policy, summer will count as one term regardless of the number of summer sessions. Incomplete grades for MA thesis or PhD dissertation hours will be excluded from this policy.)

LEAVE OF ABSENCE AND PROGRAM SUSTAINING COURSE REGISTRATION

If for any reason you need to suspend your graduate education for one semester or more, the Graduate School requires that you fill out a Leave of Absence form, which is available on their website. After the leave of absence has been granted by the English Department and the Graduate School, you should register for English 700 (for MA students) or English 800 (for PhD students). These courses are free, but they enable you to retain your library privileges and email account. In addition, they will enable you to return to the program without reapplying.

ORAL EXAMS AND DEFENSES

All MA thesis defenses or oral examinations and PhD dissertation defenses must be conducted in person on the USD campus. With the prior written approval of all committee members, PhD oral examinations (not dissertation defenses) may be conducted via the Dakota Digital Network (DDN) or other video-conferencing systems. In such cases, the student is responsible for all arrangements for the video conference with Information Technology Services, including reserving the proper on-campus facilities.

ACADEMIC INTEGRITY

The College of Arts and Sciences considers plagiarism, cheating, and other forms of academic dishonesty inimical to the objectives of higher education. The College supports the imposition of penalties on students who engage in academic dishonesty, as defined in the "Conduct" section of the University of South Dakota Student Handbook.

No credit can be given for a dishonest assignment. At the discretion of the instructor, a student caught engaging in any form of academic dishonesty may be:

- a. Given a zero for that assignment.
- b. Allowed to rewrite and resubmit the assignment for credit.
- c. Assigned a reduced grade for the course.
- d. Dropped from the course.
- e. Failed in the course.

Adopted by vote of the faculty of the College, April 12, 2005

Addendum to the Academic Integrity Policy

Graduate students are expected to conduct themselves honestly and professionally both within and outside the department. Graduate students who engage in dishonest conduct in their professional relationships, including in the production and submission of theses, dissertations, and work for publication, may be subject to sanctions, including but not limited to removal of departmental funding or dismissal from the program.

Evidence submitted in substantiation of a case of questionable conduct must be explicit, specific, and well-documented. Students who feel they have been unfairly treated in such cases should refer to the Graduate Student Grievance Procedure in the USD Graduate Catalog.

Adopted by vote of the English Department faculty, February 5, 2001

Students who have engaged in academic dishonesty may be referred to the Graduate School for violation of the Student Code of Conduct.

ACADEMIC APPEALS

All students may appeal an academic decision involving such matters as final course grades and dismissal from the program. Appeals must be initiated by the student through discussion with the individual responsible for the decision. For grades, students should contact the appropriate faculty member; for decisions regarding the program, students should contact the Coordinator

of Graduate Studies and the Chair of the English Department. The student must have this discussion within 30 calendar days of being notified of the decision that is being appealed. If notification occurs within 15 calendar days of the end of a term, the discussion must occur at the latest within 15 calendar days of the start of the next term. If a student wishes to pursue the appeal following this discussion, he or she should submit an Academic Appeal form (available from the Graduate School) within 5 working days of the meeting. Further information about the Academic Appeals process is available in the Graduate Catalog.

PROFESSIONAL DEVELOPMENT

GRADUATE STUDENT ADVISORY COMMITTEE

The Graduate Student Advisory Committee, which consists of two PhD students and three MA students, meets approximately once a month during the school year with the Coordinator of Graduate Studies and the Department Chair to discuss policies, issues, or questions related to the English graduate programs. At the beginning of the academic year, all graduate students are encouraged to volunteer to serve on the GSAC, and a committee is appointed by the Coordinator of Graduate Studies. Before each meeting, any graduate student may contact one or more GSAC members with any questions or concerns to be raised by the committee. Service on this committee provides graduate students with an opportunity to provide and receive feedback on issues related to the English Department and the University and to participate in the formation and administration of departmental policies and procedures.

DEPARTMENTAL COLLOQUIA

The Department regularly sponsors colloquia featuring presentations by faculty, students, and visiting scholars or writers. PhD students are expected to attend all departmental colloquia. MA students are strongly encouraged to attend as part of their engagement with the discipline and their training in the field.

PROFESSIONAL WORKSHOPS

Each academic year, the Department offers a series of professional workshops for graduate students on a variety of topics, including publishing, participation in academic conferences, the academic job search, and other relevant issues. A schedule of each semester's workshops will be made available via the graduate student LISTSERVs and posted on the Department's website.

GRADUATE STUDENT RESEARCH

Graduate students are strongly encouraged to pursue professional opportunities as part of their training in the discipline, including membership and service in professional organizations and scholarly societies, conference presentations, and publication in peer-reviewed journals. Some travel funding for students who have had a paper accepted at an academic conference may be available from the Graduate School, the Office of Research, or the English Department. Students should contact the Chair to request research funding.

GRADUATE STUDENT TRAVEL

The USD Department of English will make every effort to reimburse graduate students for expenses they incur while traveling to present their work at conferences. The following policies apply:

- All reimbursement is subject to the availability of funds and to the approval of the Department Chair.
- A formal request for funding must be approved by the English Department chair and several other University administrators prior to departure. Students are strongly urged to notify the Department of their plans as early as possible, and to submit travel request forms at least six weeks before the start of their trip. Each travel request form must include a budget and a justification for the trip; ordinarily, the justification should consist of one or two paragraphs explaining the specific professional benefits of participation.
- Receipts and other documentation must be provided in accordance with University accounting procedures.
- Before seeking support from the English Department, students are expected to apply for any appropriate funding competitions sponsored by the Graduate School, Office of Research, or other University entity.
- No student will receive more than \$800 in reimbursement from the English Department in any academic year.
- Reimbursement will not be provided for more than two trips in any academic year.
- Students attending national conferences (or similarly large/reputable regional conferences) may be reimbursed for up to \$400 in expenses. Those attending regional or graduate-student conferences may be reimbursed for up to \$200.
- Expenses will not normally be reimbursed for students who are not presenting.
- Per diem will not be provided.
- Membership fees will not be reimbursed, even when membership is a requirement for registration.

GRADUATE FACULTY

2011-2012

Edward Allen, PhD, Ohio University, 1989. Associate Professor: Creative Writing (Fiction), Contemporary Literature.

James J. Balakier, PhD, Ohio University, 1982. Associate Professor: Renaissance and Eighteenth-Century British Literature, Modernism.

Jason Berger, PhD, University of Connecticut, 2009. Assistant Professor: Colonial and Antebellum American Literature, American Studies, Critical Theory.

David Chan, MFA, Fiction/Creative Writing, University of California, Irvine. MFA, Poetry/Creative Writing, Syracuse University. Visiting Creative Writer: Creative Writing (Fiction, Poetry, Creative Non-Fiction), Contemporary American Literature, Graphic Novel.

John Dudley, PhD, Tulane University, 2000. Associate Professor: Nineteenth- and Twentieth-Century American Literature and Culture, Gender Studies, Realism and Naturalism, African American Literature.

Darlene Farabee, PhD, University of Delaware, 2007. Assistant Professor: Sixteenth-and Seventeenth-Century British Literature, Shakespeare, Drama and Performance, Early Modern Travel Narratives.

Ronald Ganze, PhD, University of Oregon, 2004. Assistant Professor: Medieval Literature, Film Studies.

Emily Haddad, PhD, Harvard University, 1997. Professor: Nineteenth-Century British Literature, Modernism, Postcolonial Literature.

Lee Ann Roripaugh, MFA, Indiana University, 1996. Professor: Creative Writing (Poetry), Twentieth-Century American Literature, Asian-American Literature, Contemporary Poetry.

Dennis Sjolie, EdD, The University of South Dakota, 1995. Associate Professor: ESL, TESOL, Multicultural Communication, Curriculum Development.

Sarah Townsend, PhD, University of California-Berkeley, 2011. Assistant Professor: Modern and Contemporary Irish and British Literature, Nationalism and Globalization, Postcolonial Literature and Theory.

Skip Willman, PhD, Indiana University, 1998. Associate Professor: Critical Theory, Twentieth-Century American Literature, Postmodernism.

SAMPLE FORMS

MA DEGREE CHECKLIST

NAME: Joelle Van Dyne

Coursework:

	SEMESTER	COURSE NUMBER	COURSE TITLE	CREDIT HOURS
	Fall 2009	ENGL 795	Practicum in English	2
	Fall 2009	ENGL 786	Literary Criticism	3
	Fall 2009	ENGL 702	MA Research Methods	1
	Spr 2010	ENGL 795	Practicum in English	1
	Spr 2010	ENGL 755	Seminar: Western Regional Literature	3
	Spr 2010	ENGL 733	Seminar: Nineteenth-Century Studies	3
	Fall 2010	THEA 513	Shakespeare I	3
	Fall 2010	ENGL 552	Colonial American Literature	3
	Fall 2010	ENGL 535	The 18 th -Century Novel	3
	Spr 2011	HIST 550	American Colonial Period	3
	Spr 2011	ENGL 798	Thesis	6
			Total Credit Hours:	31

Distribution:

Group One: Early British Literature (two of three areas)					
a.) Medieval		b.) Ren./Shakespeare	THEA 513	c.) Rest./18 th Cent.	ENGL 535
Group Two: Later British or American Literature (two of three areas)					
a.) 19 th Cent. British	ENGL 733	b.) American to 1914	ENGL 755	c.) Amer/Brit since 1914	
Group Three: Language, Writing, and Pedagogy (one of three areas)					
a.) Ling/Hist. Lang.		b.) Comp/Ped/TESOL	ENGL 795	c.) Creative Writing	
Group Four: Literary Criticism (one of the following courses)					
ENGL 584 (Literary Criticism)		ENGL 585 (Contemporary Criticism)		ENGL 587/PHIL 524 (Aesthetics)	ENGL 786 (Literary Criticism) X

Seminars:	ENGL 733	ENGL 755	ENGL 786
Multicultural/Gender Requirement:	ENGL 552		

Related Area Requirement for TESOL (include course numbers)*:

Linguistics (two):	Multicultural Comm.:	Reading:
Education:	Curriculum Design:	Speech Comm.:

* TESOL students only: include the courses used to fulfill each TESOL requirement.

PHD DEGREE CHECKLIST

NAME: Hal Incandenza

Required Courses				
	Bibliography	ENGL 802	<i>Bibliography and Research</i>	3
	Multicultural	ENGL 801	<i>Multicultural Literature</i>	3
	Linguistics	ENGL 790	<i>Sem: Language Studies (As MA Student)*</i>	
	Lit. Crit. #1	ENGL 786	<i>Seminar: Literary Criticism</i>	3
	Lit. Crit. #2	ENGL 585	<i>Contemporary Criticism</i>	3
Total Required Credit Hours:				12 [†]
Core Courses				
	SEMESTER	COURSE NUMBER	COURSE TITLE	CREDIT HOURS
	Fall 2007	ENGL 733	<i>Sem: 19th-Century Studies</i>	3
	Spr 2008	ENGL 734	<i>Sem: 20th-Cent: Magical Realism</i>	3
	Spr 2008	ENGL 734	<i>Sem: 20th-Cent.: James Joyce</i>	3
	Fall 2008	ENGL 554	<i>American Realism and Naturalism</i>	3
	Fall 2008	ENGL 792	<i>Topics: Colonial American Lit.</i>	3
	Spr 2009	ENGL 891	<i>Ind. Study: Contemporary Fiction[‡]</i>	3
	Sum 2009	ENGL 775	<i>Sem: Southern American Lit.</i>	3
	Fall 2009	ENGL 755	<i>Sem: Western American Lit.</i>	3
Total Core Credit Hours:				21
Other Courses				
	Spr 2009	ENGL 724	<i>Sem: Studies in Medieval Lit</i>	3
	Spr 2009	ENGL 782	<i>Sem: Writing Short Fiction</i>	3
Total Other Credit Hours:				6
Total Credit Hours of Coursework:				39

Language Requirement: <i>French, Translation Exam[§]</i>	Date: 11/15/09
Written Exam #1 Area: <i>20th Century American Fiction^{**}</i>	Date: 12/06/09
Written Exam #2 Area: <i>The Postmodern Novel</i>	Date: 4/11/10
Written Exam #3 Area: <i>Thomas Pynchon</i>	Date: 7/21/10
Oral Examination	Date: 8/25/10

* If you have fulfilled this requirement at the MA level, indicate this here.

† The total here will be either 12 or 15, depending on the Linguistics requirement

‡ When registering for Independent Study courses, include a title that describes the content, and include this information here.

§ List the language, the method used to fulfill the requirement, and the date completed.

** For each exam, list the topic and the date you took the exam.



**PROGRAM OF STUDY
Masters Degree**

The University of South Dakota.

GRADUATE SCHOOL

NOTE: 1) All transfer credit must be accompanied by a Transfer Credit Approval form and an OFFICIAL transcript. All signatures are the responsibility of the student to obtain.

A copy of this completed form should be given to the graduate advisor in your department.

Hand-written forms will not be accepted.

Name Franklin Evans Student ID/SSN 654321

Expected Date of Graduation 5/11

Degree MA Major/ Department English

Plan A(Thesis) Plan B(Non-Thesis)

Courses in Major Field

Prefix	Number	Title	Grade	Semester Hours	Institution
ENGL	755	Seminar: Western Regional Literature	A	3	USD
ENGL	786	Literary Criticism	B	3	USD
ENGL	535	The 18 th Century Novel	A	3	USD
ENGL	733	Seminar: Nineteenth Century Studies	A	3	USD
ENGL	795	Practicum in English	A	3	USD
ENGL	702	MA Research Methods	A	1	USD
ENGL	552	Colonial American Literature	IP	3	USD
ENGL	798	Thesis [†]		6	USD
Total Major				25	

Hours

Supporting Course Work[‡]

THEA	513	Shakespeare I	B	3	USD
HIST	550	American Colonial Period	A	3	USD
Total Supporting Hours				6	
Total in Program				31	

APPROVAL

Ignatius J. Reilly[§]
Committee Chairperson, Printed Name

Committee Chairperson, Signature

Committee Member

Department Chair^{**}

Committee Member

Dean of the Graduate School

* Include courses in progress, indicating "IP" for the grade.

† Include thesis hours, leaving the grade blank.

‡ If you have taken any courses with a prefix other than ENGL, include these under "Supporting Course Work."

§ Include the name of your committee chair/advisor.

** It is not your responsibility to obtain the signatures of the Chair or the Dean. Obtain signatures from your committee members and submit this form to the Graduate Coordinator.



PROGRAM OF STUDY Doctoral Degree

The **U**niversity of South Dakota.

GRADUATE SCHOOL

NOTE: 1) All transfer credit must be accompanied by a Transfer Credit Approval form and an OFFICIAL transcript. All signatures are the responsibility of the student to obtain. A copy of this completed form should be given to the graduate advisor in your department. **Hand-written forms will not be accepted.**

Name Holiday Golightly Student ID/SSN 123456

Expected Date of Graduation May 2010

Degree AUD DPT EDD X PHD Major/Department English

Area of Specialization Literary Studies: Critical

Previous Degrees

Undergraduate Degree BA Major English GPA 3.8

College/University Wonderful College Date of Graduation May 2003

Masters Degree MA Major English GPA 4.0

College/University Astounding University Date of Graduation May 2006

APPROVAL:

 Ignatius J. Reilly*
Committee Chairperson, Printed Name

Committee Chairperson, Signature

Committee Member

Department Chair[†]

Committee Member

Dean of the Graduate School

Committee Member

Committee Member

* Include the name of your committee chair/advisor.

† You are not required to obtain the signatures of the Chair or the Dean. Obtain your committee members' signatures and submit to the Graduate Coordinator.

APPROVAL OF GRADUATE TRANSFER CREDIT

Committee Chairperson

COURSE WORK

Masters/Specialist Level

Courses in Major Field (if necessary, attach additional information in similar format)

Courses in Major Field*

Prefix	Number	Title	Grade	Semester Hours	Institution
ENGL	755	Seminar: Western Regional Literature	A	3	Astounding U.
ENGL	786	Literary Criticism	A	3	Astounding U.
ENGL	535	The 18 th Century Novel	A	3	Astounding U.
ENGL	733	Seminar: Nineteenth Century Studies	A	3	Astounding U.
ENGL	552	Colonial American Literature	B	3	Astounding U.
ENGL	795	Practicum in English	A	3	Astounding U.
ENGL	798	Thesis	A	6	Astounding U.
Total Major				24	
Hours					

Supporting Course Work

THEA	513	Shakespeare I	B	3	Astounding U.
HIST	550	American Colonial Period	A	3	Astounding U.

Total Master/Specialist Credits _____ 30 _____

Doctoral Level:

Courses in Major Field (if necessary, attach additional information in similar format)

Prefix	Number	Course Title	Semester Hours	Grade	Institution
ENGL	801	Multicultural Literature	3	A	USD
ENGL	802	Bibliography and Research	3	A	USD
ENGL	786	Sem: Literary Criticism	3	A	USD
ENGL	585	Contemporary Criticism	3	A	USD
ENGL	733	Sem: 19 th Cent. Studies	3	A	USD
ENGL	734	Sem: 20 th Cent. Studies	3	A	USD
ENGL	771	Sem: Gender Studies	3	B	USD
ENGL	775	Sem: Regional/Cultural Studies	3	A	USD
ENGL	792	Topics: Fitzgerald and Hemingway	3	A	USD
ENGL	891	Independent Study: Cont. Poetry	3	A	USD
ENGL	891	Independent Study: Harlem Ren.	3	A	USD
ENGL	727	Sem: 18 th Cent. Studies	3	A	USD
ENGL	898	Dissertation in English	15	†	USD

Supporting Course Work (if necessary, attach additional information in similar format)

Prefix	Number	Course Title	Semester Hours	Grade	Institution
LING	790	Sem: Language Studies	3	A	USD

Total Doctoral _____ 54 _____

Total Credit Hours _____ 84 _____

* Include all courses from your MA program of study.

† Leave Grade for Dissertation Hours blank.



The University of South Dakota.

APPLICATION FOR DEGREE (Submit to Graduate School)

GRADUATE SCHOOL

NAME *(Please type or print clearly, exactly as you wish it to be printed on your diploma)*

John _____ Joseph _____ McGraw _____
First Name Middle Initial Last Name

SEND DIPLOMA TO THE FOLLOWING ADDRESS West 155th Street and Eighth Avenue _____
New York, NY 10039 _____

Student ID# 654321 Major: English Specialization: Creative Writing

EXPECTED DATE OF GRADUATION Dec.: _____ May: x July/Aug: _____ Year: 2011

DEGREE

- _____ Doctor of Audiology
- _____ Doctor of Education
- _____ Doctor of Philosophy
- _____ Doctor of Physical Therapy
- _____ Specialist Degree in Education Thesis _____ Non-thesis _____
- x _____ Master of Arts Thesis x _____ Non-thesis _____
- _____ Master of Business Administration _____ Non-thesis _____
- _____ Master of Fine Arts
- _____ Master of Music Thesis _____ Non-thesis _____
- _____ Master of Natural Sciences
- _____ Master of Professional Accountancy
- _____ Master of Public Administration
- _____ Master of Science Thesis _____ Non-thesis _____

DEGREE(S) PRESENTLY HELD *(Bachelor's degree and higher):*

(Only degrees with official transcripts on file at USD will be printed in the commencement program)

Degree Earned: BA Institution: USD

Degree Earned: _____ Institution: _____

Degree Earned: _____ Institution: _____

HOME TOWN AND STATE *(required for commencement program)*

New York, NY

THESIS OR DISSERTATION TITLE *(if applicable)*

A Giant Among Men*

STUDENTS'S SIGNATURE _____

DATE _____

ADVISOR'S SIGNATURE[†] _____

DATE _____

* This is the title that will be included in the commencement program; if it changes after submitting this form, email the Graduate School.

† Sign this form and forward to your advisor/committee chair.



The University of South Dakota.

GRADUATION APPROVAL FORM

GRADUATE SCHOOL

DATE 4/11/10
 NAME Lily Bart STUDENT ID # 757473
 DEGREE MA MAJOR/PROGRAM English
 AREA OF SPECIALIZATION Literature
 EXPECTED GRADUATION DATE May 2011 ADVISOR Antonia Shimerda
Month Year

FINAL WRITTEN EXAMS

Not Required _____
 Required x Date Passed 1/22/11*
 Major Area English Related Area _____

FINAL ORAL EXAMS

Not Required _____
 Required x Date Passed 4/11/11†
 Major Area English Related Area _____

THESIS OR DISSERTATION APPROVAL

Not Required _____
 Required x Date Passed 4/11/11‡
 Thesis/Dissertation Grade[§] _____ Hours of Credit 6
 Thesis/Dissertation Title: Appetite for Deconstruction or Eating the Other (Donut): The Semiotics of Desire in Postmodern English Departments

SIGNATURES OF ADVISORY COMMITTEE

Antonia Shimerda
 Printed Name of Thesis/Dissertation Advisor

 Signature of Thesis/Dissertation Advisor

 Committee Member Signature

 Departmental Chairperson

 Committee Member Signature

 Graduate Dean

 Committee Member Signature

* Include the date of your MA Comprehensive Exams or your final PhD written exam.

† Include the date of your oral exam.

‡ Include the date of your defense.

§ For Plan A MA or for PhD: Leave the Grade blank for your Director/Committee Chair to fill in; For Plan B MA, indicate "not required."

DEADLINES FOR GRADUATION

All forms should be submitted to the Coordinator of Graduate Studies three business days prior to the Graduate School deadlines listed below.

The Graduate School deadlines may also be found on the USD Graduate School webpage entitled "Graduate Student Responsibilities & Deadlines." This page can be found through the following links on the USD Portal: Graduate School Home > Student Resources > Graduate Student Responsibilities & Deadlines.

Graduate School deadlines are subject to change. Please check online for updated information.

Form	Semester Of Graduation			
	Fall 2011	Spring 2012	Summer 2012	Fall 2012 (projected)
Degree Checklist	05/06/11	12/16/11	05/04/12	05/04/12
Program of Study w/committee members' signatures	09/19/11	01/27/12	05/25/12	09/21/12
Prospectus Approval	04/30/11	12/11/11	04/30/12	04/30/12
MA Written Examinations		01/21/12	01/21/12	01/21/12
Application for Degree w/advisor's signature	09/19/11	01/27/12	05/25/12	09/21/12
Last Date for Oral Examination or Defense	11/18/11	04/13/12	07/06/12	11/16/12
Graduation Approval Form w/committee members' signatures	12/09/11	04/27/12	08/03/12	12/07/12
Dissertation/Thesis submitted online to ProQuest	12/09/11	04/27/12	08/03/12	12/07/12