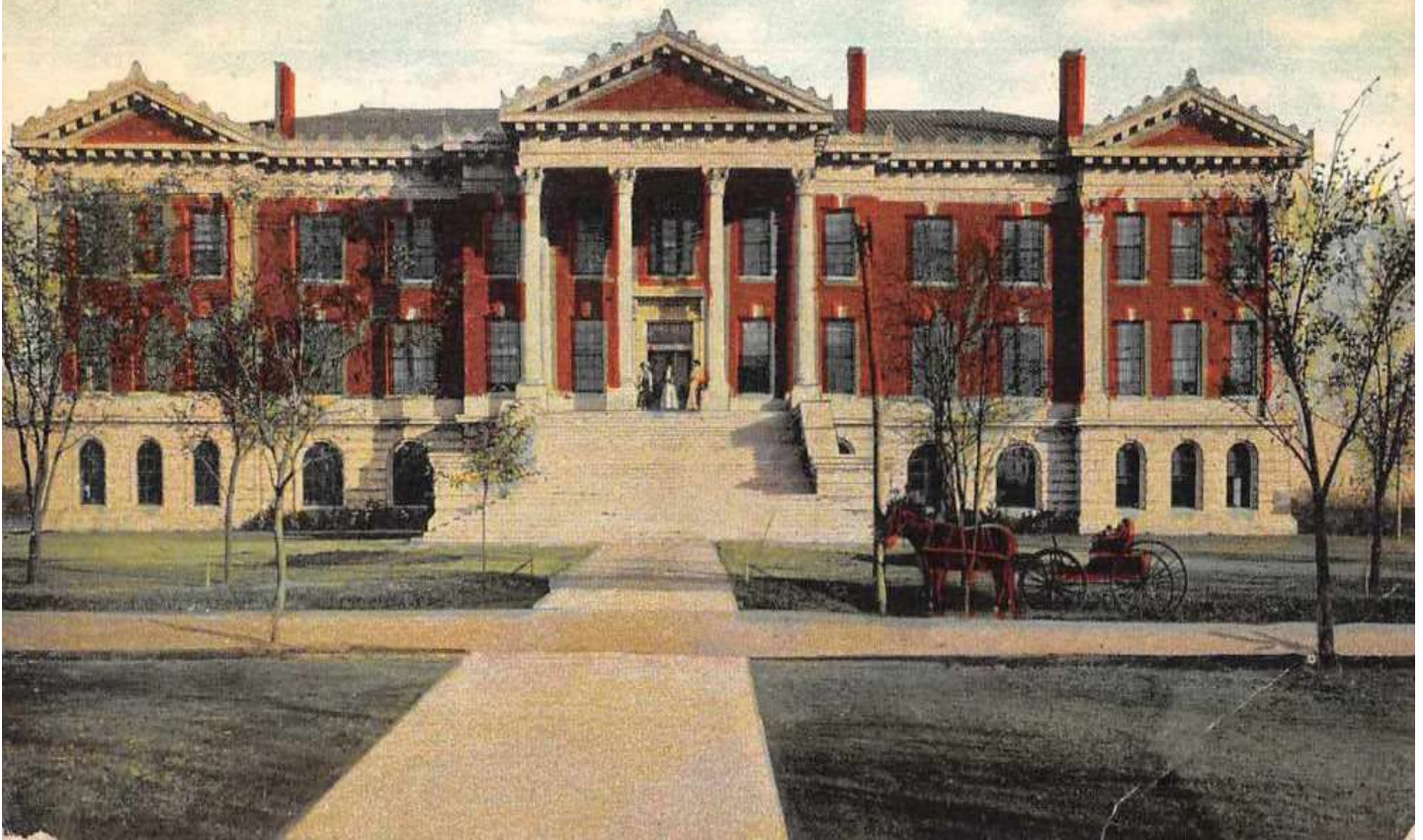


Morrill Hall, A. & M. College, Stillwater, Okla.

A3443



ENGLISH GRADUATE GUIDELINES

PHD IN ENGLISH 2025 –

2026

Graduate Office: 308 Morrill Hall

Email: englishgrad@okstate.edu

Graduate Program Personnel

Graduate Director

Lindsay Wilhelm
405-744-7691
314A Morrill Hall
lindsay.wilhelm@okstate.edu

Assistant to Graduate Director

Brenda Maxwell
405-744-9469
308 Morrill Hall
brenda.maxwell@okstate.edu

Graduate Office email: englishgrad@okstate.edu

English Department Head

Jeff Menne
405-744-6140
205B Morrill Hall
jeff.menne@okstate.edu

Associate Department Head

Steph Link
405-744-6232
109D Morrill Hall
steph.link@okstate.edu

Program Directors

TESL/Linguistics

Nicole Tracy-Ventura
405-744-6236
211B Morrill Hall
nicole.tracy-venturar@okstate.edu

Rhetoric and Writing Studies

An Cheng
405-744-9470
302B Morrill Hall
an.cheng@okstate.edu

Literature

Lisa Hollenbach
405-744-6227
311C Morrill Hall
lisa.hollenbach@okstate.edu

Creative Writing

Sarah Beth Childers
405-744-6226
109E Morrill Hall
sarah.beth.childers@okstate.edu

Screen Studies

Graig Uhlin
405-744-6261
311D Morrill Hall
grraig.uhlin@okstate.edu

Graduate Studies Committee

The Graduate Studies Committee consists of a representative from each of three areas:

Area A: Literature

Chelsea Silva
405-744-6218
201C Morrill Hall
chelsea.silva@okstate.edu

Area B: TESOL/Linguistics, Rhetoric & writing Studies

An Cheng
405-744-9470
302B Morrill Hall
an.cheng@okstate.edu

Area C: Screen Studies, Creative Writing

Gene Kwak
405-744-6837
309A Morrill Hall
gkwak@okstate.edu

The Graduate Director is a non-voting member.

The Graduate Faculty

See the English Department online faculty directory and telephone information:

<https://english.okstate.edu/people/faculty-profiles>

Michael Amory, PhD

michael.amory@okstate.edu

Pennsylvania State University

Applied Linguistics

TESOL

Gregory Brennen, PhD

gregory.brennen@okstate.edu

Duke University

Composition

Serial Media

British Literature

Kathleen Burns, PhD

kathleen.burns@okstate.edu

Duke University

American Studies

Literature 19th through 21st Centuries

An Cheng, PhD

an.cheng@okstate.edu

Pennsylvania State University

Phonetics, Phonology,

Writing Theory & Practices

Applied Linguistics

Sarah Beth Childers, MFA

sarah.beth.childers@okstate.edu

West Virginia University

Creative Writing: Nonfiction

Stephanie Choi, MFA

stephanie.choi@okstate.edu

University of Utah

Creative Writing – Poetry

Dinah Cox, PhD

dinah.cox@okstate.edu

Oklahoma State University

Creative Writing: Fiction

Lisa Hollenbach, PhD

lisa.hollenbach@okstate.edu

University of Wisconsin – Madison

American Poetry Post 1900

Shelby Johnson, PhD

Vanderbilt University

Shelby.l.johnson@okstate.edu

English Literature

Edward Jones, PhD

edward.jones@okstate.edu

Ohio University

Renaissance British Literature

Milton

Gene Kwak, MFA

gene.kwak@okstate.edu

University of Massachusetts

Creative Writing: Fiction

Lisa Lewis, PhD

lisa.lewis@okstate.edu

University of Houston

Creative Writing: Poetry

Stephanie Link, PhD

steph.link@okstate.edu

Iowa State University

TESOL

Applied Linguistics

Sara Loss, PhD

sara.loss@okstate.edu

University of Minnesota

Linguistics

Reanae McNeal, PhD

reanae.mcneal@okstate.edu

Texas Women's University

Multicultural Women's and Gender Studies

Jeff Menne, PhD

jeff.menne@okstate.edu

Vanderbilt University

Screen Studies – American

Timothy Murphy, PhD

tim.murphy@okstate.edu

UCLA

Post 1900 Literature and Cultural Studies
Critical Theory

Aimee Parkison, MFA

aimee@okstate.edu

Cornell University

Creative Writing: Fiction

Reva Sias, PhD

reva.e.sias@okstate.edu

Syracuse University

Composition and Cultural Rhetoric

Chelsea Silva, PhD

chelsea.silva@okstate.edu

University of California – Riverside

British Literature and Culture Pre-1500's

Stacy Takacs, PhD

stacy.takacs@okstate.edu

Indiana University

American Cultural Studies
Television Studies

Nicole Tracy-Ventura, PhD

nicole.tracy-ventura@okstate.edu

Northern Arizona University

Applied Linguistics
TESOL

Graig Uhlin, PhD

graiq.uhlin@okstate.edu

New York University

Screen Studies

Lindsay Wilhelm, PhD

lindsay.wilhelm@okstate.edu

UCLA

British and 19th Century Anglophone Literature

English Graduate Guidelines: PhD in English

Table of Contents

| | |
|---|-----------|
| Graduate Program Personnel | 1 |
| PhD in English | 7 |
| Application and Admission | 7 |
| Application Deadlines | 7 |
| Application Qualifications and Required Materials | 7 |
| English Proficiency (non-native speakers) | 8 |
| Changing Areas of Specialization | 8 |
| Graduate College Rules and Regulations | 9 |
| PhD Timeline | 9 |
| Advisor and Advisory Committee | 10 |
| Departmental Advisory Committee Form | 10 |
| Advisor | 10 |
| Advisory Committee | 10 |
| Committee Changes | 10 |
| Plan of Study | 11 |
| Planning Meeting | 11 |
| Submitting the Plan of Study | 11 |
| Review of Student Progress in the Program | 11 |
| TESOL & Linguistics | 11 |
| Rhetoric and Writing Studies | 11 |
| Literature | 12 |
| Plan of Study Changes | 12 |
| Ten Year Rule | 12 |
| Checklist for Plan of Study | 12 |
| Course Requirements | 12 |
| Introduction to Graduate Studies | 13 |
| Methods Courses for Teaching Assistants | 13 |
| Residency Rule | 13 |
| Required Hours at 5000/6000 Level | 13 |
| Transfer Hours | 13 |

| | |
|---|-----------|
| Independent Study | 13 |
| End of Semester Evaluations | 14 |
| Grade of “Incomplete” | 14 |
| The Interdisciplinary Emphasis | 14 |
| Creative Writing Curriculum | 15 |
| Literature Curriculum | 15 |
| Linguistics Curriculum..... | 15 |
| Language Requirement..... | 16 |
| Methods of Demonstrating Knowledge | 16 |
| Guidelines for Demonstrating Knowledge | 16 |
| Scheduling the Translation Test..... | 16 |
| Notices of Intent | 16 |
| Accommodations..... | 17 |
| Houston-Truax-Wentz Graduate Language Scholarship..... | 17 |
| PhD Qualifying Assessment | 17 |
| Assessment Areas | 17 |
| Required form (Notice of Intent)..... | 18 |
| Qualifying Examination..... | 18 |
| Qualifying Papers | 19 |
| Retakes | 20 |
| Appeals..... | 20 |
| Dissertation Prospectus and Doctoral Candidacy | 21 |
| Prospectus..... | 21 |
| Prospectus for Creative Writing | 21 |
| Admission to Candidacy..... | 21 |
| Dissertation | 21 |
| Dissertation Committee | 21 |
| Reading Procedure | 21 |
| Deadlines..... | 22 |
| Style | 22 |
| Defense Copy (Final Draft)..... | 22 |
| Final Copy..... | 22 |
| Dissertation Defense | 22 |
| Required Form (Intent to Defend) | 22 |
| Required form (Results of Final Defense) | 22 |
| Graduation..... | 22 |

| | |
|--|-----------|
| Student Tenure..... | 23 |
| Length of Financial Support for Teaching Assistants | 23 |
| Ineligibility for the PhD Degree | 23 |
| Appeals and Petitions | 23 |
| Consultation with English Department Graduate Coordinator..... | 24 |
| English Department Graduate Faculty Hearing..... | 24 |

PhD in English

The English Department grants one doctoral degree, the PhD in English. Students may, however, emphasize in their courses, their exams, and their dissertations a variety of areas: all periods of Anglophone Literatures, Native American Literature and Language, Creative Writing, Critical Theory, Screen Studies, Rhetoric and Writing Studies, Linguistics, Applied Linguistics/TESOL (Teaching English to Speakers of Other Languages). They may also choose an interdisciplinary emphasis. In consultation with their advisory committee, students devise an individualized curriculum that reflects their own intellectual interests and professional goals.

The PhD degree consists of 60 credit hours beyond the Master's degree. Fifteen to twenty of these hours are devoted to the dissertation. In addition to these hours, students must demonstrate reading knowledge of two languages other than English or mastery of one language; successfully complete PhD Qualifying Assessments in two areas; and pass an oral defense of the dissertation. A description of the degree requirements and regulations appears on the following pages.

Application and Admission

Admission to the PhD program in English requires a Master's degree from an accredited institution. Students with baccalaureate degrees who wish to pursue a PhD must submit evidence of an MA degree, or be admitted first to the MA program. Students may be admitted to a Plan of Study of 60 hours beyond the BA degree in certain exceptional circumstances with the support of the relevant programs and contingent on approval by the Graduate Studies Committee. Other qualifications appear below. Applicants should be mindful that meeting the minimum standards for admission does not guarantee admission.

Application Deadlines

- **Fall** – January 5 priority deadline with March 1 final deadline
- **Spring** – October 15th
- **Note:** Deadline for International students applying for Spring Admission is **August 1**.

All students will apply through the Graduate College website: <https://gradcollege.okstate.edu/apply/>. All of the required documents and materials will be uploaded to the electronic application.

Application Qualifications and Required Materials

- | | |
|-------------------------------|---|
| • GPA | Applicants should have an undergraduate grade-point average of 3.5 on a 4.0 scale, particularly in all graduate work. |
| • Undergraduate Major | Applicants must have a Master's in a field related to their Intended area of emphasis. Transcripts must be submitted. |
| • Recommendations | Applicants must submit at least three letters of recommendation That discuss the student's potential for success in graduate school. |
| • Statement of Purpose | Applicants must submit a written statement of approximately 250 words that identifies a proposed area of study, reasons for undertaking graduate study in this area, relevant work experience, and future career plans. |

- **Writing Sample**

Applicants must submit a writing sample: For students in Creative Writing, a short fiction or creative nonfiction manuscript (about 25 pages), ten poems, or an appropriate excerpt of a longer genre; for students in all other areas, a 10 to 20 page document written in a graduate course in an appropriate area of study.

The GRE exam is not required but students who have GRE scores are encouraged to submit them.

English Proficiency (non-native speakers)

Please note: The English Department admission requirements are **HIGHER** than Graduate College admission requirements. ***We Do Not Accept Duolingo English Proficiency results**

Applicants who are not native speakers of English *must* submit current scores from one of the following:

- **TOEFL ibt** – minimum overall score of 100, with minimum reading and writing subskill scores of 26
- **TOEFL ibt** - new scoring system as of January 2026. Minimum score of 5 out of 6 with minimum reading and writing band scores of 5
- **IELTS** - minimum overall score of 7.0, with minimum reading and writing band scores of 7.0

Please refer to the English Department website at: <http://english.okstate.edu/graduate-studies/applications-and-admissions> , for more information.

Changing Areas of Specialization

Students are admitted in particular areas of specialization. If a student wishes to move from one area of specialization to another (such as Literature to Rhetoric and Writing Studies), the student must submit an application to and receive approval for that change from the Admissions Committee. The application must include a new statement of purpose and a new writing sample which will be considered along with the rest of the student's graduate file. If the Admissions Committee does not grant the request, the student will have the option of continuing in the area of specialization into which he or she was originally admitted.

Applicants with an MA in English or an MA in English with TESL Option from OSU: Students who have either a general MA in English or an MA in English with an option in TESL from OSU and who wish to pursue a PhD in English at OSU must request that the English Graduate Office submit an admissions dossier to the Admissions Committee. The dossier will include copies of the MA Qualifying Examination or the MA/TESL exam (the questions, student responses, and readers' reports), and all end-of-semester evaluations by faculty who have taught the applicants in graduate courses.

Students with an MFA or MA with Professional Writing Option from OSU: Students with either an MFA or MA with Professional Writing Option from OSU must follow the doctoral admissions procedure described for students whose prior degrees have been awarded by other institutions.

Admission to the MA program at OSU does not guarantee subsequent admission to the PhD program.

Graduate College Rules and Regulations

There are many rules and regulations affecting graduate enrollment, tenure, examinations, theses, and dissertations that are made by the Graduate Faculty of Oklahoma State University rather than the English Department. Among the rules students should familiarize themselves with are those governing academic dishonesty or misconduct, especially those dealing with plagiarism. It is the student's responsibility to become informed about all English Department, Graduate College, and University regulations.

The Oklahoma State University Catalog should be read closely by all those who are considering, or participating in, graduate studies in English at Oklahoma State University. Copies are available online at: <https://registrar.okstate.edu/University-Catalog>.

PhD Timeline

By the end of the second semester of enrollment (excluding summer sessions) the student must have:

- Taken the appropriate **ENGL 5013**: Introduction to Graduate Studies or, for Screen Studies students, **ENGL 5363**: Critical Approaches to Screen Studies: Theory and History
- Chosen an **advisor** and **advisory committee** and submitted the Departmental Advisory Committee Form to the English Graduate Office (<http://english.okstate.edu/graduate-studies/graduate-forms>)

Before Taking PhD Qualifying Examinations (Creative Writing, Literature, Critical Theory, and Screen studies), the student must have:

- Completed the **Planning Meeting** and **Plan of Study (by the end of third semester, excluding summers)**
- Submitted to the English Graduate Office reading lists for two exam areas approved and signed by the student and all members of each subject area
- Completed the **language requirement** and submitted appropriate documentation to the English Graduate Office (The language requirement must be completed before taking the PhD Qualifying Examination or defending a dissertation)
- Maintained a GPA of 3.5 or above on all graduate course work beyond the master's degree
- Enrolled in last semester of course work
- Submit a **Notice of Intent to Take Qualifying Examination form** to the English Graduate Office no later than the end of the second week of classes in the semester exams will be taken

Before Defending PhD Qualifying Papers (Rhetoric and Writing Studies, Creative Writing, Literature, Critical Theory, and Screen studies), the student must have:

- Completed the **language requirement** and submitted appropriate documentation to the English Graduate Office (The language requirement must be completed before taking the PhD Qualifying Examination or defending a dissertation)
- Maintained a GPA of 3.5 or above on all graduate course work beyond the master's degree
- Filed an approved **plan of study**, with the Graduate College (<https://gradcollege.okstate.edu/resources/current-student-resources.html>)
- Submitted to the English Graduate Office a **Proposal for Topic for Qualifying Paper form**, approved and signed by all the members of the advisory committee, **no later** than the second week of the semester in which the paper is to be defended

- Submitted a **Notice of Intent to Defend a Qualifying Paper** form to the English Graduate Office **no later** than three weeks before the defense date

Before Student is Eligible to Graduate, the student must have:

- Successfully completed two Qualifying Assessments
- Completed and filed the Admission to Candidacy Form via the Graduate College portal (<https://gradcollege.okstate.edu/resources/current-student-resources.html>) and completed at least 10 hours of dissertation (6000) after admission to candidacy and/or filed for candidacy at least six months prior to graduation
- Completed the Application for Graduation and Graduation Clearance Form (<https://gradcollege.okstate.edu/resources/current-student-resources.html>). If your graduation is delayed you must fill out a Diploma Application Extension Form at <http://registrar.okstate.edu/Forms>. Meet all other Graduate College deadlines and requirements
- Passed oral defense of dissertation and turned in the signed Results of Final Defense form via the Graduate College portal found here: <https://gradcollege.okstate.edu/resources/current-student-resources.html>
- Submitted the final copy of dissertation to the Graduate College in accordance with the format guidelines at: <http://gradcollege.okstate.edu/student/thesis/default.html>

Advisor and Advisory Committee

All graduate students select an individual advisor and an advisory committee to guide them in completing their degrees.

Departmental Advisory Committee Form

After you have formed an advisory committee, submit the Departmental Advisory Committee Form (<http://english.okstate.edu/graduate-studies/graduate-forms>) to the English Graduate Office.

Advisor

Students are encouraged to choose an advisor by the end of their first semester of course work, but if that is not possible, students should select an advisor by the end of their first year of graduate study. An advisor of a PhD student may be any member of the graduate faculty of the English Department; in most cases, the advisor has expertise in the subject matter area in which the student plans to specialize.

Advisory Committee

The doctoral advisory committee will normally consist of the student's major advisor as committee chair and at least two additional members of the English Department's graduate faculty and one member of the graduate faculty from outside the English Department. All of the English departmental members should have been chosen by the time of the planning meeting.

Committee Changes

To change an advisor and or advisory committee, go to:

<https://gradcollege.okstate.edu/resources/current-student-resources.html> and then to Plan of Study link.

This form is totally online so student will need to notify the English Graduate Office if a change in advisory committee has been made.

Plan of Study

Planning Meeting

The student and the full advisory committee will meet to discuss the student's preparation, professional goals, and plans for graduate study. The plan of study meeting will include a review of student progress, a discussion of program requirements, and a discussion of the plan of study.

Submitting the Plan of Study

Following the plan of study meeting, the student will complete and submit the plan of study online at: <https://gradcollege.okstate.edu/resources/current-student-resources.html> and the advisory committee and the Graduate Director will sign electronically.

Time to Degree

Graduate College guidelines stipulate the maximum amount of time that students may take to finish their degree, which varies according to degree or certificate program. Information on time to degree requirements and petitions for extension may be found here: <https://catalog.okstate.edu/university-academic-regulations/#text>

Review of Student Progress in the Program

The student and the committee will first review the student's progress and discuss any concerns to date. In cases where the committee notes major areas of concerns, the student will develop a plan for how those concerns should be addressed going forward, which must be approved by the committee.

Students need to have the following sets of documents ready for this meeting:

- End of semester evaluations for the first year of study, which the student should request the English Graduate Office to provide to their advisory committee at least two weeks before the scheduled meeting
- Program specific review documents, as listed below

In addition, the student and committee should agree upon:

- A Plan of Study
- Fulfillment of the language requirement
- Tentative plans for the PhD Qualifying Assessments and Examinations (if required)
- Tentative plans for the dissertation

TESOL & Linguistics

Students must provide two documents to their advisory committee at least two weeks in advance of the review meeting:

1. A research plan and professional assessment
2. A course paper or project

In the research plan and professional assessment (500 to 1,000 words) you should describe, as specifically as possible, the problem or issue you are interested in studying, how you plan to study it, and why a better understanding of such a problem or issue matters. You should also describe the skills and knowledge you bring to this problem, identify the areas in which your skills require further development, and outline a plan for strengthening these areas. Finally, provide a brief statement of your professional and career goals.

For the course paper or project, students should submit what they feel is their strongest writing sample from the courses they have taken thus far. Your submittal should be roughly the length of a seminar paper, and should demonstrate your ability to: (a) pose a question in the field of linguistics or applied linguistics within some framework of current research; (b) collect, organize, and analyze empirical evidence that bears upon that question; and (c) present your work in a way that successfully communicates your research to other linguists or TESOL professionals. Either a theoretical or descriptive study would be appropriate; a literature review is also acceptable as long as it poses and answers a question.

Rhetoric and Writing Studies

Students must submit what they feel is their strongest writing sample from the coursework they have taken (something around the length of a seminar paper) and a self-assessment and reflection to their advisory committee at least two weeks in advance of the review meeting. The self-assessment and reflection (cover letter, maximum of 2-pages single spaced) should detail what they have done in their first year, as well as what their aims and goals are moving forward. This should be a space for students to reflect on their intellectual/scholarly growth as well as their career aims and pursuits. This should also include discussion of accomplishments to the point, areas they want to develop/improve upon, and their projected intellectual development as PhD students.

Literature

Students must submit a portfolio of coursework (seminar papers or other culminating assignments) to their advisory committee at least two weeks in advance of the review meeting. The advisory committee may request additional writing (for example, plans regarding the language requirement, qualifying exams, or dissertation) from the student. The evaluations and portfolio will also be reviewed by one Literature faculty member who is not a member of the student's advisory committee, either the Director of Graduate Studies, the Literature representative on the Graduate Studies Committee, or the Literature Program Director; that faculty member will notify the advisory committee of any concerns they have regarding the student's performance prior to the Plan of Study meeting so that those concerns may also be addressed.

Screen Studies

Students must submit to their advisory committee at least two weeks in advance of their meeting: a portfolio consisting of a professional self-assessment and two writing samples from their coursework. The professional self-assessment (1-2 pages single-spaced) should offer a reflection on their performance in the first year of study, identify research area(s) for comprehensive exams and a prospective dissertation topic, and indicate professional goals. Follow-up on any areas of concern can be addressed at the Plan of Study meeting.

Plan of Study Changes

Changes to the plan of study can be made with the approval of the advisory committee. A revised plan should be submitted to the Graduate College *at the beginning of the intended semester of graduation*. Changes can be made here: <https://gradcollege.okstate.edu/resources/current-student-resources.html>.

Checklist for Plan of Study

- Minimum of 60 hours beyond master's degree
- At least 40 hours of course work at the 5000/6000 level, not including dissertation hours
- All courses must be taken for graduate credit
- Maximum of 30 transfer hours, with no more than 9 credit hours from a non-doctoral granting department
- Of the 60 hours required for the PhD, a minimum of 15 hours and maximum 20 hours are devoted to the dissertation, with no more than 9 dissertation hours in a single semester
- No course work may be included if it was previously used to complete requirements for another degree (with the exception of the TESOL Certificate)
- The plan of study must be signed electronically by the advisor, committee members and the Graduate Director

Course Requirements

The PhD program consists of 60 hours of credit beyond the 30 hours that satisfy the requirements for the MA. Of these 60 hours, a maximum of 20 hours are devoted to the dissertation.

Introduction to Graduate Studies

All students must complete this course or its equivalent by the end of their second semester in the doctoral program. **Students in Literature and Creative Writing** take one section of ENGL 5013: Introduction to Graduate Studies; **students in Linguistics, Applied Linguistics/TESOL, or Rhetoric and Professional Writing** take a different section. **Students in Screen Studies** take ENGL 5363: Critical Approaches to Screen Studies. Students who believe that they have already taken a course equivalent to ENGL 5013 or ENGL 5363 may petition the Graduate Director to have that requirement waived. The student's petition should include a letter asking for the waiver and containing reasons for the request, a copy of the syllabus from the previous course, and any papers or assignments done for that course. The Graduate Director will then pass the request to those professors teaching ENGL 5013 or ENGL 5363 for an evaluation and written recommendation. Upon receiving the recommendation, the Graduate Director will affirm or deny the petition and notify the student and the student's advisor. Each case will be judged on its own merits, regardless of whether the same course number at the same institution has been recommended as an equivalent course before.

Methods Courses for Teaching Assistants

Teaching assistants must take an appropriate pedagogy course or courses in their first semester of teaching at Oklahoma State University. These hours may be counted as part of the total hours of course work.

Residency Rule

The University requires that doctoral students be in residence for a minimum of one year of the last two years of course work, and that a minimum of 30 semester credits be taken in residence at Oklahoma State University (i.e., 30 semester hours of credit approved by the Board of Regents for resident credit). Students may do research for the degree in absentia by writing a letter asking approval from the advisor and Dean of the Graduate College (a copy of the letter is given to the Department's Graduate Director).

Required Hours at 5000/6000 Level

Doctoral students must complete at least 31 course hours at the 5000/6000 level. This total may not include dissertation hours.

Transfer Hours

A student's advisory committee will determine the number of transfer credit allowed (a maximum of 30 hours from another doctoral-granting department, a maximum of 9 hours from a non- doctoral granting department). Hours used toward another degree are not transferable.

Independent Study

Independent Study courses may be occasionally arranged with an instructor when no regular graduate course on the desired topic is available during the student's expected tenure. Each of the two course numbers (ENGL 5120 and ENGL 6120) may be used for up to six credit hours per semester and no more than nine hours total per course number. All students requesting an Independent Study course must hold a meeting with their advisory committee and receive approval by the members of the committee. Special forms must be used by those who wish to enroll in such courses. ***These forms are available on the forms page of the English Graduate website. This form should be submitted no later than the end of the first week of graduate enrollment period prior to the semester in which the Independent Study course is taken.*** A student who has completed their second semester in a degree program (excluding summer sessions) but does not have an approved plan of study on file in the Graduate College may not arrange an Independent Study.

The Graduate Studies Committee will evaluate applications for Independent Study in accordance with the following criteria and procedure:

1. Has the student's advisory committee approved the course?
2. Has the student taken regularly offered courses related to the subject?
3. Is the Independent Study unlikely to have a negative impact on enrollment in concurrent or immediately subsequent course offerings?
4. Does the Independent Study fill a gap in the student's curriculum? Or is the specific course content unlikely to be offered during the student's expected tenure?
5. Are the materials clearly listed?
6. Is the work appropriate for the number of credit hours requested?
7. Is the list of assignments and percentages awarded to each clearly explained?
8. Is the schedule of conferences sufficiently specific?

If all eight questions may be answered affirmatively, the Graduate Director will send a written notice by email to the proposed instructor, who will then inform the student.

If one or more questions cannot be answered affirmatively, the Graduate Director will contact the proposed instructor in an effort to clarify and/or resolve the problem(s). If no resolution can be reached, the Graduate Director will inform the proposed instructor of the denial and the reason(s) for the denial in writing. The proposed instructor will then inform the student.

End of Semester Evaluations

All graduate students will be evaluated in writing at the end of each semester by the professors with whom they have taken courses. ***These evaluations are kept on file in the English Graduate Office and are available for the students to read.***

Grade of "Incomplete"

The following regulations apply to students who receive what at OSU is termed the "composite incomplete" grade ("IA", "IB", "IC", "ID", or "IF") for any of their course work within the English Department:

- Students must complete course work within one calendar year, after which time the preliminary grade (expressed by the second letter of the composite) becomes permanent in accordance with University policy. Individual faculty members, however, may establish a shorter time limit for completing course work. Faculty will identify the time limits in the "remarks" dropdown of the electronic grade sheet.
- Teaching assistants or associates having more than three incomplete grades on their records will not be recommended for reappointment.
- Teaching assistants or associates having any incomplete grades on their records will not be recommended for summer employment.

Students should familiarize themselves with Section 6.2 of the University Academic Regulations found in the ***University Catalog*** found here: <https://registrar.okstate.edu/University-Catalog> for a full explanation of University policy governing incomplete grades.

The Interdisciplinary Emphasis

Students who choose to study in a second discipline may do so according to the following guidelines.

- Approximately one-third (up to 13 hours) of the course work may be taken outside the English Department
- Extra-departmental courses may be taken from departments that offer graduate study, preferably the PhD
- The other discipline pursued by a student must be related to and used in the dissertation, and a faculty member from the related department(s) must be on the advisory committee
- Students may not use another discipline as a Qualifying Exam area, but may submit a Qualifying paper in another discipline as a Qualifying Assessment in that area.

Creative Writing Curriculum

Creative Writing students may take up to 21 hours of workshop (allowed courses: **ENGL 5730** Seminar in Fiction Writing, **ENGL 5740** Seminar in Poetry Writing, **ENGL 5720** Seminar in Creative Nonfiction, **ENGL 6130** Studies in Fiction Writing, **ENGL 6140** Studies in Poetry Writing, **ENGL 6160** Studies in Creative Nonfiction, **ENGL 5780** Crafts and Forms of Poetry, **ENGL 5760** Craft and Forms of Prose) and 15 to 20 dissertation hours. The remaining hours must consist of other appropriate and required course offerings. Coursework that supports a student's development in existing strengths or in areas that complement the primary direction of a student's work is preferable since the remaining coursework generally assists students in preparing for their second qualifying area.

Occasionally, a student may show interest and talent in two genres. Such students may submit 10 poems or 20 manuscript pages of prose in the second genre—not the same one they used to apply to the program—to the faculty in that area as well as their faculty advisor, in order to be considered for eligibility to take both their qualifying exams in Creative Writing areas. Application should be made prior to completion of 15 hours of workshop so that the remaining hours may be taken in the second genre if necessary.

Literature Curriculum

To provide literature students with the opportunity to focus on a specific area of literature or theory, and to ensure the breadth of knowledge that makes such specialization meaningful, the following distribution of courses is suggested, in addition to other degree requirements:

- nine hours in a primary area, leading toward the PhD Qualifying Examination and the dissertation
- nine hours in a second area, usually leading toward a PhD Qualifying Assessment and related to the dissertation
- nine hours distributed among literature and theory courses not necessarily related to the PhD Qualifying Examination or the dissertation
- nine hours in different programs within the English Department--such as Creative Writing, Film, Rhetoric and Professional Writing, Composition, Linguistics, Applied Linguistics/TESOL, - or outside the department - such as History, Philosophy, or Sociology

Linguistics Curriculum

In addition to other requirements, students focusing on Linguistics must take nine hours as a core on which to build further study:

- ENGL 5143 (Descriptive Linguistics)
- ENGL 5133 (Phonetics and Phonology)
- ENGL 5153 (Syntax).

Students focusing on Applied Linguistics/TESOL must take:

- ENGL 5143 (Descriptive Linguistics) and additional courses as required by their advisory committee

Students who have demonstrated equivalent work at the MA level need not duplicate it.

Language Requirement

Methods of Demonstrating Knowledge

Students may fulfill the language requirement for the PhD in English with demonstrable knowledge in a language other than English by means of a departmental form (https://cas.okstate.edu/department_of_english/graduate_forms.html) on which the student's advisory committee affirms the student has met the language requirement in one of the following ways:

- Native proficiency in a language other than English
- A language translation test
- A three credit hour **upper division** undergraduate course
- A three credit hour graduate language course
- Written proof of a satisfactorily completing a language requirement for a Master's degree at another institution
- A year of residence and study in an area where the language is spoken
- Alternative methods approved by the student's committee

The language requirement must be fulfilled prior to taking the PhD Qualifying Examinations or defending the PhD Dissertation.

Guidelines for Demonstrating Knowledge

- Knowledge may be demonstrated by passing a translation test. The test consists of a total of three 250-300 word passages in one of the languages mentioned above, two from scholarly articles and one from a primary literature text. For Latin, Greek, or Old English, the test will consist of three primary texts. With access to a dictionary, students must translate any two of the passages. The test must be completed within the three hour time limit. Students who elect to take the translation test must consult with Graduate Director Studies for a list of approved languages.
- Knowledge may be demonstrated by taking one three credit hour **upper division** undergraduate course or one three credit hour graduate course. Students must receive grades of "B" or better in all specified courses to fulfill the requirement. See the Graduate director for information regarding such courses. Course work may be completed after enrolling in the OSU English Department Graduate Program.
- Knowledge can be demonstrated by providing written proof of satisfactorily completing a language requirement for a Master's degree at another institution. The documentation should be in the form of either **a)** a specific posting of the language requirement having been met on the student's transcript or, **b)** a letter from an appropriate official at the institution that awarded the Master's degree.
- Knowledge can be demonstrated by providing evidence of a year of residence and study in an area where the language is spoken.
- Knowledge can be demonstrated by alternative methods. Students must have the support of the student's departmental advisory committee.

Scheduling the Translation Test

Translation tests are arranged by the English Graduate Office. They are offered three times a year, at the beginning of the fall and spring semesters (typically the third Wednesday of the semester) and the summer test is held the Wednesday after the last day of the spring semester.

Notices of Intent

to take the test are due no later than the end of the first week of classes. The fee for the exam is \$40.00 and must be paid by check or money order (payable to the English Department) prior to the test date. Sample exams are available in electronic format from the English Graduate Office.

Accommodations

If you have a disability and need accommodation, options are available. The Graduate Office will work with students and the Office of Student Accessibility Services to provide reasonable accommodation so that fair opportunities are available to perform on this exam. If you have not done so already, please advise the Graduate Office of any access needs and potential beneficial accommodation.

Houston-Truax-Wentz Graduate Language Scholarship

The Houston-Truax-Wentz Stipend Committee invites applications for financial support for graduate students who are learning a language other than English to fulfill the OSU English Department's requirement. Because the Houston-Truax-Wentz endowment was established to enhance literary studies at OSU, Literature program students will be prioritized, but applications from students in all programs are welcome and will be given thoughtful consideration. Applications should include the following:

- 1) A statement identifying language goals, with indication of how the student will use funds to meet the language requirement.
- 2) A copy of acceptance or registration to a language program or course
- 3) A statement of support from the student's academic advisor
- 4) A budget (tuition, fees)
- 5) CV
- 6) Unofficial OSU transcript

The Stipend Selection Committee will consist of the Houston-Truax-Wentz Chair, the Literature Program Director, and the Graduate Coordinator. There will be two review cycles per year with deadlines of October 15th and February 15th for application materials (exceptions may apply). Each award will cover documented registration and/or tuition expenses up to \$750.

PhD Qualifying Assessment

Students must complete two Qualifying Assessments. Students qualifying in Literature, Creative Writing, Critical Theory, and Screen Studies will take an exam for each subject area according to the procedures described in "PhD Qualifying Exam," below. Students qualifying in Rhetoric and Writing Studies, Composition and Rhetoric, Professional Writing, Linguistics, Applied Linguistics/TESOL, will write, present, and defend a qualifying paper for each subject area according to the procedures described in "[PhD Qualifying Paper](#)," below.

Students must pass a total of two qualifying examinations, two qualifying papers, or one qualifying examination and one qualifying paper to complete the PhD qualification assessment requirement. Exams may be taken no earlier than the last semester of course work. Papers may be defended as soon as a student has fulfilled the language requirement.

Assessment Areas

The subject areas for the PhD Qualifying Assessment are:

- Literary Studies (may be taken as two areas)
- Screen Studies (may be taken as two areas)
- Practical Poetics, and Fictional Rhetoric, and Theory and Methods of Creative Nonfiction (may be taken as two areas pending approval from second subject area and advisor)
- Rhetoric and Writing Studies
- Composition and Rhetoric
- Professional Writing
- Digital Studies
- General Linguistics
- Language Variation and Change
- Applied Linguistics/TESOL

Required form (Notice of Intent)

PhD students undergoing a Qualifying Assessment in Literature, Creative Writing, Critical Theory, and/or Screen Studies take an examination in the area. Students must submit a Notice of Intent to Take Qualifying Examinations form to the English Graduate Office by the end of the second week of the semester in which the examination(s) is/are to be taken. (<http://english.okstate.edu/graduate-studies/graduate-forms>)

Qualifying Examination

Exam Areas

The subject areas for the PhD Qualifying Examination are:

- Literary Studies (may be used for both qualifying exams)
- Practical Poetics, and Fictional Rhetoric, and Theory and Methods of Creative Nonfiction (may be taken as two areas pending approval from second subject area and advisor)
- Screen Studies (may be used for both qualifying exams)
- General Linguistics
- Language Variation and Change
- Applied Linguistics/TESOL

Qualifying Examination Prerequisites

Before taking a PhD Qualifying Examination the student must have

- Fulfilled the language requirement
- Have a grade point average of at least 3.5 on all graduate work taken at OSU beyond the Master's degree (Grades received for courses used to satisfy the language requirement are not included in computing this)
- 3.5 grade point minimum; all other courses carrying graduate credit are included. (The grades from transfer hours, which are included on the approved plan of study, will also be calculated in this grade point average)
- Filed an approved plan of study with the Graduate College (<https://gradcollege.okstate.edu/resources/current-student-resources.html>)
- Submit a Notice of Intent to Take Qualifying Examinations form to the English Graduate Office by the end of the second week of the semester in which examinations are to be taken

Students must take the PhD Qualifying Examination before the oral defense of the dissertation and no earlier than their last semester of course work.

Exam Preparations and Format

Before enrolling in dissertation hours, students should consult with their advisor and establish a timeline for putting together their reading lists and taking their qualifying exam(s). Working with their advisory committee and appropriate faculty, students will first designate the one or two areas (based in genre, a body of theory, a particular issue, and/or a historical period) in which they wish to be examined. Students will then establish exam committees, consisting of three faculty members with expertise in the exam area(s). In consultation with the members of the exam committee(s), the student will compile a reading list for each exam. These reading lists may not overlap significantly.

The reading lists will reflect the need for a student's exam to be both comprehensive and specific to that student's individual research interests. The reading list(s) for students in **Literature** and **Creative Writing** must be approved and signed by the student and all members of each exam committee and then must be approved by the student's advisor. **Literature** and **Creative Writing** reading lists and **PhD Reading List Signature Page** must be submitted to the English Graduate Office no later than the last day of finals week of the semester prior to the one in which

the Qualifying Exam is to be taken. **For example**, if you want to take the exam in Spring of 2045, you need to submit your reading list and signature page no later than the end of finals week of Fall 2044.

Each PhD qualifying examination consists of a written and oral component. The written component will be an open book, take home examination, given over the sixth weekend of the Fall or Spring semester. Students taking two qualifying examinations may take them in the same or in different semesters. The exams will be issued electronically to each student by 4:30 p.m. on Friday and must be submitted electronically to the Office of the Graduate Director by 9 a.m. the following Monday. Each exam should be submitted in either Chicago or MLA format and should include references.

The student and the exam committee will schedule the oral component of each examination to be completed **no later than two weeks after the written component**. The oral component will be scheduled for 1-2 hours, and it will be based on the same area and reading list covered by the written component. The oral component will provide an opportunity for the student and the committee to review, contextualize and supplement the written component. Students should expect to be questioned on items from their reading lists not covered in the written component of the exam.

Evaluation

Immediately following the oral examination, the exam committee deliberates in private and evaluates the PhD Qualifying Examination as a whole, assigning it a rating of "Pass with Distinction," "Pass," or "Fail." Students who retake the qualifying examination must retake both the written and oral components.

Notification of Results

The chair of the exam committee sends the PhD Qualifying Exam Results form to the English Graduate Office within five working days of the defense. The English Graduate Office will email results of the PhD Qualifying Exam to the students and their advisors.

Qualifying Papers

PhD students undergoing a Qualifying Assessment in Composition and Rhetoric, Professional Writing, Linguistics, Applied Linguistics/TESOL, write, present, and defend a paper of publishable quality. Those undergoing two such assessments would write, present, and defend two papers, each in a different subject area chosen from those listed below. In general, students should have taken the minimum of three courses related to each area chosen.

Subject Areas

The five subject areas for the PhD Qualifying Papers are:

- Composition and Rhetoric
- Digital Studies
- Professional Writing
- General Linguistics
- Language Variation and Change
- Applied Linguistics/TESOL

Qualifying Paper Prerequisites

In order to defend a PhD Qualifying Paper, students must:

- Have fulfilled the language requirement
- Have a grade point average of at least 3.5 on all graduate work taken at OSU beyond the Master's degree (Grades received for courses used to satisfy the language requirement are not included in computing this)
- 3.5 grade point minimum; all other courses carrying graduate credit are included. The grades from transfer hours which are included on the approved plan of study will also be calculated in this grade point average

- Have received the approval of the proposed subject area
- Have an approved plan of study on file with the Graduate College
- Submit an Intent to Defend a Qualifying Paper form to the English Graduate Office three weeks before the defense (<http://english.okstate.edu/graduate-studies/graduate-forms>)
- Meet all Graduate College deadlines and requirements

Students must successfully defend both PhD Qualifying Papers before the oral defense of the dissertation.

Preparation

Preferably in the semester before the defense, but at the latest by the end of the second week of the semester in which the paper is to be defended, the student must submit to the English Graduate Office a Proposal of Topic for a Qualifying Paper form signed by his or her advisory committee. If the Qualifying Paper is in an area outside the expertise of the members of the advisory committee, a defense committee of appropriate faculty members may be appointed. The defense committee must also sign the Proposal of Topic form.

The defense committee may ask that the student submit to the committee a proposal which may include a statement of the problem or research question, description of research methods or theoretical frame, bibliography, and other possible components suggested by the defense committee. The proposal may also include an assessment of its suitability for publication in a specific journal. The committee may also require drafts of the Qualifying Paper prior to evaluating the final defense draft.

Presentation and Evaluation

The student and the defense committee establish a time for an oral defense and inform the English Graduate Office of the date, time, and place on the Notice of Intent to Defend a Qualifying Paper form. The student must submit a final draft of the Qualifying Paper to the defense committee and the nonbinding Notice of Intent to the English Graduate Office no fewer than three weeks before the defense date. The English Graduate Office must be informed if the scheduled defense is cancelled or rescheduled.

The student makes a twenty- to thirty-minute presentation of the paper and then answers questions from the exam committee. Following the defense, the paper is evaluated as "pass with distinction," "pass," "pass pending revisions", "revise and resubmit", or "fail." Should the paper be rated as "pass pending revisions" or "revise and resubmit", the committee should specify what revisions are needed and when these revisions must be completed. A "pass pending revisions" paper would then be reassessed as a "pass" following approval by a designated committee member or members. A "revise and resubmit" paper would then be assessed as a "pass" or a "fail" by the full exam committee.

Notification of Results

The chair of the exam committee sends the PhD Qualifying Exam Results form to the English Graduate Office within five working days. The English Graduate Office will email results of the PhD Qualifying Exam to the students and their advisors.

Retakes

Students may attempt each PhD Qualifying Assessment only twice. Students failing any Assessment will be reassessed in only the area failed. Students may not change the subject area when taking a PhD Qualifying Exam or defending a Qualifying Paper for the second time.

Appeals

Normally, a second failure on any part of the PhD Qualifying Assessments will result in termination of work toward the degree. However, when course work has been of exceptionally high quality, a student

may, after a second failure, petition the Graduate Studies Committee for permission to attempt the Assessment a third and final time. In order to petition, the student must have a grade point average of 3.75 or higher in graduate courses taken at OSU. In addition, the student's petition must be supported by favorable end-of- semester evaluations from at least three professors.

Dissertation Prospectus and Doctoral Candidacy

The candidate for the PhD degree prepares either a study embodying original research or a creative work for a maximum of 20 credit hours. Creative writing students present as their dissertations original works in poetry, prose fiction, or creative non-fiction. The dissertation should be a significant effort of publishable quality.

Prospectus

No later than the first semester for which students are enrolled in research hours (ENGL 6000) they should submit a 1000 -to-1500 word formal prospectus for the dissertation, containing an explanation of the dissertation along with an outline of the proposed chapters and bibliography. The prospectus must be approved by the student's Dissertation Committee. Committee members must be notified in writing if an approved prospectus differs significantly from the submitted dissertation (if, for example, the creative work changes form, like from a collection of stories to a novel, or if the critical approach to the introduction changes entirely). Students must provide a copy of the approved prospectus to the English Graduate Office.

Prospectus for Creative Writing

No later than the first semester for which students are enrolled in research hours (ENGL 6000) they should submit a 500 – 1000 word formal prospectus for the dissertation, containing an explanation of the student's plans for the craft, aesthetic, and thematic concerns of both their creative work and their critical introduction, along with a bibliography. The prospectus must be approved by the student's Dissertation Committee. Committee members must be notified in writing if an approved prospectus differs significantly from the submitted dissertation prospectus (if, for example, the creative work changes form, like from a collection of stories to a novel, or if the critical approach to the introduction changes entirely). Students must provide a copy of the approved prospectus to the English Graduate Office.

Admission to Candidacy

Once students have filed an approved dissertation prospectus (see above), they are eligible for candidacy and should file the Graduate College "Admission to Doctoral Candidacy" form as soon as possible at the Graduate College portal here: <https://gradcollege.okstate.edu/resources/current-student-resources.html>. The PhD degree requires at least ten dissertation hours or six months enrollment after the filing of this form. If a student is admitted to candidacy before the midpoint of the semester, half that semester's research hours will be considered to be candidacy hours.

Dissertation

Dissertation Committee

Unless the student requests a change, the advisory committee serves as the Dissertation Committee. If it is necessary to change the committee, a new committee form must be completed and submitted to the English Graduate Office and the Graduate College.

Reading Procedure

At the time that the prospectus is approved, the candidate and the committee members should agree upon the reading procedure for the dissertation. Matters to be discussed in reaching this agreement might include which chapters each member of the committee needs to see as they are completed by the candidate; whether individual committee members want to see the chapters serially or all at once; and how much time committee members will need to finish reading a chapter or the entire dissertation. Under no circumstances should a completed dissertation be submitted to any committee member for reading

fewer than three weeks before the defense.

Deadlines

Students submitting dissertations must adhere to deadlines established by the Graduate College and by the Department of English.

Style

The student must write the dissertation according to the guidelines in the current Graduate College Style Manual, available from the Graduate College or at:
<http://gradcollege.okstate.edu/student/thesis/default.html>.

Defense Copy (Final Draft)

The defense copy of the dissertation should contain all of the chapters in a completed form, with full documentation and in a format specified by each committee member.

Final Copy

If as a result of the defense, revisions to the dissertation are required, committee members will not sign the dissertation until they are satisfied with the revisions.

Dissertation Defense

The dissertation defense consists of a public oral examination by the Dissertation Committee. The committee challenges the argument, credibility, and value of the work. The candidate can expect also to be questioned about the theoretical, scholarly, historical, and/or cultural backgrounds of the dissertation subject. In the case of an interdisciplinary study, the student will be questioned in the related discipline(s) as well.

Scheduling of Defense

Under no circumstances should a completed dissertation be submitted to any committee member for reading fewer than three weeks before the defense. The English Graduate Office must be notified no fewer than three weeks before the oral defense of the day, time, and location of the defense and the title of the dissertation. The English Graduate Office must also be informed of any changes in the scheduled defense date, time, and location. No dissertation defense may be scheduled after the summer session has begun.

Required Form (Intent to Defend)

Candidates will file a nonbinding Intent to Defend form (<http://english.okstate.edu/graduate-studies/graduate-forms>) with the Graduate Director before the end of the first two weeks of the semester in which they expect to defend the dissertation. Each member of the committee will sign this form before it is filed with the Graduate Director. The date, time and room location must be arranged by the student. If a student does not defend in the semester when the Intent to Defend form is filed, he or she should resubmit the form when he or she is prepared to defend.

Required form (Results of Final Defense)

Turn in the signed Results of Final Defense Form via the Graduate College portal here:
<https://gradcollege.okstate.edu/resources/current-student-resources.html>

No thesis defense will be held after the beginning of the summer session.

Graduation

Before being eligible to graduate students must have:

- Successfully completed two Qualifying Assessments

- Completed and filed the Admission to Candidacy form and completed at least 10 hours of dissertation (6000) after admission to candidacy and/or filed for candidacy at least six months prior to graduation.
- Filed a Graduation Clearance form (and a revised plan of study, if applicable).
- Updated the Plan of Study if needed.
- Passed the oral defense (Final Examination) and turned in the signed Results of Final Defense form via the Graduate College portal here: <https://gradcollege.okstate.edu/resources/current-student-resources.html>
- Filed an Application for Graduation found here: <https://gradcollege.okstate.edu/resources/current-student-resources.html>.
- Submitted the final copy of the dissertation in accordance with the format guidelines at: <https://gradcollege.okstate.edu/resources/current-student-resources.html>.

Length of Financial Support for Teaching Assistants

A teaching assistant who has not been placed on strict academic probation and who is making satisfactory progress toward the degree is eligible for financial support for five years. A student who obtains an MA in English at OSU and then enters the PhD program is eligible for a total of eight years of support. If exceptional circumstances warrant, a student in the final year of financial support may petition the Head of the English Department for an additional year's support. Such exceptional cases will be judged on an individual basis and in light of the Departmental policies and staffing needs.

Ineligibility for the PhD Degree

The Graduate Director may upon proper cause declare that a student is ineligible for a degree from the English Department at Oklahoma State University. Upon determining that such cause exists, the Graduate Director will immediately notify the student's advisor, who will discuss the matter with the student and respond to the Graduate Director within fifteen working days. Should the Graduate Director still believe that proper cause exists, he or she will write a letter to the student indicating the reasons for the decision. The student may then appeal to the Graduate Studies Committee within ten working days for a hearing.

The Graduate Studies Committee will review the appeal and report its findings to the Graduate Director, who will notify the student. The student may then appeal that decision to the full Graduate Faculty of the English Department. The decision of that group shall end the Departmental appeal process.

Appeals and Petitions

All appeals involving grades or charges of academic dishonesty, or misconduct must be directed to the OSU Academic Appeals Board. Contact the Provost's Office (101 Whitehurst) for information and forms. Petitions involving teaching assistantships must be directed to the Department Head.

All other petitions or appeals must be directed in writing to the Graduate Director, who will then forward the petition to the appropriate body, usually the Graduate Studies Committee (for special requests as described within the English Graduate Guidelines) or the English Graduate Faculty (for exceptions to English Department policy). The Graduate Director will notify students by mail of the decision reached by

the Graduate Studies Committee or Graduate Faculty, with a copy to the student's advisor. For exceptions to university policy, the Graduate Director will forward the petition to the Graduate Council. Students are urged to discuss matters with their advisors and the Graduate Director **before** making a formal petition or appeal.

If the Graduate Director does not act upon a student's written request within a reasonable amount of time, a student and/or advisor may appeal directly to the Department Head. If a student has exhausted all appeals procedures within the Department and is still not able to resolve the problem, he or she may appeal to the Graduate College.

According to OSU policy, appeals pertaining to program requirements, plans of study, research grades, creative components, qualifying and comprehensive exam procedures, thesis and dissertation defenses, and program dismissals may be considered only on grounds that the department has failed to adhere to its own published rules or regulations or to those of the Graduate College or University. Faculty and advisory committee scholarly assessments are not appealable.

Students are first encouraged to seek informal resolution with the involved parties. Next, the formal appeals process has two stages: 1. Consultation with the Graduate Coordinator (or, if the Graduate Coordinator is an involved party, then with the Department Head or Associate Head); and 2. Graduate Faculty Hearing.

Consultation with English Department Graduate Coordinator

Students must consult the Graduate Coordinator within 14 calendar days of the precipitating event to determine whether prima facie grounds for an appeal exist. Here a student needs to demonstrate a) that specific rules or regulations have been violated, and b) that such violations have harmed the student. Following this consultation, if the student wishes to continue with an appeal, the next step is a hearing by the English Department Graduate Faculty.

English Department Graduate Faculty Hearing

The English Department Graduate Coordinator will advise the student on preparation of a statement of appeal to be submitted within seven calendar days of consultation. Said document (no more than two pages, 12 point font, single spaced, 1" margins) should include information on the circumstances of the appeal, specific procedural issues involved, and remedial action sought; all supporting evidence is to be appended. The Graduate Coordinator will furnish the involved parties with the document, providing at minimum seven calendar days for their consideration before the matter is brought to the Graduate Faculty at its next scheduled meeting. The Graduate Faculty will decide the matter by a majority vote. The Graduate Coordinator will inform the student in writing about the outcome of the hearing. Involved faculty will be copied on this correspondence.

If this does not resolve the matter to the student's satisfaction, the student may appeal to the OSU Graduate College, per the OSU Graduate Student Appeals Policy.