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Welcome to The University of Texas at Dallas and the Graduate Program in Literature! We look forward to working with you as you pursue your doctoral education. The Graduate Handbook is designed to help you succeed in your studies by clarifying not only what we expect from you but also what you can expect from us.

The Graduate Handbook is meant to be a supplement to, rather than a substitute for, faculty mentoring and advising. Your professors and faculty mentors, along with your fellow students, are the best resource for your intellectual progress and professional success.

In all matters, the Rules and Regulations of the Board of Regents of The University of Texas System, the Handbook of Operating Procedures of The University of Texas at Dallas, and the Graduate Catalog of The University of Texas at Dallas shall supersede the information contained in the Graduate Handbook.

1. INTRODUCTION: LITERATURE AT UT DALLAS

At most universities, the study of literature is divided across multiple departments and programs in English, comparative literature, and modern languages (e.g., Spanish, French, and German), and it is often seen as separate from the practice of creating or translating literature. At UT Dallas, however, the study of literature encompasses not only English literature but also the literatures of Africa, Asia, Europe, and Latin America—and we believe that scholarly and creative practitioners have a great deal to learn from one another. Indeed, the uniqueness of the Graduate Program in Literature at UT Dallas lies in the fact that it brings together, in a single program, scholars, theorists, creative writers, and literary translators who share a commitment to transnational and interdisciplinary approaches to literary study and practice.

Graduates of the program are prepared to pursue careers as teachers and researchers in higher education or as creative writing or literary translation professionals. The Ph.D. in Literature provides students with a flexible context in which to conduct research across a wide range of literary traditions, critical approaches, and theoretical debates; students also have the opportunity to supplement coursework in literary studies with relevant coursework from other areas of the School of Arts and Humanities, such as film studies, the history of ideas, philosophy, and the visual and performing arts. In addition to seminars in literary criticism and theory, students can participate in creative writing and/or literary translation workshops and complete dissertations that consist of both creative and critical work. Students who focus primarily on creative writing or literary translation can obtain certification in those areas by applying to receive the Certificate in Creative Writing or the Certificate in Literary Translation.
2. PROGRAM FACULTY

Ashley C. Barnes (Ph.D., UC Berkeley)  Assistant Professor
Nineteenth-century American literature; literary theory

Kenneth Brewer (Ph.D., Stanford)  Associate Professor of Instruction
Nineteenth-century British literature; aesthetic theory

Sean Cotter (Ph.D., Michigan)  Professor
Translation studies; transnational Modernism; Romanian literature

John C. Gooch (Ph.D., Texas Tech)  Associate Professor
Rhetoric; rhetorical criticism; history and theory of rhetoric; writing pedagogy

Pamela Gossin (Ph.D., Wisconsin)  Professor
Literature and science (astronomy, cosmology, and literature); Great Plains literature; anime and manga

Erin Greer (Ph.D., UC Berkeley)  Assistant Professor
Twentieth- and twenty-first century British and Anglophone literature; ordinary language philosophy; literary theory

Ming Dong Gu (Ph.D., Chicago)  Professor
Chinese literature; literary theory; comparative literature and thought

Charles Hatfield (Ph.D., Johns Hopkins)  Associate Professor
Program Coordinator
Modern Latin American literature and thought; literary and aesthetic theory

Dennis M. Kratz (Ph.D., Harvard)  Ignacy and Celina Rockover Professor
Director, Center for Asian Studies
Medieval literature; literary translation; fantasy and science fiction

Manuel (Manny) Martínez (Ph.D., Stanford)  Professor
Director of Creative Writing
Creative writing/fiction; American literature; U.S. Latino/a literature
Jessica C. Murphy (Ph.D., UC Santa Barbara)   Associate Professor
Dean of Undergraduate Education
Early modern English literature; gender studies

Maurine O. Ogbaa (Ph.D., Houston)   Assistant Professor
Creative writing (fiction); African literature

David Patterson (Ph.D., Oregon)   Hillel A. Feinberg Distinguished Professor
Modern Jewish literature and thought; the Holocaust; Russian literature

René Prieto (Ph.D., Stanford)   Arts and Humanities Professor
Nineteenth- and twentieth-century Latin American literature; comparative literature

Christopher (Chris) Ryan (Ph.D., Texas Tech)   Associate Professor of Instruction
Director of Rhetoric
Rhetoric

Rainer Schulte (Ph.D., Michigan)   Katherine R. Cecil Professor
Director, Center for Translation Studies
Translation studies; twentieth-century Latin American and European literature; creative writing (poetry)

Erin A. Smith (Ph.D., Duke)   Professor
Nineteenth- and twentieth-century American literatures and cultures; gender studies

Davis Smith-Brecheisen (Ph.D., Illinois-Chicago)   Assistant Professor
Twentieth- and twenty-first century American literature; literary and aesthetic theory

Sabrina Starnaman (Ph.D., UC San Diego)   Associate Professor of Instruction
American literature; disability studies; literature and gender; speculative fiction

Nomi Stone (Ph.D., Columbia)   Assistant Professor
Creative writing (poetry); poetry and poetics; anthropoetics

Theresa M. Towner (Ph.D., Virginia)   Ashbel Smith Professor
Faulkner; modern American literature; African-American literature
PROGRAM FACULTY BY AREA OF SPECIALIZATION

*African American*: Towner

*American*: Barnes, Gossin, Smith, Smith-Brecheisen, Starnaman, Towner, Stone

*American South*: Towner

*Book Culture*: Smith

*British*: Brewer, Gossin, Greer, Murphy, Gu

*Chicano/Latino*: Martínez

*Chinese*: Gu

*Classical (Latin & Greek)*: Kratz

*Comparative/World Literature*: Cotter, Gu, Hatfield, Ogbaa, Prieto, Schulte

*Creative Writing*: Cotter, Martínez, Ogbaa, Stone

*Early Modern*: Murphy

*French*: Prieto, Schulte

*Gender/Feminism*: Gossin, Greer, Murphy, Smith

*Holocaust/Jewish*: Patterson

*Latin American*: Hatfield, Prieto

*Literature and Science*: Gossin, Stone

*Medieval*: Kratz, Murphy

*Modernism*: Barnes, Cotter, Greer, Hatfield, Smith-Brecheisen, Towner

*Postcolonial*: Gu, Ogbaa

*Rhetoric*: Gooch, Ryan

*Romanian*: Cotter

*Russian*: Patterson

*Speculative Fiction*: Starnaman, Gossin

*Theory*: Barnes, Cotter, Greer, Gu, Hatfield, Smith-Brecheisen

*Translation*: Cotter, Hatfield, Kratz, Patterson, Schulte, Gu
3. REQUIREMENTS AT A GLANCE

The Ph.D. in Literature requires satisfactory completion of the following:

- 12 courses (two years of full-time coursework or 36 semester credit hours)
- At least three field exam prep courses (one semester or 9 semester credit hours)
- Demonstration of proficiency in a foreign language
- Written exams in two fields followed by an oral examination
- A dissertation proposal
- A completed dissertation followed by an oral examination (“defense”)

4. TIMELINE

The Ph.D. in Literature can be completed, from start to finish, in five years, which includes two years completing coursework, a semester writing exams, a semester writing a dissertation proposal, and two years writing the dissertation. Below is a timeline that shows how a full-time student might proceed through the degree requirements, although every student’s progress may be subject to circumstances that are difficult or impossible to control. Included below are not only the steps that are necessary to get through the requirements listed above, but also some key activities that will help you navigate the rituals and protocols of academic life: teaching; working the conference circuit; seeking funding; publishing your work; and going on the academic job market.

<table>
<thead>
<tr>
<th>Year One</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td></td>
<td>Contact your assigned Faculty Advisor to discuss your options for fall courses; submit your choices to Dr. Jakobsson for processing; attend orientations.</td>
<td>Enroll in LIT 6300 + two additional seminars and/or workshops; create plan for fulfilling the foreign language requirement.</td>
<td>Enroll in three seminars and/or workshops.</td>
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<td></td>
<td></td>
<td>Build peer and faculty networks; visit the professors teaching your seminars during office hours to talk about your interests and goals; get to know the other students in your seminars; touch base with your Faculty Advisor in person or via email at the semester midpoint.</td>
<td>Continue to build peer and faculty networks; start thinking about your two exam fields and identifying the faculty who might supervise those fields; participate in the RAW Graduate Student Conference.</td>
</tr>
<tr>
<td>Year</td>
<td>Fall</td>
<td>Spring</td>
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<tr>
<td>Two</td>
<td>Enroll in three seminars and/or workshops.</td>
<td>Enroll in LIT 7300 + two additional seminars and/or workshops (one of these courses should be ARHM 6310 if you have not taken it yet).</td>
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<td></td>
<td>Submit a paper abstract to a conference in the fall or spring; talk about your fields with potential faculty supervisors.</td>
<td>Submit your revised paper from LIT 7300 to a peer-reviewed journal; finalize the definition of your two fields and the composition of your field exam committee.</td>
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<tr>
<td>Three</td>
<td>Enroll in three sections of Field Exam Preparation (one with each member of your field exam committee). Your goal should be to complete your exams (submit your two written answers and schedule the oral examination) by the end of this semester.</td>
<td>If you successfully completed your exams the previous semester, enroll in LIT 8V01: Dissertation Proposal with your supervisor and write and submit your dissertation proposal for approval by your committee and the Graduate Studies Committee. If you did not complete your exams the previous semester, you must complete them this semester.</td>
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<td></td>
<td>Present your work at a conference; submit another paper abstract to a conference in the fall or spring; start thinking about your dissertation proposal. Consult with your faculty mentors about who will be the fourth member of your dissertation committee.</td>
<td>As soon as your dissertation proposal is approved, meet with your committee to make a plan for starting work on the dissertation, ideally during the summer.</td>
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<tr>
<td>Year</td>
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</tbody>
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| Four | Enroll in LIT 8V99 with your dissertation chair.  
Ideally, your goal should be to complete the draft of one chapter by the end of this semester. | Enroll in LIT 8V99 with your dissertation chair.  
Ideally, your goal should be to complete the draft of at least one additional chapter by the end of this semester. |
<p>|      | Present your work at a conference; submit another paper abstract to a conference in the fall or spring; write a book review for a peer-reviewed journal. | Submit a revised version of a chapter to a peer-reviewed journal. |</p>
<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
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</table>
| Five | Enroll in LIT 8V99 with your dissertation chair.  
Ideally, your goal should be to complete the draft of at least one additional chapter by the end of this semester. | Enroll in LIT 8V99 with your dissertation chair.  
Ideally, your goal should be to submit a final draft of your dissertation this semester and defend your dissertation. |
|      | Present your work at a conference; submit another paper abstract to a conference in the fall or spring. | Submit a revised version of a chapter to a peer-reviewed journal; go on the job market. |
5. DETAILED COURSEWORK REQUIREMENTS

All Ph.D. students in Literature must complete:

- **LIT 6300: Proseminar in Literary Studies** (offered only during fall semesters—must be taken during your first fall semester in the program)
- **ARHM 6310: Team-Taught Interdisciplinary Seminar** (offered every semester—may be taken at any time during your first 36 semester credit hours in the program)
- **LIT 7300: Academic Writing Workshop** (offered only during spring semesters—may be taken at any time during your first 36 semester credit hours in the program, but only after you have completed at least 18 semester credit hours of LIT courses, including LIT 6300)
- 18 semester credit hours of organized graduate-level LIT courses (6 courses)
- 9 semester credit hours of **LIT 8305: Field Exam Preparation** (3 courses)
- 9 semester credit hours of electives in any graduate-level courses (3 courses)

6. CHOOSING COURSES

The *Graduate Catalog* includes general descriptions of graduate courses, but the best resource for detailed information about each semester’s course offerings is *Coursebook*. Graduate courses are numbered at the 5000, 6000, and 7000 level.

The number of specific courses that students in the Ph.D. in Literature must take is relatively few. These are: **LIT 6300: Proseminar in Literary Studies; LIT 7300: Academic Writing Workshop**; and **ARHM 6310: Team-Taught Interdisciplinary Seminar**. During your first fall semester in the program, LIT 6300: Proseminar in Literary Studies will introduce you to the major critical and theoretical debates that inform the discipline of literary studies and familiarize you with the research and teaching specializations of the faculty. After you have completed at least 18 semester credit hours of LIT seminars and/or workshops, you will enroll in LIT 7300: Academic Writing Workshop, in which you will revise a seminar paper and submit it for publication. ARHM 6310: Team-Taught Interdisciplinary Seminar, which is required for all graduate students in the School of Arts and Humanities, is taught by two faculty members from two different disciplines and will introduce you to a focused area of interdisciplinary inquiry.

Beyond these three required courses, however, you’ll need to carefully select—in consultation with your Faculty Advisor—the seminars and/or workshops that provide you with the depth and breadth of knowledge that are necessary for you to pursue your research goals.
Although most of your coursework will consist of LIT seminars and/or workshops, you have the option to complete up to three seminars in other areas in the School of Arts and Humanities—e.g., philosophy, film studies, the history of ideas, and the visual and performing arts. As you select your courses each semester, you should consider enrolling in seminars and/or workshops that meet one or more of the following criteria:

- relate to your intended specialization either in terms of the author, genre, period, or language on which they focus and/or in terms of the theoretical or literary-historical questions they explore;
- are taught by the professor(s) with whom you plan to write your dissertation and/or with whom you plan to study for a field examination;
- deepen your knowledge in an area related to your intended specialization;
- provide breadth to your education in a meaningful and focused way;
- stimulate your curiosity in productive ways.

Students interested in pursuing a creative dissertation should plan to complete a minimum of four graduate-level creative writing and/or translation workshops at UT Dallas.

Students have the option of taking certain graduate courses as pass/fail, subject to certain restrictions and requirements (see “Pass/Fail Grading” in the Graduate Catalog). Elective courses in the student’s major area and core courses (e.g., LIT 6300, LIT 7300, ARHM 6310) cannot be taken on a pass/fail basis. In practical terms, what this means for students in the Ph.D. in Literature is that only elective courses from other programs—e.g., a course in philosophy, film studies, or the history of ideas—can be taken on a pass/fail basis.

7. GRADUATE COURSES

The titles and descriptions for most Literature courses in the Graduate Catalog describe the general nature of the course content. The specific focus of each course is reflected in the subtitle for the course each semester it is offered (both the course title and the subtitle will appear on the student’s transcript). For example, LIT 6306: Major Authors has been at different times dedicated to Gabriel García Márquez, Toni Morrison, William Faulkner, and Virginia Woolf. To understand the differences between the various Literature courses listed in the Graduate Catalog, it is useful to organize them into the following categories:

**Category A: Required Courses**

- LIT 6300: Proseminar in Literary Studies
- LIT 7300: Academic Writing Workshop
Category B (630—): Literary Periods, Movements, Forms, Genres
  LIT 6304: Literary Themes
  LIT 6306: Major Authors
  LIT 6308: Literary Forms and Genres

Category C (631—): Literary and Critical Theory
  LIT 6315: Literary and Critical Theory
  LIT 6319: Translation Theory

Category D (632— & 732—): Creative Writing and Literary Translation Workshops
  LIT 6320: Poetry Workshop
  LIT 6321: Fiction Workshop
  LIT 6322: Creating Television and Movie Scripts
  LIT 6323: Creating Plays and Musicals
  LIT 6325: Nonfiction Workshop
  LIT 6326: Translation Workshop
  LIT 7321: Advanced Creative Writing Workshop
  LIT 7322: Advanced Translation Workshop

Category E: Rhetoric (633—)
  LIT 6331: Rhetoric
  LIT 6332: Teaching First-Year Writing

Category F: Literature and History, Philosophy, Science, and Other Arts (637—)
  LIT 6370: Literature and Philosophy
  LIT 6371: Literature, Science, and Culture
  LIT 6372: Literature, Culture, and Society
  LIT 6377: Literature and the Other Arts

Category G: Special Areas (638—)
  LIT 6382: Latin American Literature
  LIT 6383: Chinese Literature
  LIT 6387: Modern Jewish Literature
  LIT 6388: Literature and the Holocaust

Category H: Special Topics and Independent Study (639—)
  LIT 6392: Topics in Literary Studies
  LIT 6393: Topics in Translation Studies
  LIT 6395: Independent Study
8. FOREIGN LANGUAGE REQUIREMENT

All students in the Ph.D. in Literature are expected to demonstrate at least an intermediate-level reading proficiency in one foreign language (equivalent to two years of foreign-language study at the undergraduate level). This requirement reflects the transnational, comparative orientation of the Graduate Program in Literature. Even those students whose research focuses primarily or exclusively on English-language literature benefit from basic working knowledge of a foreign language, which expands the range of materials they can consult.

Please note, however, that you may be expected to demonstrate a higher level of foreign-language proficiency and/or foreign-language proficiency in more than one language depending on the nature of the research you plan to undertake, and as part of its evaluation, the Graduate Studies Committee will consider the appropriateness of your language preparation for the research or creative project you are proposing. Faculty members chairing field examinations and dissertations are expected to ensure that students possess the necessary language proficiency to carry out their proposed doctoral research.

You must fulfill the foreign-language requirement before scheduling the oral examination for your doctoral field examinations. Especially if you have no prior knowledge of a foreign language, it is important to develop a plan for fulfilling the requirement as soon as you enter the program, ideally during your first semester.

There are two main ways in which you can fulfill the foreign language requirement:

Experience or Foreign Language Study Prior to UT Dallas

The requirement can be satisfied when you enter the Ph.D. program by demonstrating evidence of one or more of the following:

- Completion of a second-semester, intermediate-level foreign language course or higher (e.g., an undergraduate literature course in a foreign language) with a grade of B or better.
- Completion of a graduate course taught in a foreign language or with more than 25% of its required readings in a foreign language.
- An undergraduate major, graduate degree, or certificate in a foreign language.
- Successful completion of graded coursework at a foreign university at which the primary language of instruction is not English.
- A degree in any discipline from a foreign university at which the primary language of instruction is not English.
Acquiring or Demonstrating Proficiency at UT Dallas

The requirement can be satisfied during your time in the Ph.D. program in one of the following ways:

- Completion of a second-semester, intermediate-level foreign language course or higher at UT Dallas or elsewhere with a grade of B or better.
- Successful completion of LIT 6380: Translation Workshop with a grade of B or better.
- Successful completion of one of the following: HUMA 6330: French Workshop; HUMA 6331: Spanish Workshop; HUMA 6333: German Workshop with a grade of B or better.
- Passing a written translation exam in an approved foreign language at UT Dallas.

If you plan to fulfill the foreign language requirement during your time at UT Dallas, one of the most efficient and effective ways to do this is by enrolling in undergraduate foreign language courses. The first thing you will need to do is determine the course that best corresponds to your current level of proficiency by taking the Language Placement Assessment in the language you want to study. The score you receive on the Language Placement Assessment will determine which undergraduate foreign language course you take first. For example, if you receive a score of 19 on the French test, you would enroll in FREN 1311: Beginning French I. You would then follow the sequence of French courses until you complete FREN 2312: Intermediate French II with a grade of B or better. Please note that even though undergraduate foreign language courses may be covered by the tuition waiver you receive as a Teaching Assistant, these courses will not count toward the graduate degree requirements for the Ph.D. in Literature.

If you have any questions about the foreign language requirement, please contact your Faculty Advisor and the Associate Dean for Graduate Studies.

9. DOCTORAL FIELD EXAMINATIONS

You should begin thinking about your doctoral field examinations ("field exams") as soon as you enter the program. These exams serve two main purposes. On the one hand, the exams demonstrate your qualifications to teach a broadly-defined, recognizable area within literary studies—e.g., Modern Chinese Literature, Literary Theory, Twentieth-Century American Literature, Translation Theory, etc. On the other hand, the exams prepare you to formulate the questions and to undertake the research required for your dissertation. Ideally, your fields will overlap in some way with coursework you have completed
so that your reading lists will consist of some texts you have already read and studied—in other words, you should avoid studying for a field “from scratch” unless you believe it is essential to do so. Many faculty members expect you to have taken at least one course with them before agreeing to supervise one of your fields, which is another reason why it benefits you to begin thinking about field examinations as soon as possible. The primary responsibility for identifying your fields and the faculty members to supervise those fields falls on you, but you should seek out the advice of your Faculty Advisor and other faculty mentors as you begin to think about your field exams.

You must complete exams in two fields, at least one of which must be supervised by a faculty member in the Literature Program. Students have the option to complete two fields in Literature or one field in Literature and a second field under the supervision of a faculty member in another area of the School of Arts and Humanities.

Your fields must be broad fields, which is to say, they must reflect areas of specialization rather than narrowly defined topics. For example, “Twentieth-Century American Literature,” “Queer Theory,” “Literary Theory,” “Modern Jewish Literature and Thought,” “Translation Studies,” “Modern Latin American Literature,” and “Early Modern English Literature” are all broad areas of specialization, whereas “Affect Theory,” “Borges and Time,” “The Southern Gothic,” and “John Dos Passos” are not.

The bibliography or reading list for each field must contain between 35-40 items; an entire book, chapters in edited volumes, and articles or essays all count as one “item.” Each reading list should cover the basic primary and critical texts that a scholar in the field would be expected to know, supplemented by works that would reflect your specific interests.

Your exams will be evaluated by a three-member committee consisting of the two faculty members who are supervising your fields plus a third member. You will complete one field under the supervision the Chair (who must be a faculty member in the Literature Program) and a second field under the supervision of another faculty member, who can be from Literature or another program in the School of Arts and Humanities. At least two out of the three members of your committee must be faculty members in the Literature Program.

In order to prepare for your field exams, you must enroll in at least 3 sections (9 semester credit hours) of Field Exam Preparation courses (one with each member of your field exam committee). At least two of these Field Exam Preparation courses will be LIT 8305; if one member of your committee is from another area within the School of Arts and Humanities, your third Field Exam Preparation course will be either IDEA 8305 or VPAS 8305. Please note that Field Exam Preparation courses are not “independent study courses” in the way we often understand the term—i.e., a one-on-one tutorial with regularly sched-
uled meetings, a schedule of readings, and various graded assignments. Instead, Field Exam Preparation courses are designed for you to work independently to master your two reading lists and produce your two written answers.

Field exams are designed to be completed from start to finish in one semester by full-time students. The required and suggested timeline for completion of your field exams is as follows:

During the semester in which you complete 36 semester credit hours of graduate-level coursework (typically the fourth semester for full-time students), you will submit the “Examinining Committee for Doctoral Field Examinations” form, which will need to be signed by you and each member of your committee. This form identifies the three members of your committee and the two fields you will be studying. You do not need to submit any reading lists at this time.

At any time, but no later than the second week during the semester in which you are enrolled in a Field Exam Preparation Course, you and your supervising professor will finalize the reading list. Your supervising professor will also give you—no later than the second week during the semester in which you are enrolled in a Field Exam Preparation Course—a question or a list of questions from which you will choose.

Once you have finalized your reading list and received the question(s), you will spend the semester reading the items on your list and writing an answer to the question (10 double-spaced pages).

You will submit both answers, along with copies of your two reading lists, to all three members of your committee at least two weeks before the date of your oral examination. To schedule your oral examination, you’ll submit the “Request to Schedule Oral Examination for Doctoral Field Examinations” form, which will be signed by you and the Chair of your committee.

You should complete your exams (including the oral examination) by the semester in which you complete 45 semester credit hours (typically the fifth semester for full-time students), but you must complete your exams by the end of the semester in which you complete 54 semester credit hours (typically the sixth semester for full-time students). Please note that students must be registered in any session during which they are taking examinations. This means that while you are free to study for your exams and prepare your exam answers during a period in which you are not enrolled (e.g., the summer or a leave of absence), you must be registered for at least 3 semester credit hours during the semester in which you schedule your oral examination. See “Registration and Enrollment Requirements” in the Graduate Catalog.


10. DISSERTATION PROPOSAL

As soon as you have passed your exams, you will turn to crafting a dissertation proposal. You can begin working on your proposal while you are still enrolled in Field Exam Preparation Courses, but you may also need to register for 3, 6, or 9 semester credit hours of LIT 8V01: Dissertation Proposal with the proposed Chair of your dissertation Supervising Committee if work on your proposal continues into a subsequent semester. Students who are appointed as Teaching Assistants will typically register for 9 semester credit hours; students who are self funded or who are pursuing the degree on a part-time basis will register for 3 semester credit hours; some students may need to register for 6 semester credit hours based on financial aid requirements.

UTDPP 1052 provides a general account of what a dissertation proposal should do. The policy specifies the proposal should include “the background of the research, the hypotheses to be tested or concepts to be explored, and the methodology to be employed.” Moreover, the proposal should “also address the relationship of the proposed work to existing work in the field, at UT Dallas or elsewhere, its intended outcome, and its contribution to the field.”

On the School of Arts and Humanities website you will find a more thorough overview of the contents of a dissertation proposal that is also specific to scholarship in the humanities. The website also contains specific requirements for formatting, word count, etc., as well as links to sample proposals from each program that can serve as models as you begin to craft your own proposal.

Before you begin to work on your proposal, you should have identified a faculty member who will serve as the Chair of the Supervising Committee for your dissertation. Ideally, this will be a faculty member with whom you have already built a working relationship (in most cases, the faculty member who chairs the dissertation Supervising Committee will have already chaired the student’s field exam committee). You will also need to identify at least three additional faculty members who will serve on the Supervising Committee (in most cases, the Chair plus the two other members of the field exam committee continue on to serve on the dissertation Supervising Committee, and students identify one additional faculty member to serve). See UTDPP 1052 for further specifications concerning dissertation Supervising Committee composition. Note that the policy allows for the possible appointment of a fifth member of the Supervising Committee from UT Dallas or from another institution (with the approval of the Dean of Graduate Education). Most students do not have a fifth member, but a fifth member is advisable in certain circumstances (e.g., when part of the dissertation deals with an area outside of the main research expertise of the faculty at UT Dallas). You may also
elect to have a Co-Chair for your Supervising Committee. The Co-Chair can be a member of the Literature faculty or a member of the faculty from another program in the School of Arts and Humanities.

You will not officially propose the composition of your Supervising Committee until you submit your proposal for review by the School of Arts and Humanities Graduate Studies Committee (GSC). Your proposal will need to be accompanied by a “Committee Appointment” form signed by all proposed members of your Supervising Committee. The GSC is comprised of two faculty members each from History and Philosophy, Literature, and Visual and Performing Arts plus a non-voting graduate student representative. The GSC is chaired by the Associate Dean for Graduate Studies, who will inform you of the committee’s decision to accept your proposal, accept your proposal with recommendations for revision, or reject your proposal.

11. DISSERTATION

After your proposal has been approved, and as soon as the Dean of Graduate Education has approved the composition of your Supervising Committee, UTDPP 1052 requires you to meet with your Supervising Committee “to discuss potential problem areas in the proposal and establish a procedure that the Committee wishes to adopt to follow the research to a successful conclusion, e.g., the frequency and format of contact between candidate and Committee.” Thereafter, UTDPP 1052 requires you to meet with your Supervising Committee at least once each year.

You will begin writing your dissertation, and in the next semester, you will register for 3, 6, or 9 semester credit hours of LIT 8V99: Dissertation with the Chair of your Supervising Committee. Students who are appointed as Teaching Assistants will typically register for 9 semester credit hours; students who are self funded or who are pursuing the degree on a part-time basis will register for 3 semester credit hours; some students may need to register for 6 semester credit hours based on financial aid requirements. During your last semester of enrollment, you may register for 1 semester credit hour to wrap up and defend your dissertation. See “Registration and Enrollment Requirements” in the Graduate Catalog and UTDPP 1075.

A dissertation must be an original contribution to knowledge in literary studies and/or a significant work of creative writing or literary translation. Your best resource for the specific expectations is your Chair along with the other members of your Supervising Committee. However, you should also familiarize yourself with dissertations in the discipline completed at UT Dallas and at other institutions. The full text of most recently completed dissertations—from UT Dallas and elsewhere—are available through the McDermott Library.
12. CREATIVE DISSERTATIONS

Students have the option of completing a “creative” dissertation, which consists of a scholarly introduction plus original creative writing work (e.g., a collection of poems, a novel, a collection of short stories) or a literary translation. Students who pursue this option are encouraged to complete at least four workshop courses in creative writing and/or literary translation. Students are also encouraged to apply for the Certificate in Creative Writing or the Certificate in Literary Translation to signal their specialization within the program.

13. GRADUATE CERTIFICATES

The Literature Program offers students focusing primarily on creative writing and/or literary translation the opportunity to formally recognize these specializations in the form of graduate certificates. The Certificate in Creative Writing and the Certificate in Literary Translation each consist of 12 semester credit hours of relevant coursework in each area that in most cases overlaps with the coursework students are already taking in order to fulfill the requirements for the Ph.D. in Literature. In other words, in most cases, and with proper planning, the certificates will not require extra coursework, given that all the required coursework for the certificates also fulfills the coursework requirements for the Ph.D. in Literature. Students whose research focuses on the Holocaust, genocide, or human rights studies should consider the interdisciplinary Certificate in Holocaust, Genocide, and Human Rights Studies. Through UT Dallas's Center for Teaching and Learning, students have the opportunity to earn a Graduate Teaching Certificate and an Advanced Graduate Teaching Certificate.

14. M.A. IN LITERATURE EN ROUTE TO PH.D.

You may be eligible to receive an M.A. in Literature en route to your Ph.D. in Literature. Given that the coursework requirements for the M.A. and Ph.D. in Literature mostly overlap, most students fulfill the requirements for the M.A. in Literature during their first 33 semester credit hours in the Ph.D. in Literature. To apply to receive a master’s degree, first consult with your Faculty Advisor. Then complete the “Addition of a Master’s Degree” form and submit it to the Associate Dean for Graduate Studies. This form must be received by the Office of the Registrar by the first day of classes indicated in the Academic Calendar; requests received after this date will not be processed until the following semester. Students who fail the Doctoral Field Examination will, in most cases, be eligible to receive the M.A. in Literature as a terminal degree.
15. DISSERTATION RESOURCES

The Office of Graduate Education maintains a range of useful online resources to help you correctly format your final dissertation manuscript. It is important to note that writing a dissertation requires more than just research and writing ability. Many students struggle with the dissertation phase of a doctoral degree not because they lack the academic ability but rather because they have not yet developed the time management strategies that are essential for the success of any large research project such as a book or dissertation. Your faculty mentors are a crucial resource for advice on not just how to do the academic work involved in a dissertation but also how to develop routines and other structures that will help you manage the challenge of writing a dissertation. There are also many useful books on the subject, such as Joan Bolker’s *Write Your Dissertation in Fifteen Minutes a Day*.

16. TEACHING ASSISTANTSHIPS

Your appointment as a Teaching Assistant will usually take one of two forms: assisting a professor in one large lecture course per semester or serving as the instructor of record for one or two courses per semester such as CRWT 2301: Introduction to Creative Writing; LIT 2331: Introduction to World Literature; RHET 1302: Rhetoric, or a foreign language course at the beginning or intermediate level. You will be responsible for an average of 20 hours per week of work as a teaching assistant. Teaching assignments are made by the Associate Dean for Graduate Studies with the advice of the Program Coordinators for each program. Your TA position may be renewed up to a total of 12 semesters.

Teaching Assistants must be enrolled in 9 semester credit hours during the long semester(s) (fall/spring) in which they are appointed as teaching assistants. A limited number of summer TA positions are available. The full range of policies governing Teaching Assistants are covered by UTDPP 1075.

While your TA position comes with a tuition waiver and a stipend, it does not include health insurance. For more information, visit the Graduate Student Employee Insurance Program page or email stuhealthinsurance@utdallas.edu.

If you are currently a Teaching Assistant, questions about your duties should be directed to your assigned supervisor; questions about TA positions in general should be directed to the Associate Dean for Graduate Studies.

17. SCHOLARSHIPS AND FUNDING

In addition to teaching assistantships, Ph.D. students have the opportunity to apply for
Scholarships and Fellowships administered by the School of Arts and Humanities. Students are also encouraged to apply for major external dissertation funding (“predoctoral fellowships”) such as the following:

Mellon/ACLS Dissertation Completion Fellowships
AAUW American Fellowships/Dissertation Fellowships
Fulbright Study/Research Awards
Harry Ransom Center Fellowship Program
Ford Foundation Predoctoral Fellowship

You should begin thinking about these and other major funding opportunities at the dissertation proposal stage.

18. ADVISING

After you accept your offer of admission, and before you register for courses for the first time, you must contact (phone, email, virtual meeting, or face-to-face meeting) your Faculty Advisor, whose name and contact information are included on your admission letter. When you meet with your Faculty Advisor, you should outline your background, your main areas of interests, and your academic goals.

Your Faculty Advisor will remain your main contact for advice about which courses to take and when, where to focus your scholarly and/or creative passions, how to navigate the challenges of graduate school, and any other questions you have about your career in the Literature Program during your first two years. The purview of your Faculty Advisor, in other words, is the academic, intellectual, and professional dimension of your education.

When you file the “Examinig Committee for Doctoral Field Examinations” form in the semester during which you complete 36 semester credit hours (typically the fourth semester), the Chair of your Field Exam Committee officially becomes your Faculty Advisor. Finally, when you have passed your exams, you will submit your dissertation proposal and formally establish your dissertation Supervising Committee by submitting a “Committee Appointment” form. At that point, the Chair of your Supervising Committee officially becomes your Faculty Advisor. However, the most successful students develop a wide-ranging network of faculty mentors beyond just their Faculty Advisor and the faculty members with whom they take courses. An excellent resource for understanding and making the most of faculty mentoring and advising is the University of Michigan’s Graduate Student Mentoring Guide: A Guide for Students.
Although the faculty are your best resource for academic advising, they are not always equipped to help you make your way through the bureaucratic and technical aspects of your progress in the Literature Program. Dr. Jakobsson, the Graduate Advisor, is an important resource for helping you to understand the deadlines and processes for important milestones (e.g., submitting your field exam committee form or submitting a request to graduate). The Graduate Advisor should also be your first point of contact when you have questions about the processes, requirements, and deadlines established by the Office of Graduate Education and the Office of the Registrar.

Some of the most important advising happens among students and their peers at various stages of the program. Building relationships with your peers can help you succeed academically and intellectually; students who are one or two years ahead of you in the program have already successfully navigated many of the challenges and complexities that you will face.

19. ANNUAL REVIEW & MILESTONES AGREEMENTS

You are required to meet with your Faculty Advisor to review your progress each year you are in the program. This meeting is an opportunity to identify and discuss any challenges you may be facing in your progress and develop strategies for getting back on track. As part of this annual review, you and your Faculty Advisor will complete and sign what is called a “Milestones Agreement.” This annual review is an important opportunity not only for your Faculty Advisor to review your performance but also for you to seek advice about how to go about the next steps on your journey through the program.

20. TRANSFER CREDIT

If you have successfully competed graduate-level coursework at UT Dallas or at another institution, you may be eligible to use some of the courses you have taken in order to fulfill the requirements of the Ph.D. in Literature at UT Dallas. One of the main advantages of transferring coursework from previous graduate study is that doing so makes it possible for you to move through your degree requirements more efficiently.

Transfer credit is subject to the approval of the Program Coordinator. UT Dallas’s rules and regulations concerning transfer credit, which can be found in both the Graduate Catalog and UTDPP 1052. In addition, the School of Arts and Humanities has a policy governing transfer credit, which is as follows:

Students who have completed relevant graduate coursework at another institution
may be eligible to transfer up to 9 semester credit hours of coursework into the Ph.D. Students who have completed relevant graduate coursework at UT Dallas may be eligible to transfer up to 24 semester credit hours of coursework into the Ph.D. You may petition to transfer previous coursework in one or more areas of literary studies (e.g., English, Spanish, Chinese, comparative literature) or in another area of study recognized on the degree plan for the Ph.D. in Literature (e.g., history, philosophy, art history, film studies). Additionally, you may petition to transfer previous coursework when you enter the program or once you have already entered in the program.

Please note, however, that University also has strict time limits that may affect the transferability of previous coursework, whether taken at UT Dallas or at another institution—see UTDPP 1052 (“Time Limits”). If you have questions concerning transfer credit, please contact the Program Coordinator.

21. OFFICES & GRADUATE STUDENT LOUNGE

Students who are Teaching Assistants will be assigned desk space in a shared office. The graduate student lounge is located in JO 3.930.

22. ASSOCIATION OF GRADUATE STUDENTS (AGS)

Previously known as the Graduate Student Association, the A&H Association of Graduate Students (AGS) provides professional development, networking, and advocacy services for graduate students in the School of Arts and Humanities.

Each month, the AGS hosts informational and professional development sessions that are open to all A&H graduate students. These meetings provide important information about key aspects of A&H graduate programs such as foreign language requirements, preparing for field exams, and other topics of interest. These sessions also include professional development opportunities such as CV writing, best practices for grading, and many others.

During both the fall and spring semesters, the AGS hosts several social events designed to help foster a sense of community and comradery among graduate students in the School of Arts and Humanities. These opportunities include the annual Welcome Back Party and monthly/semi-monthly mixers. These social events are open to all A&H graduate students as well as to the faculty, staff, and administration.

The AGS is also actively involved in advocacy on behalf of graduate students. The AGS has representatives on administrative committees, presents student concerns to the administration, and provides information about important news, such
as program changes, TA appointments, etc. The AGS also works closely with the university-wide Graduate Student Assembly on student advocacy issues.

Each spring, the AGS hosts its marquis event—the Research, Art, and Writing Graduate Student Conference (RAW). This conference provides graduate students with an opportunity to share their work with colleagues and professors in a formal conference setting. For many students, this might be their first such opportunity, so there are opportunities for presenters to receive feedback and critiques from professors in attendance that will be beneficial to them as they progress through their studies and careers in academia. Graduate students from any school or institution are welcome to submit their work. Following the conference, three awards are presented: The Clarkson Prize for Best Academic Paper; The Kratz Prize for Best Creative, Performed, Multimedia or Other Non-Traditional Presentation; and the award for Best Overall Presentation (nominated by attendees and voted on by faculty).

Officer/senator elections are held at the beginning of each fall semester. A list of current Officers and Senators, as well as contact information and news about upcoming events, can be found on the School of Arts and Humanities website.

23. GRADUATE STUDENT ASSEMBLY (GSA)

The Graduate Student Assembly represents and advocates for all graduate students at UT Dallas. All graduate students are automatically considered members of the GSA, and the organization is run by an elected Executive Board of graduate students plus one graduate student representative from each school. One of the many important functions of the GSA is to nominate graduate student representatives for service on important faculty governance committees such as the Committee on Educational Policy, the Committee on Effective Teaching, the Student Fee Advisory Committee, the Library Committee, and the Police Oversight Committee. There are many opportunities to get involved in the GSA and the important work it does on behalf of graduate students at UT Dallas.

24. REUNION

For over two decades, Reunion: The Dallas Review (formerly Sojourn) has been dedicated to finding and publishing exceptional examples of previously unpublished short fiction, drama, visual art, poetry, translation work, non-fiction, and interviews. Published annually each fall and a new piece published online each month, our mission remains to cultivate the local arts community and to promote the work of talented writers and artists both locally and across the globe.
Editorial Management

The Editor-in-Chief appoints staff for the new year/issue, organizes staff meetings, plans and hosts the new issue launch party (Late October/early November), creates deadlines for staff, supervises and makes final decisions on content for the upcoming issue, works with the Web Designer on website updates, works with the Graphic Designer for printing journal and preview booklets to be distributed at the annual Association of Writers & Writing Programs (AWP) conference, coordinates other opportunities to promote journal locally and beyond, and works with other editorial management staff to handle any editorial queries to our Gmail account. The Editor-in-Chief determines which top selections gain inclusion in the journal after discussions with Assistant Editor and Managing Editor and the Genre Editor in question.

The Assistant Editor reports to the Editor-in-Chief, follows up with Genre Editors for progress on reading submissions, assists with launch party arrangements, organizes contributors’ copy mailings, organizes creative writing mailings, and coordinates the AWP Book Fair table. The Assistant Editor helps to proofread and copyedit the new issue and works closely with the Editor-in-Chief and the Managing Editor.

The Managing Editor reports to the Editor-in-Chief and sends out calls for submissions to creative writing programs, mails copies of each issue purchased online to buyers, runs the Literary Journals Exchange Program (LitXPro), and communicates and coordinates with our exchange partners. The Managing Editor helps to proofread and copyedit the issue and works closely with the Editor-in-Chief and the Assistant Editor.

A member of the management staff, usually Managing Editor or Assistant Editor, coordinates the Robert Bone Memorial Creative Writing Contest.

Editorial Staff

The editorial staff is made up of Readers and Editors for the following genres: drama, fiction, non-fiction, poetry, translation, and visual arts. The Submissions Period runs from October 1 to January 15 and the Reading Period runs from October 1 to February 15 (in tandem with submissions, and extends one month longer than submissions).

The Editors for each genre are responsible for the oversight of their readers. Genre Editors will disperse submissions for Readers to read and rate. The Genre Editors will make a final selection from these top choices, a number decided upon in advance by the Genre Editor and approved by the Editor-in-Chief and Faculty Adviser. The top choices are then sent to the Editorial Management Team. Once the Editor-in-Chief decides to accept/decline selections, the Genre Editor is responsible for communicating the decision on the submission to the author via Submittable.
Readers work closely with the Genre Editors. All submissions will be channeled to their specific category under the supervision of the Genre Editor and then dispersed to the Readers by the appropriate Genre Editor(s). During the Reading Period, the readers will rate all submissions for their genre on Submittable and make additional notes regarding the works to assist with the review and selection process.

The Social Media Specialist will be responsible for broadening Reunion’s online presence on Facebook, Twitter, and Instagram by posting to these social media sites on a regular basis. Specialists will be responsible for advertising upcoming creative writing events on campus and in the community as well as news related to Reunion and its contributors’ published works. Specialists must also have good writing, editing, and proofreading skills, in addition to technical and social media skills.

The Undergraduate Intern will be responsible for assisting the Editorial Management staff with various tasks throughout the year. Potential interns should have a passion for literature and the arts and have the ability to ensure that projects and other responsibilities are completed in a timely fashion. For this position, we need someone who is extremely organized, a solid writer, computer savvy, and conversant with publishing and social media (web- and app-based).

Students can submit an application to become involved in a leadership role in Reunion on the journal’s Submittable site. This is also where students can submit a piece for consideration (fiction, poetry, creative nonfiction, drama, or visual arts) during the submission period (October 1-January 15) and where they can submit a piece for the Robert Bone Memorial Creative Writing Contest (full-time students only; November 1-January 15).

25. SIGMA TAU DELTA (INTERNATIONAL ENGLISH HONOR SOCIETY)

Sigma Tau Delta is an international honor society that recognizes academic achievement in the study of English language, literature, and writing. Membership for full membership status is by invitation only, and invitations are sent out each fall semester via email. Associate memberships are also offered; those allow students to engage with UT Dallas members, but they are not recognized by the international society and do not have full-member privileges.

Officers are elected by membership each April through electronic ballot. Contact information, along with a list of current Sigma Tau Delta officers, can be found on the School of Arts and Humanities website.
26. **COMMUNITY EXPECTATIONS**

Students are strongly encouraged to attend the readings, lectures, and other events sponsored by the Literature Program. Students are also encouraged to take advantage of events related to their research interests and goals sponsored and organized by the various research centers in the School of Arts and Humanities. Attendance at RAW—the annual graduate student conference—is expected.

27. **UNIVERSITY POLICIES AND PROCEDURES**

The University’s official policies and procedures for completing a graduate degree are outlined in the [Graduate Catalog](#) and in [UTDPP 1052](#). For supplemental information about University policies related to graduate education, see “Academic Policies” on The Office of Graduate Education website.

University policies related to graduate assistantships (Teaching Assistant, Research Assistant, Graduate Assistant, and Teaching Associate) are outlined in [UTDPP 1075](#).

Students are subject to the “Student Code of Conduct” as articulated in [UTDSP 5003](#). Other relevant policies and procedures can be found in the [Graduate Catalog](#) and on the UT Dallas Policy Navigator.

**Texas Residency**

The Office of the Registrar provides detailed information about establishing residency in Texas to qualify for in-state tuition. International students eligible to establish legal domicile in Texas may also qualify for Texas residency status. Email questions to residency@utdallas.edu.

**Registration Requirements**

Minimum registration requirements for all students outlined in [UTDPP 1052](#). Doctoral students must be enrolled in at least 1 credit hour in the semester in which they graduate. Enrollment for 1 semester credit hour in the final semester is only allowed once.

**Leaves of Absence**

To request a leave of absence, consult with your Faculty Advisor and complete the “Leave of Absence Request” form. Policies governing leaves of absence can be found in the [Graduate Catalog](#). Leaves of absence are limited to one year but exceptions may be approved by the Associate Dean for Graduate Studies.
Student Academic Grievances

UTDSP5005: Student Grievances (Subchapter B) details the policies and procedures for filing an academic grievance—in other words, “a dispute concerning some aspect of the student’s academic standing arising from an administrative or faculty decision.” The policy requires students to first attempt a resolution of the grievance “through discussion with the instructor, supervisor, administrator, or committee chair with whom the grievance originated.” In other words, you should first attempt to resolve the academic grievance directly with the parties involved. If you are unable to resolve the grievance, you may then submit a written appeal to the Program Coordinator.

Student Complaint Resources

Discrimination and sexual harassment/misconduct are covered by the following policies: UTDBP 3102: Sexual Misconduct Policy and UTDBP 3090: Nondiscrimination. The Graduate Catalog contains a list of resources related to student complaints and grievances.

28. FREQUENTLY ASKED QUESTIONS

A. General

  How do grades work? What do they mean?

To remain in good academic standing, you must maintain a minimum 3.00 cumulative grade point average in graduate courses, which is equivalent to a “B” average (see “Academic Good Standing” in the Graduate Catalog). If your cumulative grade point average falls below 3.00 at the end of any semester, you will be placed on academic probation. You will then have two subsequent semesters to raise your cumulative grade point average to 3.00; failure to achieve a 3.00 GPA after these two semesters will result in immediate dismissal. A 3.00 GPA is not necessarily the standard for satisfactory work; it is instead the minimum cumulative average to remain at the University and graduate from the degree program.

Students do have the option of taking certain graduate courses subject to certain restrictions (see “Pass/Fail Grading” in the Graduate Catalog). Elective courses in the student’s major area and core courses (e.g., LIT 6300, LIT 7300, ARHM 6310) cannot be taken on a pass/fail basis. In practical terms, for students in the Ph.D. in Literature this usually means that only elective courses from other programs can be taken pass/fail.
B. Enrollment and Registration

Can I take a semester off and come back?
Yes. Please complete the “Leave of Absence Request” form and submit it to the Associate Dean for Graduate Studies. Please note, however, that there may be implications for your TA position. For more details, see “Continuous Enrollment” in the Graduate Catalog.

What if I need to defer enrollment after I’ve already been accepted?
This is possible in some circumstances; contact the Associate Dean for Graduate Studies.

How do I know whether to register for courses such as LIT 8V01: Dissertation Proposal and LIT 8V99: Dissertation for 3, 6, or 9 semester credit hours?
Teaching Assistants are required to register for at least 9 semester credit hours every long semester (Fall and Spring). So if you’re registering for LIT 8V01 or LIT 8V99 during any semester during which you hold a TA appointment, you’ll want to register for 9 hours with the Chair of your Supervising Committee. If you are a part-time or full-time student who does not have a TA appointment, you can register for just 3 hours unless there is an external requirement (e.g., financial aid) for you to do so.

Where do I find important deadlines related to registering and dropping courses?
Consult the UT Dallas Calendar. The main page provides a quick overview of some the major registration deadlines. Click on “Show the Full Calendar” to view the full official academic calendar.

What if I want or need to sign up for a course that is full?
Please get on the waitlist and be patient. If space opens up in the course, students will automatically be registered in the order in which they signed up for the waitlist.

What if I want to change catalog years?
You are bound by the requirements for the degree as stated in the Graduate Catalog for the year in which you were admitted for as long as you are in the program. However, if requirements for the Ph.D. in Literature change in subsequent years, you have the option to move to a later catalog year. You can move to any later catalog year (i.e., a student admitted in 2015 could choose to move to the 2016, 2017, 2018, etc. catalog requirements) but you cannot move to a catalog year before you began the program (i.e., a student admitted in 2015 could not choose to move to the 2014 or 2013 catalog requirements). To request a change of catalog year, first consult with your Faculty Advisor and then complete the “Graduate Change of Catalog Year” form.
C. Doctoral Field Examinations (“Field Exams”)

*Who can serve on my committee?*

The chair of your exam committee must be a faculty member in the Literature Program, and at least one of the two remaining members must be a faculty member in the Literature Program. You must complete one of your fields under the supervision of the chair.

*Do I have to submit my reading lists? If so, to whom do I submit them?*

You must finalize the reading list for each of your two fields no later than the second week of the first semester during which you enroll in a Field Exam Preparation course. At least two weeks before the date of your oral exam, you will submit your two written answers along with your two reading lists to all three members of your committee. You are not required to submit the reading lists in order to register for Field Exam Preparation courses, and you are not required to submit them to the A&H office.

*What is the role of the Examining Professor (or “third reader”) on the committee?*

The Examining Professor—or “third reader”—on your field exam committee does not supervise one of your two fields. The Examining Professor will be present at the oral exam and ask you questions related to your reading lists and/or your written answers; the Examining Professor will also evaluate each of your two written answers as well as your performance during the oral exam. You should choose an Examining Professor whose research and teaching overlaps with, or complements, one or both of your field areas. You must complete at least three Field Exam Preparation courses; you will sign up for at least one of these with the Examining Professor.

*What if I fail my exams?*

Each member of your field exam committee independently evaluates each component of your exams. In other words, all three members evaluate your performance on each of your two written answers, and all three members evaluate your performance during the oral exam. In order to pass your exams, you must pass both of your written answers and the oral exam by a majority vote (2/3).

If you fail your exams, you are terminated as a doctoral student unless a two-thirds majority of your exam committee votes that a second exam be permitted.

*When do I get my exam questions?*

The Supervising Professor for each field will give you a question—or ask you to choose among a series of questions—no later than the second week of the first semester during
which you are enrolled in a Field Exam Preparation course with that professor. Some professors may ask you to submit your own questions or collaborate with them on crafting a question or questions, while others will assign you a question or questions. If you finalize your reading list before the start of your Field Exam Preparation course, you can begin reading and working on your exam over the summer or during the winter break.

**When can I schedule the oral examination for my exams?**

As soon as your field exam committee thinks you’re ready. The oral exam can be scheduled at any time, but you must be registered for at least 3 semester credit hours during the semester when your oral exam takes place.

**When can the oral examination take place?**

The oral examination can take place on any business day when classes are in session.

**What counts as a passing answer?**

You should ask the Supervising Professor for each of your two fields to discuss their specific expectations at the outset of the exam process. However, in general, your written answers for each of your fields should demonstrate: thorough knowledge of the items on your reading list; an ability to think broadly and synthetically about the items on your reading list; an ability to think critically and analytically about the items on your list, both individually and as a whole; and the capacity to articulate an independent scholarly position about individual items on your list and the list as a whole.

**D. Dissertation**

**What is the role of the other members of the Supervising Committee beyond the Chair?**

This varies; sometimes students send drafts of each completed chapter to their entire committee after they’ve worked on a round of revisions with their Chair; sometimes students work more exclusively with their Chair until they have finished a draft of the entire dissertation. One of the goals of the meeting you must have with your Supervising Committee after your proposal has been approved is to come to an agreement about how you will all work together during the time you’re writing your dissertation.

**How often do I need to meet with the members of my Supervising Committee?**

UTDPP 1052 requires your Supervising Committee to meet with you annually to assess your progress. You also have the option to request one meeting with your entire Supervising Committee each year by writing to the Program Coordinator. Beyond these
meetings, how you work with the various members of your Supervising Committee will depend on the process that is agreed upon at the outset of your dissertation writing process and the specific nature of your research.

How long will it take to write my dissertation? How much time do I have?

The amount of time it will take to write your dissertation will depend on the specific nature of your research project but, as a general guideline, you should plan on four semesters of full-time dissertation writing. UTDPP 1052 stipulates that all the requirements for a doctoral degree “must be completed within one ten-year period.” While exceptions to this rule may be granted under certain circumstances, you should plan to wrap up your dissertation by the end of your tenth year in the doctoral program.
<table>
<thead>
<tr>
<th>MILESTONE</th>
<th>EXPECTED TIME OF ACHIEVEMENT</th>
<th>YES/NO</th>
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<tbody>
<tr>
<td>Meeting between student and faculty advisor to discuss student’s progress</td>
<td>annually</td>
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<tr>
<td>LIT 6300: Proseminar in Literary Studies</td>
<td>during coursework</td>
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<td>first fall semester in program</td>
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<td>ARHM 6310: Team-Taught Interdisciplinary Seminar</td>
<td>during coursework</td>
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<td></td>
<td>by 36th SCH (4th semester for FT students)</td>
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<td>LIT 7300: Writing Workshop</td>
<td>during coursework</td>
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<td></td>
<td>after student has completed at least 6 graduate-level LIT courses (note that LIT 7300 is offered during spring semesters only)</td>
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<tr>
<td>Completion of at least 8 graduate courses in LIT (including LIT 6300 and LIT 7300)</td>
<td>during coursework</td>
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<td></td>
<td>by 38th SCH (4th semester for FT students)</td>
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<td>Establishment of doctoral field exam committee; “Examining Committee for Doctoral Field Examinations” form submitted to <a href="mailto:ahfieldexams@utdallas.edu">ahfieldexams@utdallas.edu</a></td>
<td>during coursework</td>
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<td>by end of semester during which 36th SCH are completed (4th semester for FT students)</td>
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<td>Completion of all required courses (total of 12 courses including LIT 6300 + LIT 7300 + at least 6 additional graduate LIT courses + ARHM 6310 + 3 additional graduate courses in LIT or another area)</td>
<td>during coursework</td>
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<td>by 36 SCH (4th semester for FT students)</td>
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<td>Fulfillment of foreign language requirement</td>
<td>during or after coursework/before exams</td>
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<td>before student schedules oral examination for field exams</td>
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<td>Completion of at least 9 SCH of “Field Exam Preparation Courses” and successful completion of field exams (papers submitted and oral examination conducted)</td>
<td>after coursework</td>
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<td>should be completed by the end of the semester in which 45 SCH are completed (5th semester for FT students); must be completed by end of semester in which 54 SCH are completed (6th semester for FT students)</td>
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<td>Submission of dissertation proposal and “Committee Appointment” form for supervising committee; proposal approved by Graduate Studies Committee</td>
<td>after exams</td>
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<td>by the end of the semester after successful completion of field exams (6th or 7th semester for FT students)</td>
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<tr>
<td>Dissertation completed and approved by supervising committee</td>
<td>by 99th SCH (11th semester for FT students)</td>
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