

LSU Department of English



Guidelines  
for  
Graduate  
Study

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Welcome to the Graduate Program in English at LSU.

We offer three degrees at the graduate level: The Master of Arts in English (M.A.), the Master of Fine Arts in Creative Writing (M.F.A.), and the Doctor of Philosophy in English (Ph.D.). These “Guidelines for Graduate Study” (also known as The Purple Book) contain departmental regulations governing all graduate study in English, as well as regulations specific to each degree. The Purple Book is an important source of information for both graduate students and the graduate faculty. Please also consult the LSU English Department and Graduate School websites for additional information.

## GRADUATE SCHOOL INFORMATION

English graduate study at LSU is governed by the regulations of LSU’s Graduate School as well as by English Department requirements. These Guidelines provide general information about the graduate English Programs; they also provide some information about relevant Graduate School policies. But they make no attempt to duplicate all the applicable material from the General Catalog. Always consult Graduate School regulations directly. You can find the General Catalog here: <http://catalog.lsu.edu/index.php>

Graduate students are responsible for fulfilling requirements described in LSU’s current General Catalog and these Guidelines. Although the Catalog’s inside cover states explicitly that LSU reserves the right to change requirements at any time, the Department tries to apply the regulations that are in effect in the year students enter their programs.

Of particular importance in the Graduate Catalog are the sections entitled “Admission to Graduate Study,” “General Graduate School Regulations,” and “Requirements for Advanced Degrees.” If you are writing a thesis or dissertation, be sure to pick up the Graduate School’s Guidelines for the Preparation of Theses and Dissertations.

Refer to the “Guidelines” throughout your course of study as questions arise. If your question is not answered clearly here or in the Graduate Catalog, please ask your Major Professor, the Director of Graduate Studies in English (DGS), the Graduate English Program Specialist, or the pertinent officials at the Graduate School.

Graduate students must always assume the initiative for progress toward the completion of their degrees. *It’s your degree.* Check the calendar on the Graduate School website for key deadlines, and take note of information in emails and other forms of communication. We’ll do our best to help you to negotiate the bureaucracy, but **ultimately**, it’s your responsibility to find out the rules and meet the deadlines.

**International Study**

LSU has graduate student exchange programs (which generally carry financial awards) with several foreign universities. Check with the Graduate School for details. Most of this information is not available in the English Department.

## ENGLISH GRADUATE INFORMATION

### Advising

The Director of Graduate Studies (DGS) serves as first-year graduate advisor to students enrolled in all three programs. The DGS is your academic counselor until you choose another member of the graduate faculty to advise you. Even when you have selected your advisor, they may send you to the Director of Graduate Studies for additional counseling when appropriate. You are also welcome to speak directly to the DGS should you have any questions or concerns about your time in the program.

### Course Information

You must be registered as a full-time graduate student to retain a graduate assistantship. The minimum number of hours for full time status is nine credit hours, six of which must be at the graduate level. Students enrolled in English graduate degree programs must take courses numbered 7000 and above. A very few 4000-level courses in English, or 4000-level courses in other departments that fulfill graduate requirements, are permitted. (See "Course Work.")

Some courses can be taken more than once for credit, when topics vary. Always consult the General Catalog to check the maximum hours allowed per course (especially workshop and independent study courses).

The following course numbers designate independent study or research arrangements and may be taken only with the consent of a Graduate Faculty member who agrees to direct the course of study and to assign a grade. Students and faculty should agree beforehand on work expected and, in the case of English 8900, must file the appropriate paperwork (available from the Graduate Program Specialist) with the DGS no later than the first day of classes in the semester during which the Independent Study will be conducted.

These courses are classified as follows:

- English 8000 (Thesis Research) can be taken only by students writing (or preparing to write) an M.A. or M.F.A. thesis. Graded S/U (Satisfactory/Unsatisfactory).
- English 8900 (Independent Study) can be taken with the consent of a Graduate Faculty member who agrees to direct the course of study, to meet regularly with the student, and to assign a letter grade. Graded A-F.
- English 9000 (Dissertation Research) can be taken only by students enrolled in the Ph.D. program who are either preparing a dissertation or are preparing for and taking the General Exam. Graded S/U.

In all three of these courses, students must report regularly to the course director on research progress.

## **Evaluation of Graduate Students**

All graduate course work is evaluated by a grade (see Appendix). The Graduate Office will also evaluate your progress towards your degree annually.

Students who fail any of the major examinations required for degrees in the department (M.A. and M.F.A. Final Examinations, and Ph.D. General and Final Examinations) can discuss their performance with their examiners and the DGS. They may be permitted to retake each examination only once.

## **Speakers**

Talks, readings, workshops, lectures, and UWP programs sponsored by the Department of English are part of your professional training. Graduate students are expected to attend these events as active members of the academic community. We also encourage you to attend job candidate presentations and events. Be a good departmental citizen!

## **Job Placement**

A graduate faculty member serves as the Job Placement Officer. See the Contacts page here for the name of the current Placement Officer. The officer's phone numbers and office hours are posted outside the main English Office (Allen 260) with those of other faculty members. Please also see our Placement section on the English Graduate Program Community Moodle page.

The Job Placement Officer advises students about the job market as well as fellowship and grant opportunities; runs workshops on improving CVs, application letters, writing samples, job talks, dossiers, teaching portfolios, and interviewing skills, organizes mock interviews, etc.

## **Professional Development**

Although excelling in your degree is always your highest priority, developing a strong CV during your time here is also important. Our Community Moodle page has a professional development section with advice and a suggested timeline. Join professional organizations at the graduate student rate, explore non-academic job possibilities, submit proposals to conferences, and revise your best work for publication. Students should begin consulting with the Job Placement Officer or other faculty about professional development from the beginning of their graduate study.

## **MINORING IN ENGLISH**

A non-English Ph.D. student's graduate minor in English is obtained by taking nine hours of graduate English courses and by including an English professor on the student's exam committees who will supervise the minor. The teaching practicum, 7915, does not count toward a minor

focused on Rhetoric and Composition.

## **MASTER OF ARTS IN ENGLISH**

The Master of Arts in English is a broad program of study designed to help students develop professional-level skills in research, reading, writing, and editing in a range of cultural, literary, and language-related areas. The Department of English offers the M.A. degree with both thesis and non-thesis options. Both options require an oral Final Examination. Full-time graduate students normally complete the program in two years, although it can be completed more swiftly with careful planning. The degree must be completed within five years of entrance into the program.

The courses you select as an M.A. degree student will give you a broad and well-grounded knowledge of the major literary genres of English, American, Anglophone, and other literatures in their historical and cultural contexts. They will also help you achieve competence in critical approaches and scholarly methods. Non-thesis-option students take 30 hours of course work. Thesis-option students take 24 hours of course work plus 6 hours of Thesis Research (ENGL 8000). Note that students who plan to enter a Ph.D. program should be aware that M.A. thesis hours may not count toward the course-work requirements for a Ph.D. program. They do not count toward the 48 hours of course work required for our own Ph.D., for example.

## **COURSE WORK**

Courses to be counted toward the M.A. degree must be at the 7000 level, except:

- 4000-level courses in linguistics and Old English, permitted with the consent of both your Major Professor and the DGS. These are the only 4000-level English classes for which English graduate students can receive graduate credit.
- 4000-level related courses in other departments (max. 9 hours) that are designated by the Graduate School as providing graduate credit and are considered graduate courses by the department in which they are taken. Check with the English Graduate Program Specialist to see if the university indicates that graduate credit can be given. Please offer verification to the DGS that this course requires graduate students to do significantly more work than undergraduates also enrolled in the course. The Graduate School does not permit courses to be offered for graduate credit in the summer unless the same course provides graduate credit during regular semesters.

In no case can more than half of the course work counted toward the degree come from courses below the 7000 level.

## **Course Requirements**

At the M.A. level, there are two tracks with different course require-



ments: Literary Studies and Writing & Culture. Every student entering at the M.A. level will be required to take the Proseminar in Graduate Study (ENGL 7020) in their first semester of graduate study and period distribution requirements, which refer to the following historical periods of Anglophone literature and culture:

Before 1500

Sixteenth-Century British

Seventeenth-Century British

Eighteenth-Century British

Early American

Nineteenth-Century British

Nineteenth-Century American

Twentieth and Twenty-First Century British

Twentieth and Twenty-First Century American

Postcolonial/Global Anglophone

Students who teach English composition courses must take ENGL 7915 during the semester they are assigned their first composition course.

### **Literary Studies**

- Proseminar in Graduate Study (ENGL 7020)
- Two graduate courses from different periods not included in the area of concentration
- Three graduate courses from an area of concentration (British, American, Ethnic & Postcolonial, Southern Studies, African-American Studies, Medieval and Renaissance Studies, etc).

### **Writing & Culture**

- Proseminar in Graduate Study (ENGL 7020)
- Two graduate courses from different periods
- Three graduate courses from an area of concentration (Cultural Studies, Women's & Gender Studies, Rhetorical Studies, or Composition Studies). The Teaching Practicum, 7915, does not count as one of these three courses.

## **M.A. OPTIONS**

### **Non-Thesis Option**

Non-Thesis (or Portfolio) Option requires 30 hours of coursework. The student presents a portfolio made up of essays and syllabi. The essay portion consists of a selection of three to four essays from the M.A. coursework, at least three of which should be term projects of average article length. This selection should represent the student's best written work and may be revised, under the direction of a professor, before submission to the committee. The syllabi should include all M.A. coursework. The portfolio should be submitted to committee members at least two weeks in advance of the actual examination. A sample portfolio is available in the English Graduate Office.

The Examining Committee comprises three faculty members chosen by the student and approved by the Director of Graduate Studies; the student should have taken courses with at least two of the committee members.

At the Non-Thesis M.A. Final Exam, the student will give a presentation that is identical to the student presentation in the Ph.D. Qualifying Procedure (see below). Discussion in the examination can refer to material covered in the student's graduate coursework as well as to material deemed important in determining the student's general competence. The student should schedule the exam through the English Graduate Program Specialist with the Graduate School, organizing the date and time with the committee. The examination committee will conduct an oral Final Examination that will last between one and two hours. The student can take this exam no more than twice. If the student fails the second attempt, the student is considered terminated from the program at the end of the examination semester. The student has the right to petition for reconsideration.

Special Note for M.A./Ph.D. at LSU: For students earning the M.A. while in the Ph.D. Program, the Ph.D. Qualifying Procedure (described below) is the same event as the M.A. Final Examination. In practice, there is no difference between the M.A. Final Examination and the Ph.D. Qualifying Procedure except that the Qualifying Procedure Committee will review past coursework and recommend further coursework as well as determine foreign language requirements for the student who passes. **Students who enter the program with a B.A. only must submit the Academic Course Plan in the first semester of their second year.**

We strongly advise all students entering the Ph.D. program without an M.A. to get the M.A. along the way. You will have completed the work, so you might as well have the degree to show for it.

### **Thesis Option**

The thesis option requires 24 hours of course work plus 6 hours of English 8000 (Thesis Research). The members of your Thesis Committee supervise and assist you in your work and approve the final draft of your thesis, which should be a substantial work of original scholarship and criticism, typically 50-100 pages in length. Visit the Graduate School office during the semester before the semester you plan to graduate for deadlines and procedures concerning requests for a Final Exam and submitting the thesis to your committee.

An oral Thesis Defense before your committee constitutes your Final Exam. Theses may be formally submitted to the Thesis Committee no more than twice for defense. All members of your committee must

agree to pass your thesis. If your thesis is not approved at the second submission, you are considered terminated from the graduate program at the end of the examination semester. M.A. thesis students may not petition for a third submission.

**Thesis M.A. Final Examination:** This procedure is exactly the same as the Non-Thesis Master's Examination except that instead of a portfolio of essays from coursework, the student will submit a thesis. Thesis students should also submit the syllabi of all courses taken during the M.A. program.

After a successful thesis defense, submit the approved and corrected thesis (including any corrections required by the Graduate School) to the Graduate School. Please note the often surprisingly early deadlines in the LSU General Catalog's Academic Calendar.

### **Switching Options**

Students may switch options (thesis or non-thesis) only once. Regardless of whether students stay in one option or move to another, they have a total of only two chances to be passed by their committee(s) for the M.A. degree. For example, a student whose thesis is rejected by his or her committee may subsequently request to switch to the non-thesis option, but such a student is expected to pass the oral examination the first time; if not, he or she will ordinarily be terminated from the program.

## MASTER OF FINE ARTS IN CREATIVE WRITING

The Master of Fine Arts in Creative Writing is a genre-flexible program of study designed for students who wish to engage in a dynamic exploration of the craft of creative writing. The program aims to help students rapidly develop critical lenses for writing, reading, and editing, as well as to foster professional skills and a broad knowledge of the field of contemporary writing. The program prepares students for work in the literary arts, teaching, publishing, and other careers. Nearly all students complete the program in three years. The degree must be completed within five years of entrance into the program.

### OVERVIEW OF REQUIREMENTS

In order to earn a Master of Fine Arts in Creative Writing, candidates must:

- Submit the Academic Course Plan form during the second semester of the first year.
- Complete 42 hours of course work, plus 6 hours of Thesis Research (ENGL 8000).
- Write a Creative Thesis and pass a Final Examination (oral thesis defense).

### COURSE WORK

Courses to be counted toward the M.F.A. degree must be at the 7000 level, except:

- 4000-level courses in linguistics and Old English, permitted with the consent of both your Major Professor and the DGS. These are the only 4000-level English classes for which English graduate students can receive graduate credit.
- 4000-level related courses in other departments (max. 9 hours) that are designated by the Graduate School as providing graduate credit and are considered graduate courses by the department in which they are taken. Check with the English Graduate Program Specialist to see if the university indicates that graduate credit can be given. Please offer verification to the DGS that this course requires graduate students to do significantly more work than undergraduates also enrolled in the course. The Graduate School does not permit courses to be offered for graduate credit in the summer unless the same course provides graduate credit during regular semesters.

Courses for the M.F.A. degree must include:

- 15 hours of writing workshops in the following genres. (At least three of these hours must be outside your primary genre. No more than 12 hours of any one of these courses may be counted toward the degree):
  - Fiction (ENGL 7006)
  - Poetry (ENGL 7007)

- Drama (ENGL 7008)
  - Screenwriting (ENGL 7009)
  - Literary Nonfiction (ENGL 7001)
- 3 hours of a forms course, usually in your primary genre:
  - Forms of Prose Fiction (ENGL 7106)
  - Prosody and Poetic Forms (ENGL 7107)
  - Forms of Film Writing (ENGL 7109)
- 12 hours of non-Creative-Writing courses in the English Department.
  - ENGL 7915 (required for those teaching English composition at LSU for the first time)
- 12 more hours in any of the following:
  - Additional non-Creative-Writing English courses
  - Additional workshops (again, note maximum hours of credit listed for each course in the General Catalog)
  - Additional forms courses (again, note maximum hours of credit listed for each course in the General Catalog)
  - Up to 6 hours of independent study (ENGL 8900)
  - Up to 9 hours in related courses outside the department
- 6 hours of Thesis Research (ENGL 8000)

## ACADEMIC COURSE PLAN

**We require an Academic Course Plan meeting with a professor with whom you have taken a course or the DGS by the end of your first year in the program.** An M.F.A. Academic Course Plan form is available to download from English Graduate programs Community Moodle page. This form is an advising tool that reflects your plans and your discussion with your advisor. The form clarifies requirements for the degree, but it can evolve as your goals change: you are not bound to specific courses in the order set forth.

## THESIS

Thesis advisors and committee formation begin in the spring semester of your second year. Students complete the Thesis Committee Preference Form, available on Community Moodle, and submit according to the instructions provided by the Creative Writing Directing Committee. In selecting a thesis advisor, you should choose a faculty member who has artistic and/or academic expertise that will help you successfully complete your project. The MFA faculty (all genres, including “secondary” genres) will collectively pair each student with a faculty thesis advisor based on not only the student’s expressed preference, but also on the project and the need for equitable distribution of workload for the faculty. Every effort is made to pair you with your first choice. It is recommended that you select a member of the Creative Writing faculty to serve as your thesis advisor; however, your thesis advisor must be a full member of the Graduate Faculty from the English department and approved by the DGS and the Director of Creative Writing. The remaining members of the thesis committee may be selected from the graduate faculty within or

outside of the English department.

The Chair of the committee (your Major Professor/Thesis Advisor) will confer with you and other committee members about the proposed thesis and will review the preliminary thesis work with you, informing you whether your proposed thesis is likely to fulfill the requirements for an M.F.A. degree.

## **FINAL EXAMINATION**

The M.F.A. Final Examination is a critical evaluation of your creative intentions and of how well those intentions have manifested themselves in the play, screenplay, or book-length work of prose or poetry that you have produced. Visit the Graduate School office the semester before the semester you plan to graduate for deadlines and procedures concerning requests for a Final Exam and submitting the thesis to your committee.

Theses may be formally submitted to the Thesis Committee no more than twice for defense. All members of your committee must agree to pass your thesis. If your thesis is not approved at the second submission, you are considered terminated from the graduate program at the end of the examination semester.

After your successful thesis defense, submit the approved and corrected thesis (including any corrections required by the Graduate School) and the required paperwork to the Graduate School. Note the often surprisingly early deadlines in the LSU General Catalog's Academic Calendar.

## **DOCTOR OF PHILOSOPHY IN ENGLISH**

The Doctor of Philosophy degree in English at LSU is designed to help students develop high-level, theoretically informed, professional skills in research, reading, writing, editing, and teaching in a range of literary, cultural, and linguistic areas of study, and to develop expertise in those areas. We prepare students for jobs in college and university teaching and for careers requiring similar professional skills. Students entering with an M.A. should complete their degree within four years. Students entering with a B.A. should complete their degree within six years. All students must complete the degree within 7 years of entrance into the program.

One useful way of thinking about the Ph.D. program is to divide it up into three important phases: coursework, exams, and dissertation. A handy milestone list is included as an appendix in the “Guidelines” and is also on the Graduate English website.

### **Note on Internal Admission**

Students initially entering the M.A. or M.F.A. programs must be formally admitted to the Ph.D. program. They will be reviewed in the same way as other applicants for admission and financial aid. These students should apply for admission no later than January 15 to begin the Ph.D. program the following fall semester. They should complete the department’s application form, with writing sample and statement of purpose. (Note: if a student’s admission application is older than five years, they must reapply.)

## **OVERVIEW OF REQUIREMENTS**

In order to earn a Ph.D. in English, all students must:

- Submit the Academic Course Plan form
- Complete the Qualifying Procedure
- Complete 48 hours of required coursework
- Meet the foreign language requirement
- Meet the residency requirement
- Pass the General Examination
- Complete the pre-dissertation conference
- Complete the dissertation (a minimum of 9 dissertation hours are required)
- Pass the Final Examination (Dissertation Defense)

Each of these requirements is detailed below.

## **ACADEMIC COURSE PLAN/CONFERENCE**

This conference is a formal review and assessment of the scope and quality of your past work and plans for future work. In the second semester of study (for students entering with an M.A.) or early in the third (for students entering with a B.A.), complete the following process:

- Ask three Graduate Faculty members of the English Depart-

ment to serve on your Academic Course Plan committee. These should primarily be professors who specialize in your areas of interest. See the “Ph.D. Mentoring Document” on our site’s “Professional Development” section for useful recommendations.

- Request approval of the committee from the DGS.
- Schedule the conference with your committee.
- Collect the relevant documents and information needed for the conference and fill out a draft of the Academic Course Plan. The form used for this purpose is called The Program of Study Form.
- Submit Program of Study form to the DGS for approval, where it remains on file until needed to complete the Doctoral Degree Audit and Request for General Examination.

The conference is a diagnostic conversation in which you and your committee:

- Determine how much (if any) previous graduate work will be applied as course credit toward the LSU Ph.D., and which requirements these courses fill. The department allows a maximum of 24 hours of previous graduate coursework elsewhere (with grades of A, B, P, or S) to be applied toward the degree, including no more than 12 hours of courses taken as a non-matriculating student. M.A. Thesis/Research hours may not be applied toward the Ph.D. degree. Bring transcripts and syllabi from graduate courses taken elsewhere for your committee to evaluate.
- Discuss the intended shape of your doctoral work, including any deficiencies or problems needing attention.
- Discuss the possibility of choosing a Graduate Minor. You may declare a minor on your Doctoral Degree Audit Form, either within or outside the English department, but you are not required to do so. If you choose to declare a minor, you must find a member of the university’s Graduate Faculty who agrees to serve as your Minor Professor, and you must report your choice of a Graduate Minor and Minor Professor to the committee for inclusion in the Academic Course Plan. You need not file any separate forms to declare a minor. More details are discussed below under Graduate Minors.
- Draw up the full list of courses (or choices of courses) that will satisfy your degree requirements and provide coverage of a variety of subjects of study relating to your approved plans.
- After the conference, complete the revised Program of Study form.

The principal record of the conference is the Academic Course Plan, filled out in the Program of Study form, completed (in duplicate) and signed by the committee and forwarded to the DGS for approval. It is filed in the English Graduate Office and held until completion of paperwork to schedule the general exam.



For students entering the program with an M.A., the Academic Course Plan conference should be combined with the Qualifying Procedure (see below).

## QUALIFYING PROCEDURE

In practice, the Qualifying Procedure is identical to the M.A. Final Examination for students pursuing the Ph.D. at LSU. The Qualifying Procedure is designed to ensure satisfactory overall student progress and quality of work (including determining foreign language requirements), and to give faculty a forum for evaluating whether or not a student should remain in the program. This is a mandated procedure for all Ph.D. students, but Ph.D. students with M.A.s automatically pass the procedure. Students with M.A.s will complete their Qualifying Procedure by undergoing an interview in order to establish and confirm programs of study and to establish the student's foreign language requirements.

Full-time Ph.D. students entering the program with an M.A. should schedule the Qualifying Procedure **during their first semester or early in the second semester.**

Full-time Ph.D. students entering without an M.A. should take the Qualifying Procedure **no later than the fourth semester or when they have completed the M.A.-level coursework.** We strongly encourage students who entered without an M.A. to earn their M.A. at this time by doing the procedure as their M.A. Final Exam. In order for this to count as your M.A. Exam, you must schedule this as your M.A. Final Exam with the Graduate School.

The Qualifying Procedure Committee comprises three faculty members chosen by the student and approved by the Director of Graduate Studies. The student should have taken courses with at least two of the committee members.

The Procedure consists of three elements: the portfolio review, the student presentation, and the examination:

1. Portfolio Review (for students with a B.A. only): The student puts together a portfolio of essays and syllabi and submits it to committee members who individually review the material prior to the meeting. The essay portion consists of a selection of three or four essays from the M.A. coursework, at least three of which should be term projects of average article length. This selection should represent the student's best written work and may be revised, under the direction of a professor, before submission to the committee. The syllabi should include all courses taken during the M.A., up to this point. The portfolio should be submitted to committee members at least two weeks in advance of the actual examination. A model portfolio is available in the English Graduate Office for perusal. The portfolio requirements

- are identical to the M.A. Final Examination.
2. Student Presentation: Drawing from the portfolio, the student orally presents a summary of graduate-level work completed to date and plans for future work and specialization: this is an exercise in reflection and scholarly self-articulation. It should take no more than 20 to 30 minutes. This procedure is identical to that of the M.A. Examination.
  3. Examination and Plan of Work: Questions or concerns about the portfolio's contents and the student's presentation are addressed at the meeting. The range of possible questions is identical to that of the M.A. Examination. For students who entered without an M.A., the Plan of Work is a review of the Academic Course Plan (as well as the Doctoral Degree Audit; see above) that students are required to fill out with professorial guidance during their first year. For entering students with an M.A., the Plan of Work will produce the Academic Course Plan if they have not already had an Academic Course Plan meeting. Having examined the student's previous coursework, the committee recommends further coursework, as needed.

If you are a doctoral student who entered the department without an M.A., you may choose to do the Qualifying Procedure as your M.A. Final Examination in order to earn the M.A. at this time (upon passing the exam, of course). As a reminder: to make this count as your M.A. Exam, you must schedule the M.A. Final Examination with the Graduate School. This involves meeting some paperwork deadlines and paying a graduation fee; check with the English Graduate Program Specialist and the Graduate School for dates. Please allow time to arrange for it.

The Qualifying Procedure is an in-house departmental procedure. There are two scenarios in which no paperwork needs to go to the Graduate School: first, if you entered with an M.A.; and, second, if you entered the doctoral program without an M.A. and wish to proceed with your doctoral work without receiving an M.A. from LSU. In these cases, the committee members should inform the Graduate Program Specialist when the student has satisfactorily completed the Qualifying Procedure.

## **COURSE WORK**

At the Ph.D. level, there are two tracks with different course requirements for each: Literary Studies and Writing & Culture. Each provides the flexibility to craft an individual Academic Course Plan according to the student's own research interests, with faculty guidance.

Every student entering without an M.A. must take the Graduate Proseminar (ENGL 7020); those entering with an M.A. should take it if they have not previously taken a similar graduate course in research methods. When requesting a waiver, the student should submit a copy of the syllabus to the Director of Graduate Studies for evaluation.

Each track has period distribution requirements, which refer to the various historical periods of Anglophone literature and culture. The Academic Course Plan committees (along with the DGS) will help students determine what courses satisfy what requirements because it is not always immediately obvious. Students need to take 5 classes in their area of concentration/period and 3 classes in 3 different periods from the list below. One rationale for period distribution requirements is that, no matter what your concentration, you will likely enter an academic job market that defines assistant professor positions and major research publications largely by historical period.

Before 1500  
Sixteenth-Century British  
Seventeenth-Century British  
Eighteenth-Century British  
Early American  
Nineteenth-Century British  
Nineteenth-Century American  
Twentieth and Twenty-First Century British  
Twentieth and Twenty-First Century American  
Postcolonial/Global Anglophone

Students who teach English composition courses must take ENGL 7915 during the semester they are assigned their first composition course, ENGL 1001. In the second semester, they are required to teach ENGL 2000 and attend three mentoring sessions. Any student in any track who has not taken a course in literary, cultural, or rhetorical theory must do so at the Ph.D. level. You must complete a minimum of 48 hours of graduate courses.

### **Literary Studies**

- Proseminar in Graduate Study (ENGL 7020)
- Three graduate courses from three different periods not included in the area of concentration.
- Five graduate courses from an area of concentration (British, American, Ethnic & Postcolonial, Southern Studies, African-American Studies, or Medieval and Renaissance Studies, etc.).

### **Writing & Culture**

- Proseminar in Graduate Study (ENGL 7020)
- Three graduate courses from three different periods not included in the area of concentration.
- Five graduate courses from an area of concentration (Cultural Studies, Women's & Gender Studies, Rhetorical Studies, and/or Composition Studies, etc.).

English 7915 (Teaching College Composition) is required for new teaching assistants teaching English composition at LSU. This course is taken

concurrently with the first semester of teaching ENGL 1001.

Courses to be counted toward the Ph.D. degree must be at the 7000 level, except:

- 4000-level courses in linguistics and Old English, permitted with the consent of both your Major Professor and the DGS. These are the only 4000-level English classes for which English graduate students can receive graduate credit.
- 4000-level related courses in other departments (max. 9 hours) that are designated by the Graduate School as providing graduate credit and are considered graduate courses by the department in which they are taken. Check with the English Graduate Program Specialist to see if the university indicates that graduate credit can be given. Please offer verification to the DGS that this course requires graduate students to do significantly more work than undergraduates also enrolled in the course. The Graduate School does not permit courses to be offered for graduate credit in the summer unless the same course provides graduate credit during regular semesters.

You must also complete at least nine hours of English 9000 (Dissertation Research). These nine hours do not count toward the minimum of 48 hours of graduate courses. Research hours are evaluated at the end of the semester by the supervising professor with a grade of S or U.

English 9000 should not be confused with 8900, the Independent Study. Independent Studies count as coursework. As with any course, an Independent Study must have a syllabus designed by the student and approved by the supervising professor and the Director of Graduate Studies. Unlike research hours, the Independent Study earns a letter grade of A through F. Independent Studies should not duplicate regularly offered courses, and should be reserved for specialized work or rarely offered topics. Proposals for Independent Studies must be submitted to the DGS for approval no later than the first week of classes.

## **GRADUATE MINORS**

If you have chosen a Graduate Minor, at least one of the three to five courses required in the minor field must be at the 7000-level or higher. If you choose a minor, you must do so before completing the Qualifying Procedure. You must ask a member of the graduate faculty from your minor department or program to become part of your committee. Your choice of minor may be:

- A minor in another department
- A split minor in two or more departments, one of which may be English (e.g., linguistics, American studies, comparative literature, critical theory, folklore, medieval studies, or gender studies)
- An internal minor (e.g. creative writing)

Students who choose minors often do so in order to gain knowledge germane to their dissertations. The program for an external minor, including the actual number of courses to be taken and the nature of the examination (if any), is determined by the minor field department or program, not English. Be aware that popular minors, such as the Women's and Gender Studies Graduate Minor, may have required courses that are only taught once yearly.

## **FOREIGN LANGUAGE REQUIREMENT**

Every Ph.D. student must at a minimum earn basic proficiency in reading criticism in one foreign language or a reasonable equivalent (the latter to be determined by the Qualifying Procedure Committee and/or the DGS). It is our goal that this language be genuinely useful to our students' research.

The choice of language(s) is based upon the student's scholarly needs. The Qualifying Procedure Committee will determine a Ph.D. student's language requirement during the Qualifying Procedure. Students who have decided on an area (or possible areas) of concentration should meet and consult with appropriate faculty members before their Qualifying Procedures, however, so that they can begin work on fulfilling their language requirement. Faculty recommendations should be submitted in writing. The Qualifying Procedure Committee will honor such recommendations, although it can ask that the student learn additional language or languages, if appropriate (e.g., for the study of medieval or Renaissance literature). A committee that recommends more than two languages must submit a justification to the Director of Graduate Studies and a schedule for the student's completion of the additional requirements. Students who feel unduly burdened may appeal to the Graduate Committee through the Director of Graduate Studies.

Students must complete at least one language requirement before taking their General Exams. Any additional language requirements should be completed within two semesters after the General Exam. Extensions may be permitted if circumstances warrant.

Students cannot be required to learn languages not taught on this campus; however, students can voluntarily fulfill their language requirement at other institutions with the approval of their committee.

The Qualifying Procedure Committee may require different degrees of proficiency in a foreign language or languages, which are reflected in three alternate methods of fulfilling the requirement:

1. For basic proficiency in reading criticism (the minimum requirement), satisfactory performance (a grade of B or higher) in a foreign language literature course (fifth-semester course or higher) taken as a graduate student either at LSU or (upon

approval of the DGS) at another institution. Some students use the summer to complete this requirement through a reading course designed for graduate students, but for those new to a language or refreshing a language after a long hiatus, an undergraduate sequence culminating in a fifth-semester course is the best route.

2. For more advanced proficiency in reading criticism and/or literature, satisfactory performance (a grade of B or higher) in a foreign language literature course at the 4000 or 7000 level taken as a graduate student either at LSU or (upon DGS approval) at another institution. (If the course is taken at LSU at the 7000 level, it can be credited as an elective toward the 48 hours of coursework required for the Ph.D.)
3. If these 4000- or 7000-level courses are not available on campus, the student may choose to do an independent-study reading course in the language with either an English professor or a faculty member from another department who knows the language. This independent-study option requires the approval of the DGS.

After the Qualifying Procedure, the chair of the Qualifying Procedure committee will inform the DGS of the student's specific language requirement. When students have completed the foreign language requirement, they should notify the Graduate Program Specialist, who will place a certification of completion in their files.

If you are a fluent speaker of a language that your Academic Course Plan/Qualifying Procedure Committee recommends as your language requirement because it is relevant to your research, please see the DGS for an appropriate procedure (usually a translation exam given by a member of the Graduate Faculty).

## GENERAL EXAM

The General Exam is the two-hour oral examination required by the Graduate School for all doctoral candidates at LSU. **It must be taken within three semesters of having completed the Qualifying Procedure. Students should gather their committee of Graduate Faculty members and start developing these reading lists during their final semester of course work.** From Fall 2017 onwards, students are allowed to choose from two versions of the general exam. The second alternative (referred to as Option 2) will involve writing a dissertation prospectus and answering a long question as well as producing two syllabi. **Please note that:**

1. You cannot change the version you select for the exam once your lists have been approved by your committee and the DGS.
2. Should the committee vote for you to retake the exam, then you must take the version you first chose.
3. You will be given six weeks to write the response to your question and two weeks for your committee to read them. Please schedule your exam eight weeks before you receive your ques-

tion(s).

## **GENERAL EXAM: OPTION 1**

The oral examination will be based on:

1. Three distinct bibliographies on three areas related to the student's possible dissertation topic. Students choose the three areas in collaboration with their three-person examining committees. Students should gather their committee of Graduate Faculty members and start developing these reading lists during their final semester of course work. Each bibliography should be created by the student and the appropriate committee member whose expertise is in that area. Generally, the professor guiding an individual list later writes the exam question for it. A three-person committee is required for every General Exam by the Graduate School (but it is permissible to have an additional member). Copies of completed bibliographies should be routed to committee members for approval and submitted to the English Graduate Office for DGS approval and filing. List lengths may vary, but each bibliography should include approximately 30-45 significant primary and secondary texts. As the student prepares for the General Exam, secondary bibliographies may be generated, building upon the original bibliographies. Together these lists will ideally form the beginning of a bibliography for writing the dissertation. Should the committee choose, it may ask the student to submit such secondary bibliographies with his or her essays (see below). The students should typically expect to spend up to three or four months reading and synthesizing the listed works. By the end of the reading period, the student usually will have developed ideas that will translate into possible dissertation topics.
2. Three 15-page documented essays written by the student in response to exam questions based on the three bibliographies. Often the three examiners (the General Exam committee members) consult with students during the reading period in order to write questions that take into account the student's developing research interests. Ideally, these essays will form the kernels of dissertation chapters, thus helping to streamline the time to degree. Students generally write these three essays in a total of six weeks or less.
3. Two course syllabi written by the student, one for a commonly taught introductory course that incorporates at least two of the three areas of interest, and another for a more advanced (e.g., 4000- or 7000-level) course in one of the specific areas of interest. The syllabi should contain the following: 1) course title, 2) list of required texts, 3) list of writing assignments and examination schedule, and 4) schedule of reading assignments and discussion topics. At the oral General Exam, the student should be prepared to talk about how these syllabi fit into his or her

research interests, as expressed in the three essays.

## GENERAL EXAM: OPTION 2

The oral examination will be based on:

1. Two interrelated bibliographies: Students will write two lists—an exam reading list (in which the student reads broadly in the field) and a dissertation reading list (in which the student reads more narrowly around the parameters of the dissertation). So, for example, a student working on ecocriticism and medieval literature would write an exam reading list on medieval literature and a dissertation list on ecocriticism in/and medieval literature. The big list is intended to be as capacious as possible and can include a wide variety of topics and historical periods such as “Medieval and Modern Literature,” “19<sup>TH</sup> and 20<sup>TH</sup> century American literature,” “Rhetoric and Popular Culture” etc. Students choose the topics for the two lists in collaboration with their three-person examining committees. Students should gather their committee of Graduate Faculty members and start developing these reading lists during their final semester of course work. Each bibliography should be created by the student with input from all three committee members. The committee chair will write the question in consultation with, and feedback from, the rest of the committee. A three-person committee is required for every General Exam by the Graduate School (but it is permissible to have an additional member). Copies of completed bibliographies should be routed to committee members for approval and submitted to the English Graduate Office for DGS approval and filing. List lengths may vary, but both the two bibliographies should include approximately 90-135 significant primary and secondary texts distributed between the two lists as the student and committee see fit. As the student prepares for the General Exam, secondary bibliographies may be generated, building upon the original bibliographies. Should the committee choose, it may ask the student to submit such secondary bibliographies with his or her essays (see below). The students should typically expect to spend up to three or four months reading and synthesizing the listed works. By the end of the reading period, the student should have developed the ability to write a dissertation prospectus and an essay pertaining to the larger field of study in which their dissertation will be situated.
2. One Dissertation Prospectus and One Exam Question: Students will write, and defend, a dissertation prospectus (about 20-25 pages) for the exam based on the dissertation list and a documented essay (20-30 pages) on the exam reading list. The exam essay should be written in a way that will allow organic expansion into a dissertation chapter or into an article for publication. Often the three examiners (the General Exam committee members) consult with students during the reading period in



order to write a question that take into account the student's developing research interests. Students generally write these two essays in a total of six weeks or less. Since the prospectus is a mobile document, the student will not be held to the exact specifics of the prospectus should they choose to change the structure or the content of the prospectus although the basic premise or subject of study for the prospectus must remain the same. After taking the exam, the student will be given two weeks to revise the prospectus, which will then be submitted to the chair for final approval. The committee's suggestions for the prospectus at the exam will be very specific and geared towards helping the student craft a strong outline for the dissertation. A successful prospectus will consist of an overview of the project, a literature review, proposed chapter summaries, audience, and bibliography. The committee has the right to make amendments to these general expectations of a prospectus. We will offer a Prospectus Workshop every semester to help students prepare for the exam. This will be folded into the Dissertation Writing Workshop so that you can continue working on your dissertation in the Dissertation Writing Workshop even after you finish your prospectus.

3. Two course syllabi written by the student, one for a commonly taught introductory course that incorporates one area of interest (such as Medieval literature) and another for a more advanced (e.g., 4000- or 7000-level) course in a more specific area of interest (e.g. Ecocritical Theory in *The Canterbury Tales*). The syllabi should contain the following: 1) course title, 2) list of required texts, 3) list of writing assignments and examination schedule, and 4) schedule of reading assignments and discussion topics. At the oral General Exam, the student should be prepared to talk about how these syllabi fit into their research interests as expressed in the writing component of the exam.

The areas on which the student will be examined should speak closely to the interests of the students in order to give them a head start in writing the dissertation, as this list suggests. (This list is by no means exhaustive):

- Medieval Literature
- Renaissance Literature
- Restoration and Eighteenth-century Literature
- British Romanticism
- British Victorian Literature
- Early American Literature
- Nineteenth-century American Literature
- Modernism
- Postmodernism
- African-American Literature
- Biography and Autobiography
- Critical Theory

Cultural Studies  
Gender Studies  
The Literature of Women  
Postcolonial Studies  
Global Anglophone Studies  
Multi-ethnic American Literature  
Southern Literature  
Working-Class Studies  
Science-Fiction Studies  
Composition Theory  
Rhetorical Studies  
Media and Representation  
A genre (such as drama, the novel, the epic, crime fiction)  
A period genre (such as Renaissance Lyric or Restoration Comedy)  
A period medium (such as nineteenth-century periodical literature)  
Linguistics  
Louisiana Folklore  
Analytic Bibliography and Textual Editing  
Other approved open areas

These broad areas should be coordinated and focused according to the research and teaching interests of the student, as supervised by the committee. Sample bibliographies will be on file in the Graduate English office for your perusal, but your reading lists should reflect your own research interests.

### **General Exam Procedural Guidelines**

General Exam Committees enjoy a high degree of autonomy, and students should consult extensively with their committee members to make sure that there is a clear understanding as to what seems most appropriate in each case. Remember that you cannot schedule your general examination until you have completed your foreign language requirement. The examination schedule should be formally arranged by the committee and the student, taking into account the student's responsibilities, such as teaching duties, beyond the examination preparation itself. Once the student has obtained the exam questions, sufficient time should be allotted for the student to complete the syllabi and essay assignments (typically six weeks).

The order of events is as follows:

1. Gather your three-person committee of Graduate Faculty, including a Major Professor. Each of the three professors should be experts in the areas of interest you plan to be examined on. (The "Ph.D. Mentoring Document" on our website has useful suggestions about this process. See below for more technical information on the committee's composition.) If you have a grad-

- uate minor, one of the two professors who is not your major professor will be your minor professor. This step typically occurs during the last semester of course work, when most students begin taking some research hours (ENGL 9000).
2. Begin developing your reading lists in conjunction with the examining committee. Don't spend more time on this than necessary.
  3. Finalize your lists and seek their approval from all three committee members.
  4. Give them to the English Graduate Program Specialist for formal approval routing to the committee and the DGS. The lists are then filed in the English Graduate Office.
  5. Read and synthesize. Students usually spend a few months (but not more than one semester) reading and developing ideas.
  6. Schedule your General Exam with the Graduate School within the timeframe established by your committee. Contact the members of your committee to find a workable date and time. Please note that the usual six weeks for writing essays, in addition to the two weeks committees need to respond, means that the date you request should be eight weeks after you receive your questions. Your questions will not be released to you until you have formally scheduled your General Exam with the Graduate School.
  7. The Dean of the Graduate School will send a representative (the Dean's Rep) from outside the English Department to the exam. The Graduate School will inform you of your Dean's Rep's name and department.
  8. Your committee will now include the Dean's Rep, assigned by the Graduate School. This professor from outside the English Department becomes a full member of the committee. You now include the Dean's Rep in every aspect of the committee's activities.
  9. After hearing from you about where your work is moving, the appropriate committee members write the question(s), which are routed to the entire committee by your director for approval, approved by the DGS, and filed in the English Graduate office. The committee should have the questions ready for you to pick up approximately six weeks prior to the due date for submission of essays to the committee for review.
  10. Within the timeframe established by your committee, pick up your questions and write your exams. The time for writing the essays is usually set at six weeks.
  11. Submit your essays and syllabi to all members of your committee, including the Dean's Rep, as well as the Graduate Program Specialist, a minimum of two weeks prior to the General Exam. Attend your General Exam ready to talk about your essays and two syllabi, to answer questions about them, and to discuss the directions your research is going.

The preparation of the essays and syllabi ideally should take place during the same semester as the General Exam. The entire process (developing the bibliographies, reading the listed materials, consulting with your committee, writing the essays and syllabi, and sitting for the oral General Exam) can be accomplished in one semester and should not take more than one year. The General Exam must be scheduled with the Graduate School before the essay questions will be released to you. It is your responsibility to contact the committee members and to organize a workable exam date and time.

Prior to the General Exam, check to make sure that you have taken the courses listed on your Academic Course Plan and enter this information in the required section of the Doctoral Degree Audit and Request for General Exam form. Financial support decisions may hinge on timely completion of the General Exam (see Department Policies on Financial Support below).

The Graduate School recognizes only the grades of Pass or Fail for any General Exam, and such a grade should be submitted by your Major professor on the Graduate School's Approval Sheets (Doctoral Exam result cards) to the Graduate School through the English Department Graduate Program Specialist on the day of the Exam (or by the following business day).

Students who fail the exam may re-take it again the next semester. A second failure is final.

### **The General Exam Committee**

The General Exam committee, with the addition of a Dean's Representative appointed by the Graduate School, usually continues (sometimes with modifications) as the dissertation committee. It must include at least four Graduate Faculty members meeting the following requirements:

- Doctoral committees must include a minimum of one member of the Graduate faculty from the English Department. The Major Professor acts as Committee Chair.
- At least one member of the committee must be a Full Member of the Graduate Faculty.
- At least half of those serving on the committee must be tenured or tenure-track.
- One of the four members is the Dean's Representative appointed by the Graduate School. The committee will be nominated by the English Department (except for the Dean's Representative) and officially appointed by the Dean of the Graduate School.

In American universities, students who have completed the General Exam are typically called Ph.D. Candidates and are known as ABD (All But Dissertation). The designation Ph.D. Candidate is not normally applied or used in correspondence until this point in your graduate career.

## **DISSERTATION**

By far your most important task as a Ph.D. candidate is writing your dissertation, the subject of which may come from any aspect of English studies. The General Catalog states that the dissertation “must demonstrate a mastery of research techniques, ability to do original and independent research, and skill in formulating conclusions that in some way enlarge upon or modify accepted ideas.” The graduate committee recommends that the dissertation should be at least 150-175 pages long. However, you must consult your Major Professor for advice concerning the appropriate length, genre, format and structure of your dissertation, especially as some committees may require longer dissertations. In addition, read the Guidelines for the Preparation of Theses and Dissertations, which is available from the LSU Graduate School.

### **Pre-Dissertation Conference**

The Pre-Dissertation Conference is a one-hour meeting of the doctoral candidate and dissertation committee members to discuss dissertation plans. This meeting should take place by the middle of the semester following the General Examination. You may prefer to schedule it as soon as one month after the General Exam. The dissertation committee usually requires a prospectus or other written materials before this meeting. Although the Graduate School considers a student to be officially ABD upon passing the General Exam, the department considers the pre-dissertation conference to be an important final step in satisfying all degree requirements prior to the dissertation itself. Note that the pre-dissertation conference, unlike the General Exam, is an in-house departmental procedure not required by the Graduate School. Therefore, it is not mandatory that the Dean’s Representative from the General Exam be included. However, the committee chair may choose, as a matter of courtesy, to invite the Dean’s Rep to take part. (If you choose to take Option 2 of the general exam, then you do not need to schedule the pre-dissertation conference.)

After the student has successfully completed the pre-dissertation conference, the chair and members of the student’s committee should submit a letter to that effect to the English Graduate Program Specialist, who will place it in the student’s file.

### **Dissertation Research**

With the help of your Major Professor, select and focus your subject, then determine the research procedures appropriate to developing and completing it. When registering for dissertation research hours (ENGL 9000) each semester, you will need to arrange a schedule with your Major Professor for expected work and progress.

Before embarking upon the dissertation, the student should meet with the Major Professor and each member of the Dissertation Committee in order to agree upon a procedure for submission and revision of prelim-

inary drafts of written work. The student is responsible throughout the course of the project for communicating with committee members and for soliciting their response to drafts of written work. When a draft of the dissertation has been finished and no further revisions are required by the Major Professor, the student should submit a copy of the entire work to each member of the Committee, allowing sufficient time to implement suggested revisions in a timely manner. Ph.D. candidates are expected to address these revisions in a completed draft before the Final Examination may be scheduled.

Be sure to comply with the Residence Requirement (full-time registration for at least two consecutive semesters, not counting summers) and the Continuous Registration Requirement (registration for at least three credit hours every Fall and Spring semester from the semester in which you pass the General Exam until your dissertation is approved).

### **Dissertation Deadlines**

When scheduling your General Exam and writing your dissertation, keep in mind key Graduate School regulations. The program for the doctoral degree must be completed within seven years from the time a student is classified as a doctoral student. The time limit may not be exceeded except by special permission (which is rarely given) from the Dean of the Graduate School. No less than one academic year may elapse between the passing of the General Examination and the completion of all requirements for the doctoral degree. In other words, you are not permitted to delay your General Exam until you are almost done with your dissertation.

### **FINAL EXAMINATION (THE DISSERTATION DEFENSE)**

The last requirement for the Ph.D. degree is the oral Final Examination. This is the traditional defense of the dissertation, conducted by your dissertation committee. This committee is the same one (sometimes with modifications) that administered your General Examination. This exam should not be scheduled until your Major Professor has approved a final version of the Dissertation. The Graduate School defines the Final Exam as the occasion for the dissertation committee to take a Pass/Fail verdict on the dissertation as a completed work, not an occasion at which to suggest further revisions. All revisions (beyond correcting minor typographical errors and the like) should be complete before the Final Exam is held. The doctoral exam result cards on which committee members record that the student has passed or failed the Final Exam should be forwarded to the Graduate School by the Major Professor (through the English Graduate Program Specialist) on the day of the exam (or at least by the morning of the following business day).

### **Final Examination Deadlines**

Visit the Graduate School one semester before you plan to defend your dissertation. You will receive a packet outlining relevant deadlines and

procedures concerning official requests for the exam and the degree. The Final Exam must be scheduled at least three weeks in advance through the filing of a form designed to confirm the members of the Final Exam Committee. This form is found on the Graduate School's website.

You are responsible for distributing the final version of the dissertation to the members of your committee (including the Dean's Rep.) at least two weeks before your Final Exam. This exam must be scheduled very early in the semester you plan to graduate (check deadlines in the General Catalog), or later in the semester before your semester of graduation. When scheduling your Final Exam, you should also be aware that faculty are not routinely available during the Summer term.

## DEPARTMENT POLICY ON FINANCIAL SUPPORT

### Assistantships

All Graduate Assistantships are offered on a one-year renewable basis. A student's assistantship may be terminated at the end of any given year if there is evidence of unsatisfactory progress toward a degree and/or evidence of unsatisfactory performance of the work assignment associated with the student's funding.

You must be a full-time student in good academic standing to hold any graduate assistantship. You must have 18 graduate credit hours in English to be the instructor of record in your own course; however, you do not need 18 hours of credit for editorial or research assistantships, or for an assistantship that requires you to assist a professor in a large lecture class. You must take ENGL 7915 during your first semester of teaching English composition at LSU. The countdown of maximum years of eligibility for graduate assistantships begins the semester you first matriculated as a graduate student in your program, and whether you received support that first semester or not; these limits are based on making expected progress toward your degree.

- M.A. students have 2 years of eligibility.
- M.F.A. students have 3 years of eligibility.
- Ph.D. students who entered their program with English M.A.s have 4 years of eligibility. These students may petition the department for a competitive fifth-year extension of support if, by the end of the student's seventh regular semester (after 3 ½ years), the student has passed the General Examination. This is known in the department as "extra-year funding."
- Ph.D. students who enter without English M.A.s may receive assistantships for up to 6 years. These students may petition the department for a seventh-year extension if, by the end of the student's eleventh semester (after 5½ years), the student has passed the General Examination. This is known in the department as "extra-year funding." Typically, Ph.D. students may receive assistantships for no more than 4 semesters after the semester in which they complete their General Exams.

### Fellowships

Since the University limits the number of years of fellowship support, you are encouraged to use these years efficiently to avoid prolonged study without financial aid.

- M.F.A. students on university fellowships are generally given 3 years of fellowship support.
- Ph.D. students on Regents or Perkins fellowships are generally given 3 to 4 years of fellowship support.

### Outside Employment

The Graduate School limits additional compensation for students holding assistantships to five hours a week. You must receive permission for



those five hours from your major professor, the DGS, and the Graduate School. Accepting a teaching position at other schools while a G.A. at LSU violates your contract and is grounds for losing the assistantship.

### **Summer School Tuition Exemption**

English graduate students on assistantship for both fall and spring semesters are eligible for a full tuition exemption and out-of-state fee waiver (if applicable) during the summer term. The exemption covers part-time or full-time tuition and applies automatically if eligible. Students are responsible for applicable in-state fees. Please keep in mind at least half of the registered credits for part-time graduate students during the summer term must be in graduate credit coursework. Make sure you contact the Graduate Program Specialist before you enroll for a summer course. Graduate students may also be eligible for part-time Summer Instructor positions. The DGS will send out announcements for these and other competitive assignments.

## APPENDIX A: ENGLISH DEPARTMENT GRADUATE GRADING SYSTEM

<p><b>A+</b> <b>A</b> <b>A-</b></p>	<p>Full to near full command of material covered, active participation in the course, produced work demonstrating original thought and exhibiting polished, full professional command of the subject and the assigned presentational mode(s).</p>
<p><b>B+</b> <b>B</b> <b>B-</b></p>	<p>Good grasp of material covered, adequate engagement in the course, produced work demonstrating some original thought, but requiring further development in order to demonstrate full, professional command of the subject and/or presentational mode used.</p>
<p><b>C+</b> <b>C</b> <b>C-</b></p>	<p>Minimally acceptable grasp of material covered, weak overall participation in the course, produced work requiring significant revision before it could be considered to conform to full professional standards. Note: The Graduate School allows no more than 6 hours of credit earned at LSU with a grade of C to be applied toward a degree. No credit hours from elsewhere with a grade of C may be applied toward an LSU degree.</p>
<p><b>P/F</b></p>	<p>Indicates Pass/Fail option. Ph.D. students who choose to take a foreign language course in order to meet the language requirement may choose this option.</p>
<p><b>S/U</b></p>	<p>Indicates Satisfactory or Unsatisfactory performance. The professor directing your Thesis/Dissertation hours will assign a grade of “S” or “U” according to your performance. Note: The Graduate School stipulates that a student receiving a “U” in research will be placed on probation. A student receiving a second “U” may be dropped from the Graduate School.</p>

## APPENDIX B: MILESTONES FOR THE M.F.A. IN ENGLISH

These milestones are rough guidelines on how to proceed towards completing your degree. They will be used as the basis for your annual assessment. You must meet these milestones each year if you want to finish in the three years of funding available to you.

<b>Year 1</b>	
Fall	Enroll in full load of coursework (3 graduate-level courses or 2 graduate level-courses and ENGL 7915 if teaching composition).
Spring	<ul style="list-style-type: none"> <li>• Enroll in full load of coursework (3 graduate-level courses).</li> <li>• Schedule and hold mandatory Academic Course Plan (ACP) meeting with DGS or official/unofficial advisor.</li> <li>• Submit signed ACP form, also known as Program of Study form, to the DGS.</li> </ul>
<b>Year 2</b>	
Fall	Enroll in full load of coursework (3 graduate-level courses or 2 graduate-level courses and ENGL 7915 if teaching composition).
Spring	<ul style="list-style-type: none"> <li>• Enroll in full load of coursework (3 graduate-level courses).</li> <li>• Declare official thesis advisor by the end of the spring semester. You must ask your advisor as well as inform the DGS.</li> </ul>
<b>Year 3</b>	
Fall	<ul style="list-style-type: none"> <li>• Enroll in at least 9 hours of graduate level classes and/or thesis hours (ENGL 8000).</li> <li>• Select thesis committee by the start of the fall semester.</li> <li>• Meet with Graduate Program Specialist and visit the Graduate School for deadlines and procedures on scheduling thesis defense. Schedule defense.</li> </ul>
Spring	<ul style="list-style-type: none"> <li>• Enroll in at least 9 hours of graduate level classes and/or thesis hours (ENGL 8000).</li> <li>• Defend thesis. Make sure you discuss the nature of your defense—open or closed—with your advisor/committee well in advance of the exam.</li> </ul>

## APPENDIX C: MILESTONES FOR PH.D. IN ENGLISH (WITH B.A.)

These milestones are rough guidelines on how to proceed but will be used as the basis for your annual assessment. You must meet these milestones each year if you want to finish in the six years of funding available to you.

<b>Year 1</b>	
Fall	<ul style="list-style-type: none"> <li>Enroll in full load of coursework (2 graduate-level courses + ENGL 7020)</li> <li>Consult with DGS to select area of concentration</li> </ul>
Spring	<ul style="list-style-type: none"> <li>Enroll in full load of coursework (3 graduate-level courses)</li> <li>Identify a preliminary committee for Academic Course Plan meeting</li> </ul>
Summer	Complete Foreign Language Requirement
<b>Year 2</b>	
Fall	<ul style="list-style-type: none"> <li>Enroll in full load of coursework (2 graduate-level courses + ENGL 7915)</li> <li>Must complete Academic Course Plan with a committee of your choice; this committee can also be the same as your M.A. Exam/Qualifying Procedure committee.</li> </ul>
Spring	<ul style="list-style-type: none"> <li>Enroll in full load of coursework (3 graduate-level courses)</li> <li>Must complete Qualifying Procedure/M.A. Exam by the end of the spring semester.</li> </ul>
Summer	IF YOU HAVEN'T YET: Complete Foreign Language Requirement
<b>Year 3</b>	
Fall	<ul style="list-style-type: none"> <li>Enroll in full load of coursework (3 graduate-level courses)</li> <li>Finalize general exam committee</li> </ul>
Spring	<ul style="list-style-type: none"> <li>Finish coursework, if you haven't already (1 graduate-level course and 6 hours of ENGL 9000; do not take extra classes unless you absolutely have to. Keep the 6 hours of ENGL 9000 to work on your exam lists).</li> <li>Must have exam lists approved by the end of the semester; begin reading for general exams.</li> </ul>

Summer	<ul style="list-style-type: none"> <li>• Read, read, and read more.</li> <li>• Complete Foreign Language Requirement by the start of your third year. You cannot take the General Examinations without meeting your foreign language requirement.</li> </ul>
<b>Year 4</b>	
Fall	<ul style="list-style-type: none"> <li>• Sign up for 9 hours of ENGLISH 9000 every semester for full-time status.</li> <li>• Complete Doctoral Degree Audit and Request for General Examinations.</li> <li>• Take General Exams by the end of the semester.</li> </ul>
Spring	<ul style="list-style-type: none"> <li>• Sign up for 9 hours of ENGLISH 9000. You are also strongly encouraged to sign up for the Dissertation Writing Workshop each semester that you are writing your dissertation.</li> <li>• Schedule your Dissertation Prospectus meeting early in the fall if you have taken Option 1 of the exam.</li> <li>• Work on dissertation; write at least one chapter every semester.</li> <li>• Report progress in writing to advisor and DGS.</li> </ul>
Summer	Write, write, and write some more.
<b>Year 5</b>	
Fall	<ul style="list-style-type: none"> <li>• Sign up for 9 hours of ENGLISH 9000. RECOMMENDED: Enroll in Dissertation Writing Workshop.</li> <li>• Work on dissertation; write at least one chapter.</li> <li>• Report progress in writing to advisor and DGS.</li> </ul>
Spring	<ul style="list-style-type: none"> <li>• Sign up for 9 hours of ENGLISH 9000.</li> <li>• Work on dissertation; write at least one chapter.</li> <li>• Report progress in writing to advisor and DGS.</li> <li>• RECOMMENDED: Enroll in Dissertation Writing Workshop.</li> <li>• RECOMMENDED: Identify dissertation grants and fellowships, begin developing job search material; attend “job corps” meetings.</li> <li>• RECOMMENDED: Join writing groups with other doctoral students.</li> </ul>
Summer	<ul style="list-style-type: none"> <li>• Write, write, and write some more.</li> <li>• Request faculty to write letters of recommendation for the job market; do this well in advance.</li> </ul>

<b>Year 6</b>	
Fall	<ul style="list-style-type: none"> <li>• Sign up for 9 hours of ENGLISH 9000. RECOMMENDED: Enroll in Dissertation Writing/Publications workshop.</li> <li>• Work on dissertation; finish last chapter (hopefully, you will have the entire project in rough draft form now).</li> <li>• Report progress in writing to advisor and DGS.</li> <li>• Get Graduate School packet on deadlines and procedures for Final Exam.</li> <li>• Join the Job Corps and attend meetings and workshops.</li> <li>• Apply for fellowships, post-docs, jobs.</li> </ul>
Spring	<ul style="list-style-type: none"> <li>• Sign up for 9 hours of ENGLISH 9000.</li> <li>• Revise and polish dissertation; write introduction/conclusion; focus on how the dissertation stands together as a whole.</li> <li>• Schedule Final Exam/Dissertation Defense.</li> <li>• Apply for May graduation. If you need more time to revise, then schedule a summer dissertation defense. Make sure your committee is available for a summer defense as people tend to scatter over the holidays.</li> </ul>
Summer	<ul style="list-style-type: none"> <li>• IF YOU HAVEN'T YET: Complete dissertation and schedule Final Exam in time for August graduation.</li> <li>• YOU'RE DONE!</li> </ul>

## APPENDIX D: MILESTONES FOR PH.D. PROGRAM (WITH M.A.)

These milestones are rough guidelines on how to proceed but will be used as the basis for your annual evaluations. You must meet these milestones each year if you want to finish in the four years of funding available to you.

<b>Year 1</b>	
Fall	<ul style="list-style-type: none"> <li>Enroll in full load of coursework (1 graduate-level course + ENGL 7020 + ENGL 7915). If you have taken a course similar to ENGL 7020, the Proseminar can be waived with permission from the DGS as can ENGL 7915.</li> <li>Consult with the DGS for advice on assembling an Academic Course Plan (ACP) committee and declaring an area of concentration.</li> </ul>
Spring	<ul style="list-style-type: none"> <li>Enroll in full load of coursework (3 graduate-level courses).</li> <li>Schedule and hold mandatory Academic Course Plan (ACP) meeting with committee of your choice. The DGS must approve the program of study form signed by your ACP committee. Be very strategic about the classes you are transferring from your M.A. Make sure you transfer the full 24 hours that you are allowed to move over. This will enable you to finish in the four funded years you have at LSU. Note that the ACP meeting constitutes the Qualifying Procedure for students entering the program with an M.A.</li> </ul>
Summer	<ul style="list-style-type: none"> <li>IF YOU HAVEN'T YET: Complete Foreign Language Requirement by the start of your second year. You cannot schedule the general exam without meeting the foreign language requirement.</li> <li>Begin work on the lists for your General Examinations.</li> </ul>
<b>Year 2</b>	
Fall	<ul style="list-style-type: none"> <li>Enroll in full load of coursework (2 courses + ENGL 9000). Do not enroll in a third class just because you are already taking two classes. Use the third class to sign up for thesis hours and work on the lists for your general exams.</li> <li>Finalize your committee for your General Examinations.</li> <li>Finalize your lists for the General Examinations by December.</li> </ul>

Spring	<ul style="list-style-type: none"> <li>• Sign up for 9 hours of ENGLISH 9000 every semester for full-time status.</li> <li>• Sign up for the Dissertation Writing Workshop if you are taking Option 2 of the exam.</li> <li>• Complete Doctoral Degree Audit and Request for General Examinations.</li> <li>• Read, read, and read for your General Examinations.</li> <li>• Take your General Examinations by the end of the spring semester at the very latest. The earlier the better though!</li> </ul>
Summer	Write Dissertation Prospectus and/or draft out one chapter.
<b>Year 3</b>	
Fall	<ul style="list-style-type: none"> <li>• Sign up for 9 hours of ENGLISH 9000.</li> <li>• RECOMMENDED: Enroll in Dissertation Writing Workshop.</li> <li>• Schedule your Dissertation Prospectus meeting early in the fall if you have taken option 1 of the exam.</li> <li>• Work on dissertation; write at least one chapter every semester.</li> <li>• Report progress in writing to advisor and DGS.</li> </ul>
Spring	<ul style="list-style-type: none"> <li>• Sign up for 9 hours of ENGLISH 9000.</li> <li>• Work on dissertation; write chapter.</li> <li>• Report progress in writing to advisor and DGS.</li> <li>• RECOMMENDED: Enroll in Dissertation Writing Workshop.</li> <li>• RECOMMENDED: Identify dissertation grants and fellowships, begin developing job search material; attend “job corps” meetings.</li> <li>• RECOMMENDED: Join writing groups with other doctoral students.</li> </ul>
Summer	<ul style="list-style-type: none"> <li>• Write, write, and write more. Finish chapter and start on another chapter.</li> <li>• Request faculty to write letters of recommendation for the job market; do this well in advance.</li> </ul>



<b>Year 4</b>	
Fall	<ul style="list-style-type: none"> <li>• Sign up for 9 hours of ENGLISH 9000.</li> <li>• RECOMMENDED: Enroll in Dissertation Writing Workshop.</li> <li>• Work on dissertation; finish last chapter (hopefully, you will have the entire project in rough draft form now).</li> <li>• Get Graduate School packet on deadlines and procedures for Final Exam.</li> <li>• Join the Job Corps and attend meetings and workshops.</li> <li>• Apply for fellowships, post-docs, jobs, extra-year funding at other university venues etc.</li> </ul>
Spring	<ul style="list-style-type: none"> <li>• Sign up for 9 hours of ENGLISH 9000.</li> <li>• Revise and polish dissertation; write introduction/conclusion; focus on how the dissertation stands together as a whole.</li> <li>• Schedule Final Exam/Dissertation Defense.</li> <li>• Apply for May graduation. If you need more time to revise, then schedule a summer dissertation defense. Make sure your committee is available for a summer defense as people tend to scatter over the holidays.</li> </ul>
Summer	<ul style="list-style-type: none"> <li>• IF YOU HAVEN'T YET: Complete dissertation and schedule Final Exam in time for August graduation.</li> <li>• YOU'RE DONE!</li> </ul>

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# CONTACTS

## GRADUATE SCHOOL

General Information	578-2311
Graduate Records	578-3181

## ENGLISH DEPARTMENT

Main Office	578-2236
Director of Graduate Studies Jacob Berman	578-7803 egs@lsu.edu
Graduate Program Specialist Ashley Thibodeaux	578-5922 athib13@lsu.edu
Chair Joseph Kronick	578-0809 english@lsu.edu
Creative Writing Directing Committee Interim Chair, Joseph Kronick	578-5922 lsucrwriting@lsu.edu
Director of Undergraduate Studies Brannon Costello	578-3042 bcostell@lsu.edu
Director of University Writing Program Jimmy Butts	578-3040 jbutts@lsu.edu
Job Placement Officer Benjamin Kahan	578-2987 bkahan@lsu.edu
Richard Landry Office Manager	578-0809 rland26@lsu.edu