

PhD Handbook, Literature Program
English Department
Kent State University

(Updated Spring 2017)

Contents

Program Description	3
Academic Advising Overview	4
PhD Concentration in Literature: Literary Traditions (<i>Revised Spring 2017, Effective Fall 2019</i>)	5
PhD Concentration in Literature: Literary Criticism and Theory (<i>Revised Spring 2017, Effective Fall 2019</i>)	6
Four-Year Doctoral Plan (Recommended)	7
Registering for Courses	9
Teaching Fellow (TF) Course Scheduling	10
Academic Standing Policy	11
Foreign Language Requirement: PhD in Literature	12
Methods to Satisfy Foreign Language Requirement	13
Qualifying Examination Guidelines	14
Prospectus: Preparation and Guidelines	16
Dissertation Fellowships	19
The Dissertation Process	20
Professionalization: Conference Funding and Placement Workshops	23
AGES	24
Policy and Form Links	25

Program Description

The Doctoral Major in English develops the capabilities of students as scholars, teachers, and writers who investigate and enhance functions of language that are essential in human affairs. These functions of language are:

- Communicating with others and achieving a meeting of the minds despite differences,
- Understanding and articulating how the material and social worlds work and how to operate within them, contribute to them, and effect change within them, and
- Understanding, forming, and re-forming ourselves and others.

Our graduate major contributes to this cultural and social work by developing advanced language, literacy, and literacy practices that are essential or responsible, productive, and fulfilling global citizenship in the twenty-first century.

Faculty and students in **Literature, Cultural Theory, and Social Practice (LCTSP)** identify, investigate and theorize the social functions of texts in a variety of contexts both within and outside the academy. The program features a faculty of scholars and teachers with diverse interests and whose work crosses increasingly fluid boundaries that characterize the profession of literary and cultural studies. Drawing on a variety of cultural theories--deconstruction, feminism, gender theory, historical materialism, post-colonialism, and psychoanalysis, to name a few--the program provides sustained focus on the social functions of all categories of text (both literary and non-literary), including the conditions of their production, distribution, and consequent use.

The doctoral major in English is based on a curriculum that requires course work in one to two majors: **Literary Traditions** (the historical study of British, Irish, American, minority and ethnic literatures) or **Literary Criticism and Theory** (encompassing critical theory and textual studies). See the Worksheets on pages 5 and 6 of this Handbook for required and elective course work.

Academic Advising Overview

Course Work: The Graduate Coordinator and the Graduate Literature Program Committee Chair act as the advisers for incoming and continuing doctoral students. Students are also encouraged to meet and seek advising from professors, especially those working in the student's subject areas. For more information about course requirements, see the distribution worksheets with the heading "PhD Concentration in Literature: Literary Traditions" on page 5 and "PhD Concentration in Literature: Literary Criticism and Theory" on page 6 in this Handbook.

Qualifying Exams: The qualifying examination, which comprises two exams, one in a major area and one in a minor area, tests the student's preparation for the dissertation. During the fall term of the second year in the program, and no later than the spring term of the second year, students select two graduate faculty to serve on the Examination Committee and meet with both graduate faculty individually. The examination committee members advise students on all aspects of the exam. For more information, see "Qualifying Examination Guidelines" on page 14 in this Handbook.

Dissertation: Students select a dissertation advisor and form a dissertation committee, from graduate faculty, during the fall of the third year in the program. The Dissertation Committee may be comprised of the same faculty members who served on the Examination Committee, though this is not a requirement. The Dissertation Advisor and committee members will advise students on all matters related to the dissertation. For more information, see "Dissertation Process" on page 20 in this Handbook.

Job Market: The Graduate Coordinator organizes a series of yearly workshops to prepare students for all aspects of the job market: vita, application letter, mock interview, etc. Additionally, students receive advising about the job market from the Dissertation Advisor and Dissertation Committee members. More information will be posted on the Graduate Student LISTSERV.

PhD Concentration in Literature: Literary Traditions (Revised Spring 2017, Effective Fall 2019)

Required Core Course: (3 hours) _____

ENG 76706, Methods in the Study of Literature

Required only for students on appointment: (3 hours) _____

ENG 61094, Introduction to Research in Teaching College Writing

Literary Traditions: (12 hours)

4 Literature Courses

Literary Criticism and Theory: (3 hours) _____

Electives: (9 hours;¹ 3 hours of “Research” may be used to fulfill elective requirement)

Independent Investigation: The Dissertation Prospectus (3 hours)

Total Hours: 30 hours (may include 3 “Research Hours”)

Language Requirement: _____

Qualifying Examinations:

Major Area: _____

Minor Area: _____

¹ Students may fill 3 credit hours of Electives with an Independent Investigation approved by the faculty member supervising the course. For additional Independent Investigation hours, the student must request graduate faculty approval.

PhD Concentration in Literature: Literary Criticism and Theory (Revised Spring 2017, Effective Fall 2019)

Required Core Course: (3 hours) _____

ENG 76706, Methods in the Study of Literature

Required only for students on appointment: (3 hours) _____

ENG 61094, Introduction to Research in Teaching College Writing

Literary Criticism and Theory: (12 hours)

4 Literature Courses

Literary Traditions: (6 hours)

Electives: (6 hours;² 3 hours of “Research” may be used to fulfill elective requirement)

Independent Investigation: The Dissertation Prospectus (3 hours)

Total Hours: 30 hours (may include 3 “Research Hours”)

Language Requirement: _____

Qualifying Examinations:

Major Area: _____

Minor Area: _____

² Students may fill 3 credit hours of Electives with an Independent Investigation approved by the faculty member supervising the course. For additional Independent Investigation hours, the student must request graduate faculty approval.

Four-Year Doctoral Plan (Recommended)

The literature doctoral major requires the following:

- 30 seminar hours beyond the MA
- Passing the language requirement
- Passing the qualifying examinations
- Filing a prospectus
- Completing the dissertation

Doctoral advising activity is integrated throughout the program. Ideally, students complete the program in four years: two years of course work, followed by two years on exams and dissertation.

The following timeline sets out a Teaching Fellow's recommended four-year plan for completing the degree. For Teaching Fellow scheduling of research hours during Program Years 1 and 2, see "Teaching Fellow Course Scheduling," page 10.

The recommended four-year plan may not be suitable for all students. Students not on fellowship are permitted to set their own pace, but they should consult college guidelines on time to degree.

Program Year 1: Fall Semester

- Take ENG 76106, "Methods for the Study of Literature"
- Take two other courses (1st year fellows teach 1 course)
- Review program requirements for selected concentration
- Review Language Exam documents. Satisfy the language requirement, or prepare to do so. The language requirement must be satisfied prior to taking qualifying exams.

Program Year 1: Spring Semester

- Take two seminars: review Literary Traditions concentration requirements or Critical Theory concentration requirements, as necessary.

Program Year 2: Fall Semester

- Take three seminars (or two if you are on appointment and teaching two classes)
- Begin assembling Qualifying Exam Committee (two graduate faculty)

Program Year 2: Spring Semester

- Take "Individual Investigation: Prospectus" and one additional seminar (or two if you are teaching one class)
- Form Qualifying Exam Committee
- Develop reading lists and rationales for exams with advice from committee

Program Year 3 and 4

- **Complete Qualifying Exams:** While studying for exams, sign up for research hours. Take both qualifying exams in fall semester (recommended, and required for some fellowship applications) or spring semester.
- **Register for Dissertation I or Dissertation II:** After passing qualifying exams, students register in the following semester for the section that was created for his or her dissertation director. Students who have completed 30 hours (two semesters) of Dissertation I register for Dissertation II every semester until graduation.

Registering for Courses

Registration for graduate students for spring semester begins in mid-October, and registration for the fall semester begins in mid-February. Check the University Registrar's website for exact dates when students can register.

8 hours is full-time for a graduate student. The 70000 and 80000 level classes are for PhD students. PhD students should not register for 60000 level classes, which are for MA students.³ Students on fellowship (TF) MUST register for at least 8 hours each semester, which can be accommodated with additional non-instructional research hours. For example, register for two 3-hour courses and 2 research hours. A TF covers up to a maximum of 17 hours of tuition per academic year, but may not be applied to summer tuition. Students who will take a graduate language course should also consult "Foreign Language Requirement" below.

Contact the Graduate Secretary for assistance with any of the following:

- Navigating the registration process
- Assistantships and Research Hours
- Classes that are filled

Research Hours and Half-Time or Full-Time Status

Only 3 research hours are permitted to count towards credit hours in the designated program. Research hours are unsupervised and are assigned a grade of "S."

- **Half-Time Status:** Students not on an assistantship (TF) need 4 hours to reach half-time status. Register for 1 hour of research in addition to a 3 credit-hour course to reach a total 4 registered hours.
- **Full-Time Status:** Students not on an assistantship (TF) need 8 hours to reach full-time status, which is required for all students on appointment. Register for 2 hours of research in addition to 6 credit hours of courses to reach a total 8 registered hours.

Students on appointment should consult "Teaching Fellow Course Scheduling" (below) for coordinating research hours and teaching schedule.

Independent Investigation

Each time a student wishes to pursue an independent study, contact the faculty member with the proposal well before the registration deadline. All students take one independent study, the Dissertation Prospectus, which is an independent study with the dissertation director. A second independent study may be substituted for a seminar. Students have the option to request additional independent studies, which must be approved by the Graduate Faculty. Consult the Graduate Coordinator.

³ ENG 61094, required for Teaching Fellows and taken at the start of the first year, is an exception and permissible only for PhD students who are on appointment. Students may also petition the Graduate Coordinator for an exception, generally for a graduate course offered outside the department.

Teaching Fellow (TF) Course Scheduling

First-Year TFs

- Fall: Register for 3 courses during fall semester. Teach 1 class.
- Spring: Register for 2 courses and for 2 hours of Research. Teach 2 classes.

Second-Year TFs

Fall and Spring: Register for 5 graduate courses per year.

- Students assigned to teach 2 classes should register for 2 graduate courses and 2 hours of Research.
- Students assigned to teach 1 class should register for 3 graduate courses.

Third- and Fourth-Year TFs

- **Complete Qualifying Exams:** While studying for exams, sign up for research hours. Take both qualifying exams in fall semester (recommended, and required for some fellowship applications) or spring semester.
- **Register for Dissertation I or Dissertation II:** After passing qualifying exams, students register in the following semester for the section that was created for his or her dissertation director. Students who have completed 15 hours of Dissertation I should register for Dissertation II.

Academic Standing Policy

Once a year, the Graduate Coordinator reviews the academic standing of all graduate students. Academic standing requirements for graduate students in the Department of English are more stringent than, and supersede, University requirements. Graduate students who fail to maintain acceptable academic standing are at risk of academic probation and/or dismissal. For PhD students in coursework, the Department's minimum requirements for acceptable academic standing are as follows:

- PhD students on appointment: minimum 3.50 GPA
- PhD students not on appointment: minimum 3.25 GPA

For PhD students who are no longer in coursework, the Graduate Coordinator solicits an annual academic standing recommendation from the student's Dissertation Advisor.

Foreign Language Requirement: PhD in Literature

All PhD students must satisfy the foreign language requirement before the Qualifying Examinations can be taken. Students may satisfy the foreign language requirement outside of PhD program.

- PhD Students whose first language is not English are considered to have satisfied the language requirement.
- PhD students who have passed a graduate language requirement as part of their MA work and have documentation of this are exempted from this requirement. More specifically, PhD students can use the pass from the language requirement at a previous university to fulfill the language requirement at Kent State, but the requirement must be comparable to the language requirement at Kent State.
- PhD students who have at least four consecutive semesters of previous graduate or undergraduate coursework (through intermediate) in the same language are also exempt from the requirement. An exemption requires that an official transcript documenting these courses be placed in the student's file.

Procedure: PhD Students who have not satisfied the foreign language requirement by one of the above methods should, during their first semester in the program, meet with their graduate faculty advisor or with the Graduate Coordinator to discuss their language skills and their history with foreign language study. Students will identify a language for continued study and will elect an examination option. These options allow for a variety of language study, and include foreign languages (French, German, Spanish, and Latin, for example) and, if deemed appropriate for their program of study by their advisor, computer languages.

Grading and Retakes: All language examinations are evaluated on a Pass/Fail basis. Students may retake the exam as many times as necessary to pass it. It is expected that the students will finish their language study with High Intermediate-level skills. This means that PhD students should be able to understand a foreign language text using a dictionary when needed to help them over difficult passages.

Methods to Satisfy Foreign Language Requirement

During course work, there are four methods to satisfy the foreign language requirement:

- Pass an online language exam
- Pass a graduate literature course in target foreign language with a grade of B
- Pass a computer language exam or equivalent

Pass an online language exam

See Graduate Secretary for details. The English Department will pay for a maximum of 3 language exams per year.

Pass graduate literature course in foreign language with grade of B

Students enroll in an upper-division one-semester literature course offered in French, German, Latin or Spanish at the graduate (50000) or undergraduate (40000) level. Any of the courses in literature taken at the graduate level can count towards program requirements (i.e., electives). Because these courses are usually offered to undergraduates who already have had two years of course work in the language, students choosing this option should have similar proficiency in the target language before enrolling in one of the literature courses.

Students have the option of registering for one of these classes at the undergraduate (40000) or graduate (50000) level.

- If the course is taken at the 40000-level, the student's graduate GPA will not be affected by any grade earned in this course, but the three hours cannot be used to satisfy the state-mandated eight-hour/semester full course load. That means that students will need to take this course over and above their usual full load to qualify for student loans.
- If the student registers for one of these literature courses at the 50000-level, the graduate GPA will be affected by the grade earned in the course.

For students on Teaching Fellow appointment, the department will cover the cost of a French, German, Latin or Spanish literature course taken at the graduate level only once, but course cost must fall within the maximum of 17 hours of tuition per academic year.

Pass a computer language equivalent to exam or course

When it is closely connected to his or her program of study, a student in the literature or writing program may satisfy the language requirement through the study of a computer language. Students must demonstrate applicability to a clear research agenda. The advisor must approve the computer language and competency demonstration option in consultation with the Graduate Coordinator.

Qualifying Examination Guidelines

Objectives: The Qualifying Examination consists of two exams that are designed to test the student's preparation for acceptance to candidacy. Therefore, the examinations are not based in seminar work but instead are tied more closely to the expected dissertation topic. The examinations are additionally shaped by the anticipated curriculum, research, and teaching obligations after graduation.

Exam Preparation Process:

- During the final semester of course work, the student should begin preparing, in consultation with faculty, a brief description (500 words) of the research project, including the object of study, likely method(s), and anticipated contribution to the field.
- Based on this project description, the student selects two graduate faculty for the Examination Committee (chaired by one member) and prepares a reading list for each examination in consultation with the faculty member overseeing that particular exam. Students will write one major (5-hour) examination and one minor (4-hour) examination distributed across the two exam areas. Students are permitted five hours to complete the major exam and four hours to complete the minor exam.
- The Exam Committee meets individually with the student and reviews and advises on the examination rationales, reading lists, and target dates for the examination. The student and committee members are likely to meet often. When the committee members and student reach consensus on the reading lists, the candidate may schedule the exam with the Graduate Office. Scheduling of exams may vary from committee to committee. The committee and the student may elect to conduct and complete both exams over the course of one or two weeks.
- Faculty should have examinations to the Graduate Secretary **at least one week** before the examination.
- Throughout the preparation process, the student is expected to consult with the Examination Committee; the student may be asked to prepare sample questions as a preparation strategy.

Examination Process:

On the day of each examination, candidates report to the Graduate Secretary, who assigns the candidate to an exam room and oversees the examination period. Candidates will have access to a computer and may only bring the Reading List and pens or pencils to the examination room. Candidates are not permitted to bring their own computers, disk or USB drives, or other materials to the exam room.

1. After the Graduate Secretary collects the examination, he or she will copy and distribute the written examination to the examiner. The examiner evaluates an exam and then submits to the Graduate Secretary an individual grade (High Pass, Pass, Fail) for that portion of the exam that he or she oversaw.
2. A grade of fail is to be accompanied by a statement pointing to the errors and/or weaknesses that led to the evaluation. Doctoral students may retake failed examinations one time, provided the retake is completed no later than during the next period of the

- academic year (fall, spring, summer). Exams must be retaken in the same area and with the same instructor. If the student fails a retake, the literature program committee will review the case in conference with the examination committee. Unless there are extraordinary circumstances that would favor permitting another examination, the student will be dismissed from the program.
3. Upon successful completion of the Qualifying Examinations, the student is admitted to candidacy, that is, they become doctoral candidates and write the dissertation prospectus. The candidate then forms the Dissertation Committee and begins work on the Dissertation Prospectus.

Graduate Faculty Status: The qualifying examination may be administered by a faculty member with Associate Graduate Status. The dissertation director or one of the co-directors must have Full Graduate Status. Kent State faculty outside the English department may apply for and be granted graduate faculty status in order to supervise a qualifying exam or serve on a dissertation committee. The university maintains a master list of faculty with graduate status at the following location:

<http://www.kent.edu/graduatestudies/graduate-faculty-status>

To confirm graduate status of English Department faculty, consult the Graduate Coordinator.

Prospectus: Preparation and Guidelines

Preparation:

The prospectus is a dissertation project proposal that is finalized subsequent to the successful completion of the Qualifying Examination in consultation with the dissertation advisor and committee. The length and style of the prospectus is determined by the advisor and committee, but should follow programmatic norms. If there is a change in topic, exact title of dissertation, or committee membership, a new Topic Approval Form must be filed (see below).

Answering the following questions will assist the student in framing the project, in anticipating problems or questions about the project, and in preparing a complete prospectus:

1. What does this dissertation set out to do? What are its main arguments? Its purpose?
2. Dissertations present new or little-known material, usually the result of recent research, or contribute to a new understanding of familiar material by treating it in an original and stimulating manner. How will this dissertation do either of these things successfully enough so that specialists in the field would welcome its publication?
3. What works compete with proposed topic? Comment briefly on how new work will revise scholarly perceptions of area of study.
4. What is the importance of this work? How lasting is the appeal? The importance of the scholarship?
5. What is the methodology or methodologies? What theoretical approaches will be most productive for the analysis?
6. What are the primary materials and research sites (archival sites) that are essential to the work? Are they accessible?
7. What are the secondary materials (books and journals, research databases) that are essential to the work? Are they accessible? If not presently accessible, could funding be acquired to permit access and complete the work?
8. How will the dissertation be organized?
9. What is the timeline for the completion of the research? The drafting of chapters? The revision of chapters? Approval process?
10. What are the potential problems or “surprises” that could delay completion of the project?
11. Is this a project that will sustain you not only during the writing of the dissertation but could also sustain your interest during early years of an academic career?

Guidelines:

The prospectus varies in length and organization but is a proposal to do a research project. As a rhetorical exercise, it demonstrates the need and value of the project (in terms of its contribution to the field), the candidate’s preparedness to complete the project successfully, and the plan for successful completion of the work.

Typical Organization:

- I. Introduction of Problem and Hypothesis
[What problem does this work address? How does it propose to resolve the critical problem? What is/are the research question/s that motivate the study]
- II. Discussion of the Need/Importance of the Problem
[This discussion establishes the context for the research question (primarily through a literature review), establishes the extant “positions” on the problem, establishes the importance of the problem to current critical discussions, and establishes the need for work on the problem]
- III. Discussion of Methodology/Theoretical Approach
[In order to answer the research question, choose one or more approaches to the question—what is/are the approach/es? How is it or are they informed by current practices in the field? Current theoretical approaches?]
- IV. Organization of the Dissertation
[Gives a chapter-by-chapter description overview of the argument, of materials, analytical methods, hypothesis; dissertations may be based on multiple studies which would be treated as separate chapters]
- V. Timeline for Completion of the Project
[A detailed project plan that articulates the research plan, the drafting, revising, approval plan]
- VI. Contributions to the Field
[Discusses the contributions that this dissertation will make to the field, the degree to which this work will generate scholarly interest in the field, the degree to which it will generate scholarly activity (your own, primarily) in coming years]
- VII. Notes
- VIII. Works Cited
- IX. Working Bibliography
[The bibliography should aim at completeness, demonstrating a grasp of the body of research, organized into primary and secondary materials and then perhaps into chapters/periods as appropriate.]

Prospectus Defense:

The Prospectus Defense is required for all PhD candidates in the Literature program. The Prospectus Defense is a meeting, typically between 60 and 90 minutes long, that includes the candidate, the advisor, and all three additional committee members. The Prospectus Defense is scheduled after the advisor has approved the prospectus. Committee members must be permitted 10 days to review the prospectus before the defense meeting takes place.

The advisor, in consultation with the committee, will determine the appropriate procedure for this meeting. If the meeting will begin with an opening statement by the candidate—at discretion of advisor and committee members but a typical procedure—candidates should be given advance notice. The Prospectus Defense is an opportunity for the committee to ask questions and communicate their responses to the prospectus, including any suggestions or reservations, so that the candidate and advisor can be aware of these as work on the dissertation proceeds.

The candidate or advisor should inform the Graduate Secretary of the meeting time and place, no later than when the prospectus is distributed to committee for review. Because the Approved

Dissertation Topic form requires the signatures of all committee members, the conclusion of this meeting is typically a convenient time to secure those signatures.

Filing the Approved Dissertation Topic Form:

Once the prospectus has been approved and defended, students are required to file a Notification of Approved Dissertation Topic form with the prospectus (or prospectus abstract) attached. The English department generally submits the full prospectus. Generally, this form is completed at the Prospectus Defense. The university requires that the form be filed no later than the semester preceding the graduation semester. All Dissertation Committee members must sign the form, after which the form is given to the Graduate Secretary. The Graduate Secretary gathers the signatures of the Department Chair and Graduate Coordinator and files the form with the Graduate College. The form is available at:

<http://www.kent.edu/graduatestudies/forms-library>

Dissertation Fellowships

University and Pringle

The University and Kenneth R. Pringle Fellowships provide a service-free spring semester to PhD students on appointment. The department typically awards as many as two Kenneth R. Pringle Fellowships, which are funded by the Department, and as many as two University Fellowships (when authorized by Research and Graduate Studies), which are funded by the University. All PhD students on appointment in their third year of funding or earlier, who have passed their qualifying exams, and who meet certain additional requirements, may apply. Calls for applications normally are forwarded to the graduate LISTSERV during December or January before the fellowship year, with a deadline typically in February or March. The results are announced later that semester. See Graduate Coordinator for more information.

<http://www.kent.edu/graduatestudies/university-fellowship>

Graduate Fellowships

The graduate school offers several fellowships, including for assistance with travel and research. See the following site:

<http://www.kent.edu/graduatestudies/awards>

Fifth-Year Teaching

In selected academic years, the English Department has offered a fifth-year teaching fellowship for continuing dissertators. To be competitive, the student must have the prospectus filed and generally must have two dissertation chapters completed by the spring of the previous year. Please follow the graduate student LISTSERV.

The Dissertation Process

The dissertation process consists of six basic steps:

- Appoint a dissertation committee
- Complete and defend Prospectus and File Notification of Approved Dissertation Topic
- Apply for Dissertation Fellowship
- Write dissertation and Register for Dissertation Hours
- Preliminary Approval and Graduate Faculty Representative
- Final Oral Defense
- Formatting and Submission Guidelines
- Copyright and Embargo

Note: For forms linked below, the address was correct at the time this document was prepared. Also consult the College of Arts and Sciences Graduate Forms page at the following location:

<https://www.kent.edu/cas/graduate-forms>

Appoint a Dissertation Committee

The candidate and advisor consult to appoint a dissertation committee. Be sure to check program guidelines for other rules. The committee will consist of a minimum of the following persons:

- a. the advisor, who will act as chair of the committee.
- b. two additional members from the English department.
- c. one faculty member from a discipline outside the English department.

The advisor and at least two of the remaining three must be members of the Graduate Faculty who have been approved to direct dissertations (F4). All faculty must have at least the rank of A3 (approved to serve on dissertation committees). The Graduate Faculty Status List is maintained on the Graduate Studies website.

<http://www.kent.edu/graduatestudies/graduate-faculty-status>

Note: Students may select one graduate faculty member from outside the university. Members of the committee who are from outside the university must apply for and be approved for Graduate Faculty status by the English Department's Graduate Studies Committee (GSC). If Graduate Faculty Status is assigned for a designated period, it must be renewed and in force when the dissertation is completed and approved and paperwork filed with the college.

Defend Prospectus and File Notification of Dissertation Topic

See "Prospectus Defense" on page 17.

Apply for Dissertation Fellowships

See "Dissertation Fellowships" on page 19.

Write Dissertation and Register for Dissertation Hours

In consultation with the dissertation advisor, write the dissertation. Generally, advisers read individual chapters as completed, and may approve or recommend revision. Committee members may read selected chapters, at the discretion of advisor and dissertator. Consult and revise the prospectus as needed.

To qualify for graduation, the candidate must remain continuously registered from advancement to candidacy through the semester of the defense, including summers. For registration guidelines, see “Teaching Fellow (TF) Course Scheduling” on page 10.

Preliminary Approval and Appoint Graduate Faculty Representative

- When the advisor believes the dissertation is ready for preliminary approval, it will be circulated in easily legible form among the members of the committee. Six weeks before the dissertation is circulated, the advisor requests the appointment of the Graduate Faculty Representative to serve on the examining committee using this link: <https://www.kent.edu/cas/graduate-faculty-representative>
- After distributing the dissertation to committee members, the advisor must allow a minimum of 10 days for reading the dissertation and will then convene all dissertation committee members including the Graduate Faculty Representative (without the candidate) for preliminary evaluation. Recommended revisions will be noted by the advisor and communicated to the candidate.
- Candidates should remain cognizant that the committee must be allowed 10 days to read dissertation before considering for preliminary approval and another 10 days between preliminary approval and final defense. The two 10-day periods are the minimum.

Final Oral Defense

- The dissertation must be in final form (not merely a late draft) prior to the defense.
- The advisor will determine the time and place of the final oral defense, allowing 10 days after the preliminary defense, and then notify all members of the examining committee and the candidate.
- The advisor should select a moderator from the members of the Graduate Faculty who have been approved to direct dissertations. The moderator cannot be a faculty member in the English department. The moderator **does not** receive a copy of the dissertation, only a copy of the abstract. (**Note:** If the Graduate Faculty representative also serves as the moderator, the Graduate Faculty representative **does** receive a copy of the dissertation.)
- The advisor will direct the preparation of the abstract (not more than 350 words). The candidate should give the abstract to the Graduate Secretary at least one full week before the defense. The abstract will be attached to the public announcement of the defense, which the Graduate Secretary prepares, posts, and sends to the Associate Dean of Graduate Affairs, defense committee, and moderator.
- The candidate must also send the Graduate Secretary an original signature page, to be signed by the committee at the conclusion of the defense. Submit the signature page in appropriate format for printing with the dissertation. The signature pages must be formatted to the exact specifications of the most recent dissertation style guide. The Graduate Secretary prints two copies on bond paper, which are available for signing and

the conclusion of the successful defense. **A dissertation with improperly formatted signature pages will be rejected by Graduate Affairs, which could delay a candidate's graduation.**

Formatting and Submission Guidelines

- Each dissertation must be formatted according to guidelines in the current Style Guide and Instruction for Typing Thesis and Dissertations:
<https://www.kent.edu/cas/style-guide-dissertations-theses>
- At the completion of the Final Oral Defense and upon approval, all committee members and the moderator will sign the Report of Final Examination, which the Graduate Secretary will have prepared and given to the advisor before the defense. This report is signed by the department Chair and sent to the Associate Dean of Graduate Affairs.
- The candidate must file the dissertation electronically. The Graduate Secretary will file the two signature pages, the Report of Final Examination, and the Preparation Approval form with the Associate Dean of Graduate Studies.

Copyright and Embargo

Candidates nearing completion of the dissertation are advised to consult their dissertation advisor about registering for copyright and options for digital embargo. The embargo form is available from the Graduate Secretary.

Students must register for graduation early in the semester in which they plan to schedule a defense. See “Policy and Form Links” on page 25.

Professionalization: Conference Funding and Placement Workshops

Professionalization is necessary to be a competitive candidate on the current job market. Professionalization includes conference attendance, published articles and chapters, and application materials like a vita, cover letter, writing sample, and portfolio.

Conference funding from the English Department is available for graduate students who are presenting a paper at a conference. Request the form, which is required to apply, at the front desk in the English Department Office.

Placement Workshops are organized by the Graduate Coordinator to assist in all facets of preparing to enter the job market and obtain employment. Workshops will focus on the vitae, cover letter, teaching philosophy and portfolio, and interviewing. Dates and times of the Placement Workshops will be announced on the Graduate Student LISTSERV, typically very early during the fall semester.

AGES

The purpose of this organization is to give an opportunity for graduate students in the English Department of Kent State University to take part in various professional and social activities. This organization supports graduate student representation within the university and the department, and works actively to promote increased opportunities for graduate students in professional and social settings. Membership in this organization is open to anyone who is currently enrolled in a graduate program in the English Department at Kent State University, in any program, Literature, LRSP, NEOMFA, and TESL.

Policy and Form Links

The College of Arts and Sciences has a Forms and Resources page, which maintains a list of the most commonly used and currently approved forms. It also provides a link to a form library for less commonly used forms.

<https://www.kent.edu/cas/graduate-forms>

Below is a list of forms ordered according to the student's progress through the program.

Exam for Candidacy, Prospectus, and Dissertation

- Graduate Faculty Status (required for qualifying examination):
<http://www.kent.edu/graduatestudies/graduate-faculty-status>
- Report of Candidacy Examination:
<https://www.kent.edu/sites/default/files/report-of-candidacy-2.pdf>
- Notification of Approved Dissertation Topic and Prospectus
<https://www.kent.edu/sites/default/files/Approval%20of%20Dissertation%20Topic.pdf>
- Style Guide and OhioLink Submission: <https://www.kent.edu/node/371036>

Final Doctoral Examination

- Request for Graduate Faculty Representative <https://www.kent.edu/cas/graduate-faculty-representative>
- Report of Dissertation Final Examination
<https://www.kent.edu/sites/default/files/Report%20of%20Dissertation%20Final%20Examination.pdf>
- Dissertation Preparation Approval Form
https://www.kent.edu/sites/default/files/Dissertation_Preparation_Approval_Form.docx
- Style Guide and OhioLink Submission <https://www.kent.edu/node/371036>
- Electronic Theses and Dissertations Center <http://etd.ohiolink.edu/>

Graduation

- Apply for Graduation and Graduation Deadlines
<https://www.kent.edu/registrar/calendars-deadlines>
- Regalia (Cap and Gown) for Commencement
<https://www.kent.edu/commencement/students/cap-and-gown.cfm>

For other forms, like a change in program study or graduate re-enrollment, please consult the College of Arts and Sciences Forms and Resources page. For departmental forms, such as conference travel, consult the Graduate Secretary.