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INTRODUCTION

This handbook is intended as a basic guide for students pursuing graduate degrees in the English Department at the University of South Carolina. You need to be thoroughly familiar with the contents. Additional information is available at the Graduate School’s website at http://www.gradschool.sc.edu.

While most of the information covered in the handbook concerns formal procedures and basic requirements, students pursuing graduate degrees in English should also be aware of the numerous informal activities that enhance graduate study in our department. For example, the Graduate English Association and several other student organizations meet regularly throughout the year. Graduate student organizations also sponsor professional conferences, conduct workshops on preparing work for publication, and promote discussion on other topics of interest. Check announcements, bulletin boards, and ENGLGRAD listserv, and the department web site for information on these activities.

The Graduate English Office is in room 100 of the Welsh Humanities Office Building. Graduate students should feel free to stop by during office hours (8:30 – 5:00 Monday through Friday) to ask questions about the program or seek guidance with academic decisions.
The Advising Process
As the first step in registering each semester, you should make an appointment to talk with your advisor at the earliest convenient date. Incoming first-year students in the M.A. and Ph.D. programs will be advised by the Graduate Director, Professor Cynthia Davis. During your first year, the DGS will assign you a temporary advisor from the Graduate Faculty. At any time during the first year, students may choose their own permanent advisors. First-year students must choose a permanent advisor by the end of the first year and file this information with the English Graduate Office. In selecting an advisor, you should choose a professor in your field whom you respect, and who has the time and interest to help with your graduate career goals. M.F.A. students in fiction will be advised by Professor Elise Blackwell; M.F.A. students in poetry will be advised by Professor Fred Dings. M.F.A. students in creative non-fiction will be advised by Professor Jim Barilla. Professor Sara Schwebel is the advisor for all M.A.T. students.

Before meeting with your advisor, you should become familiar with the class schedule for the coming semester available at the Self Service Carolina website
https://ssb.onecarolina.sc.edu/BANP/twbkwbis.P_GenMenu?name=homepage
The graduate English Office also makes available a list of graduate courses to be offered with descriptions of requirements, textbooks, etc.

Program of Study
All graduate students must submit a Program of Study form to the Graduate School. The form is like a contract with the University: An agreement signed by the student, the student’s advisor, the Director of Graduate Studies, and the Dean of the Graduate School. This formal agreement serves a number of useful purposes: it causes you and your advisor to engage in early planning with a specific goal in mind and it protects you in case of curriculum changes. A Program of Study may be modified or replaced by filling out an Adjustment form. Both the Program of Study and Adjustment forms are available from the English Department Graduate Office, and/or online from the Graduate School. (See link on the last page of this document.)

Note: the Graduate School requires that the Program of Study form match the student’s transcript exactly; this requirement routinely causes last minute problems for students applying for graduation. You are strongly encouraged to update your Program of Study form each semester as you register. Be sure to keep your copy of this important document in a safe place. Candidates for Master’s degrees may file programs as early as their first semester of study but no later than the semester following completion of their first 12 credit hours. Ph.D. students should file their Program of Study form by the end of the second year. They must also file a Doctoral Committee Appointment Request form at this time.

Registration
Once you are fully and formally admitted to USC, the Graduate School will enter you into the USC ‘Visual Information Processing’ system (vip.sc.edu/). As soon as this happens, you can go to ‘VIP,’ ascertain your VIP ID, and establish your individual password. After you have met with your advisor and have an approved schedule, you can sign in to the ‘Self-Service Carolina’ website and begin enrolling in courses:
https://ssb.onecarolina.sc.edu/BANP/twbkwbis.P_GenMenu?name=homepage
(Please be aware that this is a new registration system for USC; expect some ‘bugs’ and some continuing developments as the technology people attempt to make it more user-friendly.) Remember, while registering you should consult the course descriptions provided at the English department’s website: www.cas.sc.edu/engl/about/courses.html

For the latest information about the registration process, go to the registrar’s site:
registrar.sc.edu/default.stm
You will need special clearance from the Graduate English Office to use the Pass/Fail option or to register for Thesis, dissertation, or directed reading hours.

Grading
The letter grades A, B+, B, C+, C, D+, D, and F are used to designate work rated from excellent to failing. Generally, a grade of B is the lowest acceptable grade for a student at the graduate level. Graduate courses may count for degree credit with a grade as low as C, but the student’s average on all courses attempted for graduate credit must be at least B (3.0 on a 4-point scale). Students who fall below the 3.0 average are placed on probation by the Graduate School and given one calendar year to meet the grade requirement. Students unable to do so will no longer be permitted to enroll in graduate courses in English. Grades transferred from other institutions are not included in the grade point average.

Pass/Fail Grading
In some circumstances, a student may elect Pass/Fail grading in a course outside his or her major area. This option permits enrichment of the student’s experience without affecting the grade point average, provided that the student does satisfactory work in the course. A grade of either
satisfactory (S) or unsatisfactory (U) will be awarded. Those courses completed with a satisfactory grade may be counted toward total credit hours earned though they may not be used as part of the Program of Study. A grade of U received under the individual Pass/Fail option in a letter-graded course will be counted as an F for grade point average purposes. Students interested in this option should consult their faculty advisor and the Graduate Director for approval prior to registration.

**Incomplete**
The grade of I, Incomplete, is assigned at the discretion of the professor when, in the professor’s judgment, a student is prevented from completing some portion of the assigned work because of an unanticipated work-related responsibility, family hardship, illness, or accident. To take an incomplete in a course, you must get the professor’s approval before grades are turned in. Depending on the nature of the uncompleted requirements, the professor will specify the additional period of time allowed to complete the work before a permanent grade must be submitted. The professor must complete a form and submit it to the registrar explaining the reason for the Incomplete, conditions for its make-up, and a deadline for completion. Re-enrolling in the course will not make up an Incomplete. A grade of I is not computed in calculating grade point average. After 12 months, an I which has not been replaced with a letter grade is changed permanently to a grade of F.

**Enrollment**
Six graduate credit hours are considered a full-time course load for the fall or spring semester; however, students often must take nine hours to make sufficient progress to their degrees. Because of the heavy reading load and amount of research necessary for thorough study, taking more than nine hours is discouraged. To be entitled to use library or computer facilities, you must be enrolled for at least one credit hour. Even if you have completed all required course work, you must be enrolled in at least one credit hour in the semester in which you plan to graduate.

Courses numbered 700-899 are restricted to graduate students. 700-level courses are usually limited to 15 students. 800-level courses are seminars limited to 12 students and presuppose graduate-level course work has been done in the general subject area.

Courses numbered 500-699 are typically open to graduate and undergraduate students; however, the requirements for graduate students enrolled in these courses exceed those for undergraduates. If you wish to enroll in a 500- or 600-level course, you must get the approval of the Graduate Director. M.F.A. workshop courses at the 600-level are restricted to graduate students. ENGL 799 is for M.A. Thesis Preparation (variable credit, 1-9 hours), and ENGL 899 is for Ph.D. Dissertation Preparation (variable credit, 1-12 hours).

**Thesis and Dissertation Hours**
The M.A. degree requires that at least 3 Thesis Preparation hours (ENGL 799); the M.F.A. requires at least 6 Thesis Preparation hours (ENGL 799); the Ph.D. requires at least 12 Dissertation Preparation hours (ENGL 899). Ph.D. students may enroll in up to 3 hours of Dissertation Preparation before they take the Comprehensive Exams and may register for additional 3 hours the semester they are taking these exams. They may not, however, take more than 6 hours of ENGL 899 before they pass their Comprehensives. Clearance by the Graduate English Office is required before the computer will accept your registration for either ENGL 799 or 899. The M.A.T. program does not require a thesis. Satisfactory completion of Thesis Preparation hours or Dissertation Preparation hours is indicated by the grade of T. Credit hours with a T grade may be counted toward total credit hours earned, but these courses will not be considered in determining your grade point average.

**Directed Reading**
Directed Reading courses, ENGL 895 and 896, are available to students who want to design an independent course under the direction of a chosen professor. You are allowed, under Graduate English Program regulations, to take one 895 and one 896 course for your degree. Normally, 895 is offered during the fall and summer I, and 896 is offered during the spring and summer II. To take such a course, consult first with the professor with whom you want to work. Then, fill out the 895/896 form available in the Graduate English Office. This form must be signed by the professor directing your work and approved by the Graduate Director.

**Auditing Courses**
You may choose to audit a course; however, tuition is the same whether you register to audit a course or to take it for a letter grade. Most advisors suggest taking the course for credit, since the Graduate School requires 75 percent attendance for the audit to appear on a transcript, and it does not count in your course load.

**Dropping a Course**
You may drop a course during the regular or late registration periods. If you drop a course during the second through the sixth week of a regular
Withdrawals
Withdrawal applications are available from the Graduate School, the Graduate English Office, or the Department of Student Development, whose staff is available to assist in completing the process. Consult the Graduate Bulletin for further details.

Appeals
Requests for Program Waivers or Procedural Appeals must be put in writing for consideration by the Graduate Program Committee. The committee may refer substantive issues to a meeting of the Graduate Faculty.

Appeals of Comprehensive Examination Results:
The committee will not normally consider any appeal from a student's first attempt at a comprehensive examination, other than an appeal to invalidate the exam on account of documented illness or major procedural irregularity. If an appeal is made to invalidate the exam on such grounds, notice must be given before the exam has been graded; in the case of an oral exam, the student must give notice to the Graduate Program Office or the examiners of his or her intent to seek the invalidation of a negative result before the examiners have told the student of their verdict on the examination performance. If a student should fail the written comprehensive exam a second time, the Director will automatically assume the student wishes to have the result reviewed and will find four additional readers to review the exam; a reversal of the agreement requires majority agreement (four passes total out of seven examiners). If a student should fail the oral comprehensive exam or dissertation defense a second time, the Director will (whether or not the student appeals) solicit individual written reports from examiners on the conduct of the exam and the candidate's performance, as a method of confirming review.

Appeals beyond Department Level: A student should consult the Dean of the Graduate School about Graduate School appeals procedures. For appeals regarding University or Graduate School rules and regulations (e.g., residency requirements), write to the Graduate Director, explaining the problem. If the Graduate Director supports the appeal, he will forward the letter to the Dean of the Graduate School with an endorsement.

Program Transfers
Students seeking to transfer into the English department graduate program from another department or program within the university can do so only by going through the same application process as external candidates. Such applications should be submitted to the English department Graduate Program office, rather than to the Graduate School, and need not contain materials already on file with the Graduate School—such as transcripts and GRE scores—but should consist of new materials specific to admission to study in the English department, including (1) the particular degree program and area of concentration applied to, (2) a statement of purpose, and (3) an appropriate writing sample. It is highly recommended that the applicant also solicit new letters of recommendation that address the candidate’s preparation for graduate study in English. Finally, these applications should be submitted to the English Graduate Program office by 15 December, if the applicant is interested in receiving financial support upon full entry to the program, if offered admission, the following August. (Students in transition may seek permission from the Director of Graduate Studies to enroll in English department courses while awaiting an admission decision.) Finally, upon receiving an offer of admission, the applicant must file a ‘Program Transfer’ change of status form with the Graduate School.

Internal Transfers
Transfers among programs within the English department are possible, with the agreement of the Director of Graduate Studies and, in some cases, the agreement of administrators of the given program to which the student seeks transfer. Students interested in such transfer need to bear in mind the following:

Transfer from direct-admission PhD to the MA program: Requires consultation with the Director of Graduate Studies, followed by a ‘Program Transfer’ change of status action filed through the Graduate School. During the first two years of study, the degree requirements for direct-admission PhD students and MA students are virtually the same, so the only subsequent actions necessary for a student making this transfer are (1) completion of a new program of study form (POS), and (2) completion and submission of an approved MA thesis.
Note: During the admissions process, per agreement with the English department, the Graduate School will waive the standard fee to change the status of applicants for direct admission to the PhD program who have been accepted to the MA degree program, upon notification from the Director of Graduate Studies.

Transfers among the concentration in English and American literature, the concentration in Composition and Rhetoric, and the Speech Communication Program (MA only): Requires consultation with the Director of Graduate Studies and generally with the program directors involved. Such transfers may involve additional course work, whichever the direction, to satisfy program requirements, and (1) a ‘Program Transfer’ change of status action filed with the Graduate School, and (2) the completion of a new program of study form (POS). Students transferring into the concentration in English and American literature will also need to take the GRE subject test—Literature in English—and have their scores forwarded to the Graduate School. Any students choosing to transfer into a different concentration after having taken their comprehensive examinations, remaining subject to the departmental rule that allows students only two opportunities to satisfy this requirement, will thus have only one opportunity to pass their comprehensive examination in the new concentration.

Transfer into the MFA program: Can only be accomplished by the same procedures outlined for inter-departmental transfers above; i.e., students desiring to enter the MFA program must apply as new students to the program, although some course work taken in another English department program may count toward degree requirements, should the student receive an offer of admission.

Transfers among the MFA degree program concentrations: May only be accomplished through a resubmission of appropriate application materials—statement of purpose, writing sample, new letters of recommendation (recommended)—to the MFA Program director. Such a transfer may also involve additional course work and, if applicable, a re-taking of the comprehensive examination. (Students remain limited to two opportunities to pass this examination, regardless of which track they have been examined in.) The student must also complete a new program of study form (POS).

Transfer from the MAT program to the English MA program: Entails a new application to the Director of Graduate Studies, in the form described in the opening paragraph on inter-departmental transfers. The student must also complete a new program of study form (POS); course work taken in English department while in the MAT program may count toward degree requirements.

Transfer from the MA/MLIS degree program to either the simple MA program in English, or the MLIS degree program: Entails notifying the Director of Graduate Studies of the program the student is departing and filing a ‘Program Transfer’ change of status form with the Graduate School. The student must also complete a new program of study form (POS); course work taken in English department while in the dual-degree program may count toward degree requirements.

Fees
Academic fees are based on the number of hours you are taking and your residency status. You can establish residency after one calendar year. Consult the Bursar’s Office website (http://sc.edu/bursar/fees.shtml) for current fee amounts. Note that if you are a certified teacher with a valid certification from any state, your tuition is reduced. Also, if you are over 60 and a state resident, your tuition is free. The residency office at Petigru (777-5555) can tell you what you have to do to qualify for residency. For a detailed description of fees, see the “Fees and Refunds” section of the Graduate Bulletin.

Assistantships
The English Department offers several types of financial assistance: teaching assistantships, editorial assistantships, instructional assistantships, and research assistantships. To apply for an assistantship, send a letter of request with a resume to the Director of Graduate Studies, Department of English, University of South Carolina, Columbia, SC 29208. Students awarded an assistantship from the English Department are expected to carry no incompletes from the previous semester; to earn no more than one grade below B during their academic career; to perform assigned duties in a satisfactory manner; to maintain a grade point average of 3.5; to take the qualifying exam in the first year of the doctoral program; to file a Program of Study during the first year of the M.A. or by the end of the second year for the Ph.D.; and to maintain steady progress toward a degree.

Teaching Assistants: To qualify for a teaching assistantship, students must either have a Master’s degree in English or a related field or have completed at least 18 hours of graduate course work by the semester they begin to teach. Regular teaching assistants teach three classes per year;
normally at the first-year level; two in the fall and one in the spring or one in the fall and two in the spring. During the semester teaching assistants teach two classes, they are expected to take at least two graduate courses (6 credit hours). During the semester teaching assistants teach one class, they are expected to take at least three graduate courses (9 credit hours). Eligibility for assistantships for the M.A. is limited to two years; for the M.F.A., three years; for the Ph.D., five years; and for direct-admission Ph.D., six years.

**Editorial Assistants:** Editorial assistants work for faculty members with special research or editorial projects. These projects include major work on an ongoing editorial project, such as a journal, major edition, or book series. These positions are distinctly different from Research Assistantships. Often an editorial assistant works with a faculty member conducting research in the student’s own area of interest. An editorial assistant works 20 hours a week and takes five courses per academic year (15 credit hours).

**Instructional Assistants:** Graduate instructional assistants work 10 hours a week as discussion leaders under the supervision of professors teaching large sections of undergraduate English, as tutors in the Writing Center, or in other assignments that support faculty teaching and research. Instructional assistants should take three graduate courses each semester (9 credit hours).

**Research Assistants:** Research assistants work with one or more faculty members on specific projects requiring library and database research skills or in other capacities involving proofreading or fact-checking. Research assistants typically work 10 hours a week and are expected to take three graduate courses a semester.

**Term of Service**
For those entering the Graduate English Program in the fall semester, the term of service is August 15 to May 15. Before classes begin in the fall, graduate TAs are required to attend the orientation sessions offered by the Graduate School and the First-Year English Program (usually held the third week in August).

**Non-Departmental Assistantships**
A number of campus offices offer assistantships, and some pay quite well. See the Web Job Listings at [http://sc.edu/career](http://sc.edu/career) for a list of graduate services available.

### Travel Funds

**Standard Award:** The English Department allocates funds for student travel each academic year. Graduate students who anticipate conference participation, educational workshops/classes, or academic research requiring travel are welcome to apply for funding in the Graduate English Office. A Travel Authorization Form, accompanied by written documentation (such as conference invitation or brochure), must be submitted to the Graduate Director before a trip is taken. Upon return, all original receipts should be attached to a University Travel Voucher. Reimbursement usually takes three to four weeks. In recent years, the reimbursement caps for national travel have ranged from $500-1000 and for regional travel from $125-250. The graduate program wishes to support reasonable and worthwhile requests, even if they do not quite fit the ‘standard’ categories for travel funding, so you should never hesitate to meet with the Graduate Director to discuss your planned travel.

All travel requests should be made well before your intended trip. If you intend to apply for the standard amount of departmental money, you need to file your travel request at least a week before you leave.

In order to be considered for funding for presenting a paper at a national or international conference, you must apply for a Graduate School Travel Grant [http://gradschool.sc.edu/funding/travgrant.asp?page=faaw](http://gradschool.sc.edu/funding/travgrant.asp?page=faaw) as well as for travel assistance from the English Department. After the Graduate School has reviewed and acted on your travel funding request, the department will supplement your funding up to the reimbursement cap in effect. You should fill out a goldenrod departmental TA (Travel Authorization) form when you apply for the Graduate School grant. We will hold your departmental request until we see if (and how much) money you get from the Graduate School. (TA forms are available, along with other forms, on the wall next to the main departmental office.) Note: unless you receive a copy of your approval, we have not received your request (goldenrod form).

Students who do not wish to maximize their chances of receiving funding, who are attending regional conferences, or who are participating in activities not supported by the Graduate School Travel Grant program (e.g., workshops, seminars) can simply fill out the departmental TA request. To reiterate, however: to receive any departmental funding, you must apply for travel funds at least one week before your departure.
If you have questions about these procedures, ask the Graduate Director well in advance of your trip.

Student Organizations

Yemassee is the literary journal of the English Department, publishing poetry, short fiction, one-act plays, brief articles, and interviews submitted by writers from all over the United States, and more recently, from all around the world. From its inception, Yemassee has been a graduate student run publication. The journal was created in 1993 through a generous donation from Joseph Capalbo—a former graduate student in English—the hard work of the founding editor, Melanie Carter, and the advice and guidance of Professors Butterworth, Feldman, and Kimney.

The Graduate English Association, or GEA, organizes and sponsors academic and social events throughout the year to bring together all graduate English students. Look for teaching and research seminars, happy hours, seasonal parties, poetry and fiction readings, and book sales. For more information, contact:

Joseph Hendryx, Ph.D. representative
Auddie Hungerpillar, M.A. representative
Melissa Dugan, M.F.A representative

ENCSA (Eighteenth and Nineteenth Century Studies Association) comprises graduate students and faculty members interested in the scholarship, literature, culture and history of the Atlantic and Transatlantic during the long nineteenth century. The Society provides a community for scholarly exchange through student research presentations, seminars, and its Reading Group. TLS also supports and hosts visiting scholars. Although the Society focuses on texts and issues from and about the Enlightenment up to Modernism, graduate students and faculty from all areas are welcome. Contact the club's chairs, Derek Bedenbaugh and Jamie Gibbs for more information.

The American Literature Colloquium (ALC) was founded in 1997 to foster intellectual exchange among graduate students and faculty in the field of American Literature. Since then, the ALC has maintained an active presence within the Department, hosting research presentations by faculty and guest lecturers. Additionally, the ALC has sponsored faculty panels on diverse topics such as book collecting and the job search process, as well as graduate student panels on both colonial and 19th- and 20th-century American literature. Membership in the ALC is open to all graduate students and faculty members. For more information, please contact the tri-chairs: Katherine Upton, Adam Griffey, and John Kinard.

RSA@USC

RSA@USC is the University of South Carolina graduate student chapter of RSA (Rhetoric Society of America), an organization committed to the academic study of rhetoric, rhetorical theory, critical theory, composition studies, and speech communication. In addition to providing an active community of interested student scholars, RSA@USC regularly hosts conferences, professional workshops, invited lectures, and social events.

President: Nathaniel Street
Vice-President: Stephanie Boone-Mosher
Treasurer: Trevor Meyer
Secretary: Gerald Jackson
Web Czar: Brian Harmon

DEGREE REQUIREMENTS

The Department of English offers the M.A., M.F.A., and Ph.D. degrees; in cooperation with the College of Education, the Department offers the M.A.T. and I.M.A. degrees in English. The Department's Linguistics Program also offers the M.A. and Ph.D. degrees and a Graduate Certificate in Teaching English as a Foreign Language.

General Requirements

Residency

For Master's candidates, the minimum residence requirement is two regular semesters of approximately 15 weeks or the equivalent in summer sessions. The granting of a doctoral degree presupposes a minimum of three full years of graduate study and a minimum of thirty graduate hours of study after admission to the doctoral program. The doctoral residency requirement may be satisfied only after admission to a doctoral degree program and must be fulfilled by enrollment in at least 18 graduate credit hours within a span of three consecutive semesters (excluding summers). Enrollment in a summer term is not required to maintain continuity, but credits earned during summer terms will count toward residency.

Time Limits for Degrees

Students in a Master's program have six years to complete degree requirements. Doctoral students must complete degree requirements within eight years. Students who have courses in their degree programs that exceed the six-year limit for the
Master’s or the eight-year limit for the doctoral program may apply to have the expired courses revalidated. This typically involves sitting examinations on a course-by-course basis. The Graduate School charges $25 per credit hour for such revalidation. Further instructions, as necessary, may be obtained from the Graduate Office. Avoid this problem, if possible.

Likewise, comprehensive exams remain valid for specified time limits. Master’s exams remain valid for only two years. Ph.D. exams remain valid for only five years.

Language Examinations
Most graduate degrees include a foreign language requirement. Proficiency examinations are administered by the individual language programs in the Department of Languages, Literatures, and Cultures. The exam procedure varies slightly among the different programs, so you should consult the proctors for specific details. Generally, though, you will be asked to translate a 500-word passage within 60 or 75 minutes. Dictionaries and other aids are often permitted. The foreign language programs usually give proficiency exams at the beginning and end of semesters. You must sign up to take the test in advance because spaces are limited. Be sure to consult the appropriate language program for specific information: http://artsandsciences.sc.edu/dllc/Geninfo/reading_exam.html

Intensive reading courses numbered 615 are designed to provide a graduate student with a basic reading knowledge of a foreign language. They cannot be counted as electives to satisfy course work requirements for degree programs. Quite often these courses use the proficiency exam (see above) as part of the course requirement. Consult the Master Schedule for specific course offerings.

Certification of foreign language competency remains valid for six years.

Applications for Degrees
In your last academic term, you must file a formal application with the Dean of the Graduate School. Your application must be filed by the third week of the semester in which you expect your degree to be awarded, or within the first ten days of one of the summer sessions, if you plan to graduate in August. Applications submitted after the announced deadline require an additional $25 special processing fee and a letter from the Graduate Director.

MASTER OF ARTS IN ENGLISH, WITH EMPHASIS IN ENGLISH AND AMERICAN LITERATURE
The minimum course requirements include 30 semester hours, not more than six of which may be taken in Thesis Preparation (ENGL 799). Candidates must complete at least half of their credit requirements in courses numbered 700 or above, exclusive of thesis credit. The remaining credit hours may include courses numbered 500 to 699 taken for graduate credit. Enrollment in these courses requires the approval of the Graduate Director. Students need a grade point average of B or better (3.0) to graduate. (See “Grades” above.)

Specific Requirements
- One course in American Literature, one in English Literature before 1660, one in English literature after 1660, and one additional course in the comprehensive exam area.
- Five electives (two of which may be taken outside the Department). English 700 and 732 are recommended.
- Three hours of thesis writing (ENGL 799). Your thesis director will supervise this course.
- Reading knowledge of one foreign language satisfied by successfully passing a reading translation exam offered each semester by the Department of Languages, Literatures, and Cultures. You have three opportunities to pass the exam.
- Written comprehensive exam
- Thesis

Program of Study
You must submit a Master’s Degree Program of Study Form (signed by your advisor and the Graduate Director) to the Dean of the Graduate School, outlining your entire degree program. This form must be filed no later than the end of your second semester of graduate study.

Thesis: The subject should be approved by your thesis director and then submitted to the Graduate Director for approval. The Graduate Office has special forms for this purpose to be filed with the Graduate School not less than one semester before graduation. The thesis must be typewritten or printed with two copies submitted to the Graduate School and must be read and approved by your thesis director and one other English Department faculty member (your second reader). At least a week before the Graduate School’s deadline for submitting theses, you must also set up an appointment with the Graduate Director to have the format of your thesis checked.
Comprehensive Examination
Master’s comps are given twice per academic year—in late fall and late spring. During the first month of the semester in which you plan to take the exam, notify the Graduate Director in writing of the field in which you wish to be examined (American Literature, English Literature before 1660, or English Literature since 1660). Each exam consists of two parts (for the American Literature exam, you must answer one question on Colonial and 19th century and one on 20th century; for the English Literature before 1660 exam, you must answer one question on Medieval and one on Renaissance; and for the English Literature since 1660 exam, you must answer questions from two of the following three fields: 18th century, 19th century, and 20th century). A reading list, the basis for the exam, is maintained for each field. On the exam, you must answer two questions out of six (or nine for the post-1660 British exam) and pass each by two of the three graders’ votes. You have two opportunities to pass the exam, but you do not need to repeat any section that you have previously passed.

MASTER OF ARTS IN ENGLISH,
WITH EMPHASIS IN COMPOSITION
AND RHETORIC

Specific Requirements
• 6 hours (ENGL 790 and 791)
• 6 hours from the following courses: ENGL 690* (see workshop restrictions below), 792, 793, 794, 795, 890
• 6 hours of English and/or American literature, 700-800* level
• 9 hours of electives (must be approved by the Composition and Rhetoric Committee)
• 3-hour written comprehensive exam
• 3 hours of ENGL 799, thesis writing
• Reading knowledge of one foreign language
• Thesis

*Neither ENGL 701A and 701B nor more than one workshop course can be counted in the 30 hours of classroom credits; students wishing to emphasize technical writing should consult the graduate director about special conditions.

Program of Study
You must submit a Master’s Degree Program of Study Form (signed by your advisor and the Graduate Director) to the Dean of the Graduate School, outlining your entire degree program. This form must be filed no later than the end of your second semester of graduate study.

Thesis: The MA thesis is an essay of approximately 50-80 pages that makes a defensible contribution to scholarship on a figure, text, movement, problem, or current questions in Composition and Rhetoric. It must conform to standards set by The Graduate School. Your thesis director will supervise your ENGL 799 (thesis) hours, and your essay will be read by one other faculty member in your area.

Comprehensive Examination
When you have amassed 30 graduate credit hours in this MA program, you must take the comprehensive exam. At the beginning of the semester in which you plan to take the exam, notify the director of graduate studies in writing of your intention to do so. The exam consists of two sections, one on composition, the other on rhetoric. You will choose one of three questions in each part and respond to it in 90 minutes (a total of 3 hours). Two of three graders must pass your responses. You have two opportunities to pass this exam.

MASTER OF ARTS IN ENGLISH,
WITH EMPHASIS IN SPEECH
COMMUNICATION

Specific Requirements
• SPCH 700 and 701
• Four courses in the theory or history of the discipline
• Three electives within the Department of English
• Three hours of Thesis Preparation
• Written Comprehensive Exam: A three-hour exam based on a reading list requires students to answer two from a list of six questions and pass both by the votes of two out of three graders. Students have two opportunities to pass the exam
• Thesis

MASTER OF FINE ARTS IN CREATIVE WRITING
This is a 45-hour degree designed for students who wish to pursue a career in creative writing or the teaching of creative writing.

Specific Requirements
• Fifteen hours of workshop courses
• Six hours in theory (three of these may be in the theory and teaching of composition; however,
ENGL 701A and ENGL 701B may not be counted toward the theory requirement).

- Nine hours in literature
- Nine hours of approved electives
- Six hours of thesis writing
- A three-hour written comprehensive examination in the history and practice of your genre after completion of all course work
- Thesis and Oral Thesis Defense
- Reading knowledge of one foreign language

**Thesis:** A book-length work (a novel, collection of short stories, group of poems, or piece of writing for the visual media) of a quality that compares favorably with work being published by university presses and commercial publishers. It must be typewritten or printed, with two copies submitted to the Graduate School. Your thesis director will supervise your ENGL 799 hours and your thesis will be read by three other faculty members: one in creative writing, one scholar-critic in contemporary literature, and one from a cognate department. You must orally defend your thesis before your committee. The deadline for the M.F.A. thesis defense is the same as the deadline for the defense of the Ph.D. dissertation. Check with the Graduate School for each term’s deadlines.

**Comprehensive Exams**

Reading Lists:

Each genre has a set reading list. You should get a copy of this reading list from the English Graduate Office or the Director of your chosen genre of specialization. Although students usually take comprehensive exams in the final year of the program, they should begin reading for these exams as soon as they begin studying for the MFA degree. Lists are approved by MFA faculty and updated every five years.

Exam Committee:

The DGS will constitute exam committees for all MFA comprehensive exams. In choosing members, the DGS will follow these guidelines:

1) The committee for the Comprehensive Exam will consist of three faculty members, including the director of your genre of specialization.
2) The exam committee should not be the same as the thesis committee, and should consist of academic specialists.
3) At least one committee member should not be MFA faculty.

**Fiction**

The exam will consist of 6 questions, 3 of which a student must answer. Each question will require discussion of a particular technique in a historically developmental matter. For example: Narrative point of view might involve discussion of how devices have evolved from Defoe to Toni Morrison. Students will have one hour to answer each question (three hours total for the exam). It is expected that substantially different books and authors will be discussed in each question (although this will not preclude overlapping references). There will always be one question on the short story for those who wish to specialize in this genre. Two of three graders must pass your responses. You have two opportunities to pass this exam.

**Poetry**

The poetry exam will contain three sections with two questions per section. Students will choose one question from each section, for a total of three questions: 1) epic/narrative/dramatic; 2) lyric poetry from the 16th C through the Victorian period; 3) lyric poetry from the Modern period to the present. All questions may additionally draw upon the poetry-in-translation list and the prose list. All questions require answers that discuss four or more poets from the list AND include two or more periods. For example, for the epic/narrative/dramatic question (section 1), a student might be expected to field the following:

Discuss the figure of Odysseus/Ulysses in *The Iliad, The Odyssey, The Aeneid, The Inferno, Troilus and Cressida*, and Tennyson’s “Ulysses.” In particular, discuss his characterization in each as well as how that characterization changes. Discuss also how those changes might reflect the disposition or values of the poem, the author, and/or the Zeitgeist of the period and culture in which the poem or play was written. Students will have one hour to answer each question (three hours total for the exam). Two of three graders must pass your responses on all sections of the exam. You have two opportunities to pass this exam.

**Creative Nonfiction**

The exam will consist of 6 questions, 3 of which a student must answer. Each question will require discussion of a particular technique/genre in a historically developmental matter. For example: One might consider the evolution of the relationship between fact and fiction, using earlier representations of first-person
narrative such as Proust and incorporating Frey and others in a contemporary context. Or, one might consider the thematic and structural implications of trauma in memoir and/or nature writing, from Thoreau to Williams or Wright to Harrison. It is expected that substantially different books and authors will be discussed in each question (although this will not preclude overlapping references). Students will have one hour to answer each question (three hours total for the exam). Two of three graders must pass your responses on all sections of the exam. You have two opportunities to pass this exam.

MASTER OF ARTS IN TEACHING
This degree is for South Carolina certification in secondary school teaching in English. The program requires a minimum of 45-48 graduate credits, 15 in English and 15 in education, and a 15-credit internship and seminar. Students must also take 16 undergraduate credits in education to meet the student teaching and basic methods requirements. Students are also required to meet the specific course requirements for a secondary school English certificate. These certificate-related courses are above and beyond the Graduate English and American literature courses required in the graduate program. There is no thesis, no foreign language requirement, and no written comprehensive examination for this degree. However, your advisors will conduct a final evaluation, which may include an oral exam.

Specific Requirements
- Graduate Education: EDRD 518 or 730, EDSE 728, EDPY 705; Educational Foundations (EDFN 749); Curriculum (EDSE 786); EDSE 776A (teaching internship, 3 credits); EDSE 776B (teaching internship, 9 credits)
- Undergraduate Education: EDSE 547 (English methods) and EDSE 584 (student teaching seminar, 3 credits)
- Graduate English: Fifteen credits of English and American literature at the 700-800 level, covering all three areas of study (English before 1660, English after 1660, and American)
- Certificate-related English courses (may be at the graduate- or undergraduate-level) in Modern Grammar, Literary Criticism, Adolescent Literature, History of the English Language, Advanced Composition (six semester credits: ENGL 460 and 461 or equivalent).

Consult your Department of English M.A.T. advisor as soon as possible for specific certificate-related English courses you may take, and your Secondary Education M.A.T. advisor for the Praxis II requirements for a secondary school teaching certificate and also for requirements for admission to the student-teaching program. (You must complete a graduate program form before being accepted for student teaching).

MASTER OF ARTS IN ENGLISH AND MASTER OF LIBRARY AND INFORMATION SCIENCE
The joint M.A./M.L.I.S. degree program requires 55 hours. Both degrees are awarded simultaneously. Students who wish to change from the joint program to the regular degree program in English or librarianship must reapply to the particular program they wish to enter.

Advising: MA/MLIS students will be assigned academic advisors in both the Department of English and the School of Library and Information Science. Prior to registering for classes each semester, you should make an appointment to talk with both advisors. Your MA advisor will help you plan and file a program of study.

Specific Requirements
- A reading knowledge of one foreign language
- ENGL 700
- One course from each of five course groups as listed in the Graduate Bulletin (Medieval and Renaissance non-dramatic; Drama; British Literature, 1660-1900; American Literature before 1900; Twentieth-century Literature)
- One course in allied professional field (e.g., ENGL 796, 870-872, HIST 790, CLIS 719)
- Two other English courses
- One hour of Thesis Preparation (ENGL 799)
- Course requirements in Librarianship (CLIS 701, 702, 703, 704, 705, 706) and nine hours of electives
- Thesis: the thesis will often result from an assignment in ENGL 700 and will be read by the instructor of ENGL 700 and the English Department member of the Joint Committee

There is no comprehensive examination.

TRANSITION FROM M.A. TO PH.D.
The internal progression from Master’s to doctoral study is not automatic; the Department may reject an applicant with a USC Master’s degree. The Department maintains no admission quotas but continues to tighten its admission standards. A
committee of graduate faculty members reviews and acts on applications. The number of new Ph.D. students in a given year is limited to the number of available assistantships (usually 12-14). Master’s students who seek admission to the doctoral program should consider retaking the Graduate Record Examination (including the English subject test) to improve their prospects. ETS considers scores more than five years old invalid. Successful applicants have mostly A’s in their Master’s-level work, a good showing on the GRE subject test, and the strong support of those who have taught them. Admission to the Ph.D. Program is contingent upon timely completion of all work for the M.A.

PH.D. IN ENGLISH, WITH AN EMPHASIS IN ENGLISH AND AMERICAN LITERATURE

Major and minor areas may be chosen from the following literary fields: Medieval, Renaissance, Restoration and 18th-century English literature, 19th-century English literature, 20th-century English literature, Colonial and 19th-century American Literature, 20th-century American Literature, and Children’s Literature. The following may be used only for the minor field: Linguistics, Comparative Literature, Criticism and Theory, Southern Literature, Rhetoric and Composition, Women’s Studies, and History of the Book and Authorship. Students may design other minors in consultation with specialist faculty and the Graduate Director.

Doctoral Committee

No later than the end of your second year, you should notify the Graduate Director that you have assembled a doctoral committee of three or four professors in your major field. In consultation with this committee, you must devise and file with the Graduate Office a reading list and tentative body of course work. This will be the basis of the formal Program of Study, submitted upon admission to candidacy. At any time, you may change the composition of your committee by written notice to the Graduate Director and any members removed from the committee (letters advising members of their removal should be copied to the Graduate Director).

Specific Requirements

- At least 24 hours of course work (exclusive of ENGL 701A and B), to include at least two 800-level seminars and one class in critical theory (ENGL 732, 734, or an equivalent). For students who have not taken a comparable course during their M.A. degree, ENGL 700 (Introduction to Graduate Study) is also recommended.
- Twelve hours of Dissertation Preparation (ENGL 899).
- Reading knowledge of two foreign languages (satisfied by passing the reading exam in each language) OR extensive knowledge of one foreign language (satisfied by passing a 400-level course in literature, not in translation, with a grade of B or better, or a 500-level course in literature, not in translation, with a grade of C or better). NOTE: You may also fulfill one foreign language requirement by passing both ENGL 702 (Old English) and ENGL 703 (Beowulf and Old English Heroic Verse) with a grade of B or better.
- Qualifying exam in the major field
- Written Comprehensive Exams: one in the major field and one in the minor field
- Oral Exam in the major field
- Dissertation and Oral Dissertation Defense

Transfer Credit

If you have had equivalent graduate courses at another institution, you may petition the Graduate Program Committee to transfer up to six hours credit in lieu of courses required for the Ph.D. However, these courses cannot be more than eight years old by the time you plan to graduate. A minimum of eight courses taken at USC is generally required of all students.

Electives

Up to two electives may be taken in other departments on subjects directly related to your course of study. These electives must be approved by your doctoral committee.

Program of Study

By the end of your second year, you must, in consultation with your advisor, fill out the Ph.D. Program of Study form and submit it to the Director of Graduate Studies. This must be on file with the Dean of the Graduate School before you will be cleared for graduation. But it will also help you and your advisor direct your progress toward the degree. The Program of Study is easy to amend if you change your mind about the planned sequence of courses.

Minor Fields

Unless you minor in Children’s Literature or Rhetoric and Composition or you are completing the certificate in Women’s and Gender Studies (each has an established curriculum, listed below), you must create your own minor field of concentration. Students often minor in a second literary field, or in specialized fields (the department’s faculty website includes a page listing established areas of specialization):
Gender Studies is interdisciplinary and requires a certificate of graduate study in Women’s and Gender Studies:

The Certificate of Graduate Study in Women’s and Gender Studies...

Minor in Children’s Literature:
To form your minor in children’s and young-adult literature, you must work with an appropriate faculty member to assemble a specialized reading list and a committee for your children’s literature minor field exam.

You can complete the minor in Children's Literature (12 hours) by taking:
- Four courses chosen from ENGL 616, 762, 763, and 862 (may be taken more than once).
- For one of these courses, you may substitute an elective course in children's or young-adult literature offered by another department, with the approval of your minor advisor or the graduate director.
- Minor field comprehensive examination in children’s literature.

Minor in Composition and Rhetoric:
To form your minor in composition and rhetoric, you must work with an appropriate faculty member to assemble a specialized reading list and a committee for your composition and rhetoric minor field exam.

The Minor in Composition and Rhetoric also consists of four courses:
- ENGL 790
- One of the following: ENGL 792, 793, 794
- Two other graduate courses in composition and rhetoric to be selected in consultation with your minor field advisor.

Certificate in Women’s and Gender Studies:
The Certificate of Graduate Study in Women’s and Gender Studies is interdisciplinary and requires a total of 18 graduate credits within a six-year period in prescribed and elective courses.

- All students must take the two core courses: WOST 701 and 702.
- Each student must take at least nine credits in elective courses chosen from an approved list to meet the student’s own interests.
- A final required seminar, WOST 797, serves as a capstone experience to help integrate the elective courses with the material learned in the introductory core.

Please see the WGST website for information about electives and for the application procedure required to enroll in the certificate program:

http://artsandsciences.sc.edu/wgst/graduateprogram

Double Minors
Students may receive credit for two minors without taking exams in both fields. If, however, they choose not to take the second exam, they must take at least three courses in that area and receive the approval of their committee.

Admission to Candidacy:
You are admitted for full Ph.D. candidate status only after you pass a written qualifying examination in the subject area in which you plan to specialize.

Qualifying Exam
You must take this exam no later than the semester in which you take your fifteenth hour. The qualifying examination is a 90-minute exam given on the same day as the M.A. comprehensives, twice a year. You answer one question out of three. The exam is based on the M.A. reading list in the major field. Students whose first language is not English may request 30 minutes additional writing time. Each answer will be assessed by three readers in your major field, and two out of the three must pass you and recommend you for candidacy. The examiners’ primary concern will be your ability to handle and present ideas, as a predictor of subsequent doctoral success. Students have two opportunities to pass the qualifying exam. If you do not pass on the first attempt, you must retake the examination within one year. Students who have taken an M.A. in the Department may request that their M.A. exam (assuming that it corresponds to their Ph.D. major field) be reread for doctoral candidacy. The M.A. exam may not be more than two years old; it may not be reread for candidacy unless or until the student has been accepted into the Ph.D. program. Such a reading of the M.A. exam will count as one attempt to pass the candidacy exam. Request additional information from the graduate student coordinator or graduate director if you believe this option applies to you.

Comprehensive Examinations
Students are required to take written comprehensive exams in both a major and minor field by the Fall Semester of their third year in the program. For each of these four-hour exams, students must answer two out of six questions.

There are no standardized reading lists for the Ph.D. comprehensive exams in literature; instead, you are required to compile your own reading lists in
consultation with your committee. The purpose of these lists is twofold: these lists should cover the major texts, authors, and debates in your chosen fields of expertise, but they should also reflect your particular interests, investigations, and priorities for your emerging dissertation project. It is your responsibility to strike this balance between field coverage and dissertation focus. To do this, you should start consulting with your committee about your reading lists well in advance (ideally a year before you take exams). No later than six months before you plan to sit the exams, you must secure your committee’s approval for a provisional set of reading lists, which you must then file with the Graduate Office. By the beginning of the semester in which you plan to sit the exams, you must secure your committee’s approval for your final lists, which you should also submit to the Graduate Office.

Students who have not followed this procedure will not be allowed to sign up for the exams.

Questions for the major field exam are written and graded by the qualified members of your doctoral committee. Questions for the minor field exam are solicited from appropriate faculty by a member of the doctoral committee, who also calls on members of that faculty as graders (graders are notified that they are reading minor field exams).

Scheduling of Exams
In the semester you plan to take the comprehensive exams, you must sign up with the Graduate Office during the first week of classes. The exams will be offered once in the fall semester and once in the spring semester (usually in the fourth week of each semester); the Graduate Office will do its best to provide computers for students who wish to use them. Students will not be allowed to schedule alternative days or times in which to take the written exams.

Grading of Exams
To pass each exam, you must receive passing grades on both questions from two of your three readers. To receive a pass with distinction, you must receive grades of pass with distinction from two of your three readers. Should you fail one part of the exam, you will only have to retake that part; if, however, you fail both parts of the exam, you are required to retake the entire exam. You have two opportunities to pass the written exam, and you must retake any failed portion of the exam within one year.

Oral Examination:
You must take the oral comprehensive examination within one month of the time you are notified that you have passed the written examination. This exam typically lasts from one to two hours. The oral examiners will be your doctoral committee and one faculty member from another department. The exam covers only your major field and will be limited to those texts that appear on your reading list for your major field written comprehensive exam. If you do not pass the oral examination, you must take it again within a year. You have two opportunities to pass this exam.

Prospectus Meeting
Within thirty days of passing your oral exam, you must have a dissertation prospectus approved. This is done by submitting the written prospectus to your committee and then discussing it at a meeting. The purpose of this meeting is to help you avoid problems in research methodology, scope of the project, etc., during the later stages of the process.

Dissertation
Your dissertation committee is your doctoral committee in its final form; it includes your dissertation director, at least two specialists in your research area or areas, and one faculty member from an outside department. The dissertation must be defended orally before the dissertation committee. At least two weeks before the defense is to be held, you must submit the dissertation in its final form, to the director and the rest of the committee. At this point you must also set up an appointment with the Graduate Director to have the format of your dissertation checked. Be sure to consult the Graduate School for current requirements regarding the format of the dissertation.

PH.D. IN ENGLISH, WITH AN EMPHASIS IN COMPOSITION AND RHETORIC
The curriculum synthesizes philosophical, historical, and cultural dimensions of rhetoric through a variety of courses in rhetorical theory and composition pedagogy. The program gives students the flexibility to design their own specialization within the broad field of Composition and Rhetoric and provides them a unique opportunity to draw on the strengths of its core faculty and also of rhetoricians within the Speech Communication faculty.

Specific Requirements
• ENGL 790, 791, 890
• 6 hours from ENGL 792, 793, or 794
• 6 hours from ENGL 700, 795, 796, 797 or courses from Speech Communication, English or American Literature or another Composition
and Rhetoric course with the approval of the student’s advisor. ENGL 700 is recommended.

- 12 hours in an area of specialization approved by student’s doctoral committee
- qualifying exam in the major field
- written comprehensive exams: one in the major field and one in your specialization area
- oral exam in the major field
- 12 hours of ENGL 899 (dissertation writing)
- Reading knowledge of two foreign languages (satisfied by passing the reading exam in each language) OR extensive knowledge of one foreign language (satisfied by passing a 400-level course in literature, not in translation, with a grade of B or better, or a 500-level course in literature, not in translation, with a grade of C or better). Note: You may also fulfill one foreign language requirement by passing both ENGL 702 (Old English) and ENGL 703 (Beowulf and Old English Heroic Verse) with a grade of B or better.
- minimum of one year’s experience teaching English composition at the school or college level
- completion of dissertation and oral dissertation defense

Transfer Credit
If you have had equivalent graduate courses at another institution, you may petition the Graduate Program Committee to transfer up to six hours credit in lieu of courses required for the Ph.D. However, these courses cannot be more than eight years old by the time you plan to graduate. A minimum of eight courses taken at USC is generally required of all students.

Qualifying Exam
The qualifying examination is a required component for admission to candidacy. The exam requires a 90-minute essay on your choice of one of three questions. You must take this exam no later than the semester in which you take your fifteenth credit hour. Qualifying exams are taken on the same day as the MA comprehensive exams, given twice a year. At the beginning of the semester in which you plan to take the qualifying exam, notify the director of graduate studies in writing of your intention.

Three professors in your major field will evaluate your exam. You will be identified only by a number; your name will not appear on the exam. Two of the readers must pass you and recommend you for candidacy. You will have two opportunities to pass the qualifying exam. If you do not pass on the first attempt, you must retake the exam within one year.

Students who have earned an MA in the department may ask that the MA exam be reread for doctoral candidacy. The M.A. exam may not be more than two years old; it may not be reread for candidacy unless or until the student has been accepted into the Ph.D. program. Such a reading of the M.A. exam will count as one attempt to pass the candidacy exam. Request additional information from the graduate student coordinator or graduate director if you believe this option applies to you.

Comprehensive Exams
Doctoral candidates are required to take written comprehensive exams in both composition and rhetoric and the field of specialization by the fall semester of their third year in the program. Questions for the exams are prepared by members of the doctoral committee (and, in the case of some specialization exams, by appropriate faculty in the specialization area).

Questions are based on reading lists for both the major and minor areas. The major area reading list in rhetoric and composition is updated regularly and is available from Professor John Muckelbauer (muckelba@mailbox.sc.edu). The minor area list is compiled by the candidate and approved by the doctoral committee. Minor reading lists must be on file in the Graduate Office at the beginning of the semester in which you take the exams. Formal notice of intent to take the exams must also be presented in writing to the Graduate Director at this time. Exams are given only twice a year.

The composition and rhetoric exam and the specialization exam consist of six questions each, from which the candidate chooses two. On the first day of exams students will write for two hours on each of the two questions chosen for the major exam. A short break is provided between questions, and a full day separates the major and specialization exams. The specialization exam also requires four hours: two hours on each of two questions.

Grading of the Exam
To pass the first general examination, you must receive passing grades on both questions from two of your three readers. To receive a pass with distinction, you must receive grades of pass with distinction on both questions from at least two of your three readers. The same grading standards apply to the specialization exam on the second day of testing. Should you fail one part of the exam, you will only have to retake that part; if, however, you fail both parts of the exam, you are required to retake the entire exam. You have two opportunities to pass the written exam, and you must retake any failed portion of the exam within one year.
Oral Examination
You must take the oral comprehensive examination within one month of the time you are notified that you have passed the written examination. This exam typically lasts from one to two hours. The oral examiners will be your doctoral committee and one faculty member from another department. The exam covers both your major and your minor fields. If you do not pass the oral examination, you must take it again within a year. You have two opportunities to pass this exam.

Prospectus Meeting
Within thirty days of passing the oral exam, doctoral candidates should submit and defend a dissertation prospectus laying out the significance, scope, research method, and theoretical approach to the dissertation topic, along with chapter summaries, and a timetable for completion.

The purpose of the prospectus defense is to gain advice and approval from your dissertation committee (your doctoral committee in its final form: dissertation director, at least two specialists in your research area or areas, and one faculty member from outside the department). Approval of the prospectus constitutes an agreement that committee members will not object to the finished dissertation if it fulfills the basic plan, methods, and theoretical approach outlined initially. Of course, committee members may object to the dissertation on other grounds, such as quality of writing, effectiveness of argument, sufficiency of documentation, and so forth. The director of your dissertation will supervise your 12 hours of ENGL 899.

Dissertation
Your dissertation committee is your doctoral committee in its final form; it includes your dissertation director, at least two specialists in your research area or areas, and one faculty member from an outside department. The dissertation must be defended orally before the dissertation committee. At least two weeks before the defense is to be held, you must submit the dissertation in its final form, to the director and the rest of the committee. At this point you must also set up an appointment with the Graduate Director to have the format of your dissertation checked. Be sure to consult the Graduate School for current requirements regarding the format of the dissertation.

DIRECT-ADMISSION PHD IN ENGLISH, WITH AN EMPHASIS IN ENGLISH AND AMERICAN LITERATURE
For this six-year program, the minimum course requirements include 60 semester hours, not more than 12 of which may be taken in Dissertation Preparation. No more than 15 hours may be taken in courses numbered at the 500 and 600 levels; enrollment in these courses requires the approval of the Graduate Director.

Specific Requirements:

Years 1-2:
• One course in American Literature, one in English Literature before 1660, one in English Literature after 1660, and one additional course in the comprehensive examination area
• English 700, and one critical theory course (732, 734, or equivalent)
• Twelve hours of electives, which may include 701A, 701B (no more than nine hours of electives may be taken from outside the department during the student's total coursework; all such electives must be approved by the Graduate Director or the doctoral committee)
• Qualifying Exam for the PhD (satisfied by successful completion of the Master's Comprehensive Examination and your readers' recommendation of your candidacy)

Years 3-6:
• Eighteen hours of electives; course work must include at least two 800-level seminars
• Twelve hours of Dissertation Preparation (ENGL 899)
• Reading knowledge of two foreign languages (satisfied by passing the reading exam in each language) OR extensive knowledge of one foreign language (satisfied by passing a 400-level course in literature, not in translation, with a grade of B or better, or a 500-level course in literature, not in translation, with a grade of C or better). NOTE: You may also fulfill one foreign language requirement by passing both ENGL 702 (Old English) and ENGL 703 (Beowulf and Old English Heroic Verse) with a grade of B or better.
• Written Comprehensive Examination in the major and minor fields
• Oral Examination in the major field

• Dissertation and Oral Dissertation Defense

Doctoral Committee
No later than the end of your second year, you should notify the Graduate Director that you have assembled a doctoral committee of three or four professors in your major field. In consultation with this committee, you must devise and file with the Graduate Office a reading list and tentative body of course work. This will be the basis of the formal Program of Study, submitted upon admission to candidacy. At any time, you may change the composition of your committee by written notice to the Graduate Director and any members removed from the committee (letters advising members of their removal should be copied to the Graduate Director).

Program of Study
By the end of the second year of study you must, in consultation with your advisor, submit a PhD Program of Study form that maps out your intentions for the completion of coursework, and submit it to the Director of Graduate Studies. Although this document is easy to amend as your intentions shift, it must be on file with the Dean of the Graduate School before you will be cleared for graduation. More importantly, it will help you and your advisor direct your progress toward the degree. It also serves as your statement of intent; this is the moment at which you either recommit yourself to completing the PhD, or opt out and finish the MA, securing the degree by passage of the MA Comprehensive Exam and the completion of a thesis (see Internal Transfers above).

Major and Minor Fields
Major areas may be chosen from the following literary fields: Medieval, Renaissance, Restoration and 18th-century English literature, 19th-century English literature, 20th-century English literature, Colonial and 19th-century American Literature, 20th-century American Literature, and Children’s Literature. Unless you minor in Children’s Literature or Rhetoric and Composition or you are completing the certificate in Women’s and Gender Studies (each has an established curriculum, listed below), you must create your own minor field of concentration. Students often minor in a second literary field or in specialized fields such as Linguistics, Comparative Literature, Criticism and Theory, Southern Literature, and History of the Book and Authorship. (The department’s faculty website includes a page listing established areas of specialization: www.cas.sc.edu/engl/people/specializations.html). To form your minor, you must work with an appropriate faculty member to assemble a specialized reading list and a committee for the minor field exam. Students are strongly encouraged to pursue relevant coursework. All minor fields must be approved by the Graduate Director.

Minor in Children’s Literature:
To form your minor in children’s and young-adult literature, you must work with an appropriate faculty member to assemble a specialized reading list and a committee for your children’s literature minor field exam.

You can complete the minor in Children’s Literature (12 hours) by taking:
• Four courses chosen from ENGL 616, 762, 763, and 862 (may be taken more than once).
• For one of these courses, you may substitute an elective course in children’s or young-adult literature offered by another department, with the approval of your minor advisor or the graduate director.
• Minor field comprehensive examination in children’s literature.

Minor in Composition and Rhetoric:
To form your minor in composition and rhetoric, you must work with an appropriate faculty member to assemble a specialized reading list and a committee for your composition and rhetoric minor field exam.

The Minor in Composition and Rhetoric also consists of four courses:
• ENGL 790
• One of the following: ENGL 792, 793, 794
• Two other graduate courses in composition and rhetoric to be selected in consultation with your minor field advisor.

Certificate in Women’s and Gender Studies:
The Certificate of Graduate Study in Women’s and Gender Studies is interdisciplinary and requires a total of 18 graduate credits within a six-year period in prescribed and elective courses.

• All students must take the two core courses: WOST 701 and 702.
• Each student must take at least nine credits in elective courses chosen from an approved list to meet the student’s own interests.
• A final required seminar, WOST 797, serves as a capstone experience to help integrate the elective courses with the material learned in the introductory core.

Please see the WGST website for information about electives and for the application procedure required
to enroll in the certificate program:
http://artsandsciences.sc.edu/wgst/graduateprogram

Double Minors
Students may receive credit for two minors without taking exams in both fields. If, however, they choose not to take the second exam, they must take at least three courses in that area and receive the approval of their committee.

Admission to Candidacy
You are admitted for full Ph.D. candidate status only after you pass the written qualifying examination (below).

PhD Qualifying Examination
For those in the Direct-Admission PhD Program, the Qualifying Examination serves as a serious referendum not only of your accomplishments to this point but of your fitness to continue in PhD study. The examiners’ primary concern will be your ability to handle and present ideas, as a predictor of subsequent doctoral success. Students should take this qualifying exam no later than the spring term of their second year in the program. The Qualifying Examination is identical to the departmental Master’s Comprehensive Examination in English and American Literature that is administered twice per academic year, in late fall and late spring.

During the first month of the semester in which you plan to take the exam, notify the Graduate Director in writing of the field in which you wish to be examined (American Literature, English Literature before 1660, or English Literature since 1660). Each exam consists of two parts (for the American Literature exam, you must answer one question on Colonial and 19th century and one on 20th century; for the English Literature before 1660 exam, you must answer one question on Medieval and one on Renaissance; and for the English Literature since 1660 exam, you must answer questions from two of the following three fields: 18th century, 19th century, and 20th century). Students whose first language is not English may request 30 minutes additional writing time. A reading list, the basis for the exam, is maintained for each field. On the exam, you must answer two questions out of six (or nine for the post-1660 British exam); each answer will be assessed by three readers, and two out of the three must pass you and recommend you for candidacy.

You have two opportunities to pass the exam, but you do not need to repeat any section that you have previously passed. Students have two opportunities to pass the qualifying exam. If you do not pass on the first attempt, you must retake the examination within one year.

Comprehensive Examinations
Students are required to take written comprehensive exams in both a major and minor field by the Fall Semester of their fifth year in the program, and preferably in the spring of their fourth year in the program. For each of these four-hour exams, students must answer two out of six questions. Successful completion of the written oral comprehensive exams will signal the conferral of the MA degree.

There are no standardized reading lists for the Ph.D. comprehensive exams in literature; instead, you are required to compile your own reading lists in consultation with your committee. The purpose of these lists is twofold: these lists should cover the major texts, authors, and debates in your chosen fields of expertise, but they should also reflect your particular interests, investigations, and priorities for your emerging dissertation project. It is your responsibility to strike this balance between field coverage and dissertation focus. To do this, you should start consulting with your committee about your reading list early in advance (ideally a year before you take exams). No later than six months before you plan to sit the exams, you must secure your committee’s approval for a provisional set of reading lists, which you must then file with the Graduate Office. By the beginning of the semester in which you plan to sit the exams, you must secure your committee’s approval for your final lists, which you should also submit to the Graduate Office.

Students who have not followed this procedure will not be allowed to sign up for the exams.

Questions for the major field exam are written and graded by the qualified members of your doctoral committee. Questions for the minor field exam are solicited from appropriate faculty by a member of the doctoral committee, who also calls on members of that faculty as graders (graders are notified that they are reading minor field exams).

Scheduling of Exams
In the semester you plan to take the comprehensive exams, you must sign up with the Graduate Office during the first week of classes. The exams will be offered once in the fall semester and once in the spring semester (usually in the fourth week of each semester); the Graduate office will do its best to provide computers for students who wish to use them. Students will not be allowed to schedule alternative days or times in which to take the written exams.
Grading of Exams
To pass each exam, you must receive passing grades on both questions from two of your three readers. To receive a pass with distinction, you must receive grades of pass with distinction from two of your three readers. Should you fail one part of the exam, you will only have to retake that part; if, however, you fail both parts of the exam, you are required to retake the entire exam. You have two opportunities to pass the written exam, and you must retake any failed portion of the exam within one year.

Oral Examination
You must take the oral comprehensive examination within one month of the time you are notified that you have passed the written examination. This exam typically lasts from one to two hours. The oral examiners will be your doctoral committee and one faculty member from another department. The exam covers only your major field and will be limited to those texts that appear on your reading list for your major field written comprehensive exam. If you do not pass the oral examination, you must take it again within a year. You have two opportunities to pass this exam.

Prospectus Meeting
Within thirty days of passing your oral exam, you must have a dissertation prospectus approved. This is done by submitting the written prospectus to your committee and then discussing it at a meeting. The purpose of this meeting is to help you avoid problems in research methodology, scope of the project, etc., during the later stages of the process.

Dissertation
Your dissertation committee is your doctoral committee in its final form; it includes your dissertation director, at least two specialists in your research area or areas, and one faculty member from an outside department. The dissertation must be defended orally before the dissertation committee. At least two weeks before the defense is to be held, you must submit the dissertation in its final form, to the director and the rest of the committee. At this point you must also set up an appointment with the Graduate Director to have the format of your dissertation checked. Be sure to consult the Graduate School for current requirements regarding the format of the dissertation.

DIRECT-ADMISSION PHD IN ENGLISH, WITH AN EMPHASIS IN COMPOSITION AND RHETORIC
The curriculum synthesizes philosophical, historical, and cultural dimensions of rhetoric through a variety of courses in rhetorical theory and composition pedagogy. The program gives students the flexibility to design their own specialization within the broad field of Composition and Rhetoric and provides them a unique opportunity to draw on the strengths of its core faculty and also of rhetoricians within the Speech Communication faculty.

For this six-year program, the minimum course requirements include 66 semester hours, not more than 12 of which may be taken in Dissertation Preparation. No more than 15 hours may be taken in courses numbered at the 500 and 600 levels; enrollment in these courses requires the approval of the Graduate Director.

Specific Requirements:

- ENGL 700, 701A, 701B
- ENGL 790, 791, 890
- 6 hours from ENGL 792, 793, 794
- 6 hours from the following courses: ENGL 690* (see workshop restrictions below), 792-797 or courses from Speech Communication or another Composition and Rhetoric course with the approval of the student’s advisor.
- 6 hours from English and/or American literature, 700-800* level
- 9 hours of electives (must be approved by the Composition and Rhetoric committee)
- 12 hours in area of specialization approved by student’s doctoral committee
- Qualifying Exam for the PhD (satisfied by successful completion of the Master’s Comprehensive Examination and your readers’ recommendation of your candidacy)
- Written Comprehensive Exams: one in the major field and one in your specialization area
- Oral Exam in the major field
- 12 hours of ENGL 899 (dissertation writing)
• Reading knowledge of two foreign languages (satisfied by passing the reading exam in each language) or extensive knowledge of one foreign language (satisfied by passing a 400-level course in literature, not in translation, with a grade of B or better, or a 500-level course in literature, not in translation, with a grade of C or better).

• Minimum of one year’s experience teaching English composition at the school or college level

• Completion of dissertation and oral dissertation defense

* No more than one workshop course can be counted in the 30 hours of classroom credits; students wishing to emphasize technical writing should consult the graduate director about special conditions.

**Doctoral Committee**

No later than the end of your second year, you should notify the Graduate Director that you have assembled a doctoral committee of three or four professors in your major field. In consultation with this committee, you must devise and file with the Graduate Office a reading list and tentative body of course work. This will be the basis of the formal Program of Study, submitted upon admission to candidacy. At any time, you may change the composition of your committee by written notice to the Graduate Director and any members removed from the committee (letters advising members of their removal should be copied to the Graduate Director).

**Program of Study**

By the end of the second year of study you must, in consultation with your advisor, submit a PhD Program of Study form that maps out your intentions for the completion of coursework, and submit it to the Director of Graduate Studies. Although this document is easy to amend as your intentions shift, it must be on file with the Dean of the Graduate School before you will be cleared for graduation. More importantly, it will help you and your advisor direct your progress toward the degree. It also serves as your statement of intent; this is the moment at which you either recommit yourself to completing the PhD, or opt out and finish the MA, securing the degree by passage of the MA Comprehensive Exam and the completion of a thesis (see Internal Transfers above).

**Admission to Candidacy**

You are admitted for full Ph.D. candidate status only after you pass the written qualifying examination (below).

**PhD Qualifying Examination**

For those in the Direct-Admission PhD Program, the Qualifying Examination serves as a serious referendum not only of your accomplishments to this point but of your fitness to continue in PhD study. The examiners’ primary concern will be your ability to handle and present ideas, as a predictor of subsequent doctoral success. Students should take this qualifying exam no later than the spring term of their second year in the program. The Qualifying Examination is identical to the departmental Master’s Comprehensive Examination in Composition and Rhetoric that is administered twice per academic year, in late fall and late spring.

During the first month of the semester in which you plan to take the exam, you will notify the Graduate Director in writing of your intentions. Each exam consists of two parts: You must answer one question in the field of Rhetoric and one question in the field of Composition. Students whose first language is not English may request 30 minutes additional writing time. A reading list, the basis for the exam, is maintained for each field. On the exam, you must answer two questions out of six; each answer will be assessed by three readers, and two out of the three must pass you and recommend you for candidacy. You have two opportunities to pass the exam, but you do not need to repeat any section that you have previously passed.

Students have two opportunities to pass the qualifying exam. If you do not pass on the first attempt, you must retake the examination within one year.

**Comprehensive Examinations**

Students are required to take written comprehensive exams in both composition and rhetoric and the field of specialization by the Fall Semester of their fifth year in the program, and preferably in the spring of their fourth year in the program. Questions for the exams are prepared by members of the doctoral committee (and, in the case of some specialization exams, by appropriate faculty in the specialization area). Successful completion of the written and oral comprehensive exams will signal the conferral of the MA degree.

Questions are based on reading lists for both the major and minor areas. The major area reading list in rhetoric and composition is updated regularly and is available from Professor John Muckelbauer (muckelba@mailbox.sc.edu). The minor area list is
compiled by the candidate and approved by the doctoral committee. Minor reading lists must be on file in the Graduate Office at the beginning of the semester in which you take the exams. Formal notice of intent to take the exams must also be presented in writing to the Graduate Director at this time. Exams are given only twice a year.

The composition and rhetoric exam and the specialization exam consist of six questions each, from which the candidate chooses two. On the first day of exams students will write for two hours on each of the two questions chosen for the major exam. A short break is provided between questions, and a full day separates the major and specialization exams. The specialization exam also requires four hours: two hours on each of two questions.

**Scheduling of Exams**
In the semester you plan to take the comprehensive exams, you must sign up with the Graduate Office during the first week of classes. The exams will be offered once in the fall semester and once in the spring semester (usually in the fourth week of each semester); the Graduate office will do its best to provide computers for students who wish to use them. Students will not be allowed to schedule alternative days or times in which to take the written exams.

**Grading of Exams**
To pass the first general examination, you must receive passing grades on both questions from two of your three readers. To receive a pass with distinction, you must receive grades of pass with distinction on both questions from at least two of your three readers. The same grading standards apply to the specialization exam on the second day of testing. Should you fail one part of the exam, you will only have to retake that part; if, however, you fail both parts of the exam, you are required to retake the entire exam. You have two opportunities to pass the written exam, and you must retake any failed portion of the exam within one year.

**Oral Examination**
You must take the oral comprehensive examination within one month of the time you are notified that you have passed the written examination. This exam typically lasts from one to two hours. The oral examiners will be your doctoral committee and one faculty member from another department. The exam covers both your major and your minor fields. If you do not pass the oral examination, you must take it again within a year. You have two opportunities to pass this exam.

**Prospectus Meeting**
Within thirty days of passing the oral exam, doctoral candidates should submit and defend a dissertation prospectus laying out the significance, scope, research method, and theoretical approach to the dissertation topic, along with chapter summaries, and a timetable for completion.

The purpose of the prospectus defense is to gain advice and approval from your dissertation committee (your doctoral committee in its final form: dissertation director, at least two specialists in your research area or areas, and one faculty member from outside the department). Approval of the prospectus constitutes an agreement that committee members will not object to the finished dissertation if it fulfills the basic plan, methods, and theoretical approach outlined initially. Of course, committee members may object to the dissertation on other grounds, such as quality of writing, effectiveness of argument, sufficiency of documentation, and so forth. The director of your dissertation will supervise your 12 hours of ENGL 899.

**Dissertation**
Your dissertation committee is your doctoral committee in its final form; it includes your dissertation director, at least two specialists in your research area or areas, and one faculty member from an outside department. The dissertation must be defended orally before the dissertation committee. At least two weeks before the defense is to be held, you must submit the dissertation in its final form, to the director and the rest of the committee. At this point you must also set up an appointment with the Graduate Director to have the format of your dissertation checked. Be sure to consult the Graduate School for current requirements regarding the format of the dissertation.
ETHICAL ISSUES

Conduct on the part of the students and faculty is governed by the principles of the Carolinian Creed. It reads:

As a Carolinian...
I will practice personal and academic integrity;
I will respect the dignity of all persons;
I will respect the rights and property of others;
    I will discourage bigotry, while striving to learn from differences in people, ideas, and opinions;
    I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

Allegiance to these ideals requires each Carolinian to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.

Plagiarism
Plagiarism, presenting another person’s words or ideas as your own, is not tolerated. A student found guilty of plagiarism is in danger of failing the class and may be expelled from the University. If you are unsure about what forms of documentation are necessary, or are unsure about what types of usage constitute plagiarism – either in your own work or in that of your students – consult the MLA style manual. Ignorance is no excuse.

Sexual Harassment
Rules regarding sexual harassment and relationships between faculty and students have been discussed recently at a number of universities. The following regulations are those currently in effect at USC and are reprinted from USC Policies and Regulations.

(Personnel Policy PSER 2.03)
It is the policy of the University of South Carolina System, in order to maintain an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of employees or students is prohibited. Such conduct is unacceptable and will not be tolerated. It is a form of behavior which seriously undermines the atmosphere of trust essential to the academic environment. This policy is in keeping with Federal and state laws prohibiting sexual discrimination. It is also the policy of the University that willful false accusations of sexual harassment shall not be condoned.

Sexual harassment offenders shall be subject to disciplinary action which may include, but is not limited to, oral or written warnings, demotion, transfer, suspension or dismissal for cause.

Legal Authority
Sexual harassment is a form of sex discrimination which, for employees, is prohibited under Title VII of the Civil Rights Act of 1964 and under Title IX of the Education Amendments of 1972 for students. The South Carolina State Human Affairs Law also prohibits sex discrimination.

Definition
Sexual Harassment may involve the behavior of a person of either sex against a person of the opposite or same sex when such behavior falls within the definition outlined below:

Sexual harassment of employees or students at the University of South Carolina is defined as unwelcome sexual advances, requests for sexual favors, verbal or other expressive behaviors, or physical conduct commonly understood to be of a sexual nature when
(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
(2) submission to or rejection of such conduct is used as a basis for academic or employment decisions or assessments effecting the individual’s welfare as an employee or student;
(3) such conduct has the purpose or effect of unreasonably and substantially interfering with an individual’s welfare, academic, or professional performance, or creates an intimidating, hostile, offensive, and demeaning work or educational environment.
Examples of Prohibited Behavior
Prohibited acts of sexual harassment may take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment include, but are not limited to:

1. threats of intimation of sexual relations or sexual contact which is not freely or mutually agreeable to both parties;
2. continual or repeated verbal abuses of a sexual nature including graphic commentaries about a person’s body; sexually subjective objects or pictures placed in the work or study area that may embarrass or offend the person; sexually degrading words to describe the person; or propositions of a sexual nature;
3. threats or insinuations that the person’s employment, grades, wages, promotional opportunities, classroom or work assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.

Consensual Relationships
Consensual sexual relationships between faculty and students, or between supervisors and employees, while not expressly forbidden, are generally deemed unwise. Such relationships, though they might be appropriate in other settings, are inappropriate when they occur between members of the teaching staff and students or between a supervisor and an employee. A professional power differential exists in these situations in terms of the influence and authority which the one can exercise over the other. If a charge of sexual harassment is lodged regarding a once-consenting relationship, the burden may be on the alleged offender to prove that the sexual harassment policy was not violated.
Suggested Timeline for Completion of Master’s Degree in 2 Years

Year One
During your first year you will begin taking classes in interest areas and choose an area of study for your comprehensive exams and thesis. You should also start developing relationships with professors and choose an advisor and second reader for your thesis. You should obtain the reading lists for comps in your area of study from the Graduate English Office.

Spring Semester: Fill out Master’s Program of Study*. A copy of this form can be found in the manual under "Forms" for your convenience, but the final copy must be filled out online and printed for signatures before being turned in to the department.

Year Two
During the second year you will take your comps either during the Fall or Spring semester*; you should notify the Graduate Director of your intent to take the exam during the first month of that semester.

Fall Semester: During your second year you will complete your coursework as designed by you and your advisor, ideally you will finish this in the fall semester. You should also begin working on your thesis during this semester as well; be sure to follow the format guidelines as set forth by the Graduate School. If you have completed your coursework you will register for thesis writing hours until the completion of your degree.

Spring Semester: You will complete your thesis, and meet with Graduate Director for approval of the format of your thesis. You will then submit copies to your director and second reader for approval*. You will also submit two copies to the Graduate School*. Check the Graduate School calendar for the final submission date for thesis that year; it is often a month before the end of the semester.

Note: During your program you must also pass a translation exam in one foreign language*. This can be taken at any time during the program and may (although it is not required) include taking preparatory courses offered by the Foreign Language Department. You should consult your director/advisor to determine the most suitable language for your field of study.

* As the title indicates, this timeline is only a suggestion. You will need to set your own pace with your advisor(s)/committee members. There are, however, several requirements on this timeline; these will be indicated with an asterisk (*).
Suggested Timeline for Completion of MFA Degree in 3 Years

**Year One**
During your first year you will begin taking classes in interest areas and choose an area of study for your comprehensive exams and thesis, focusing either on fiction or poetry. You should also start developing relationships with professors and choose an advisor and begin thinking about additional readers for your thesis. You should obtain the reading lists for comps in your area of study from the Graduate English Office.

**Year Two**
During the second year you will continue your coursework and begin working on your thesis with your advisor. Be sure to follow the format guidelines as set forth by the Graduate School for the MFA thesis.

**Year Three**
During your third year you will complete your coursework if you have not already done so, ideally you will finish this in the fall semester. Once you have completed your coursework you will register for thesis writing hours until the completion of your degree. During the third year you will also take your comps either during the Fall or Spring semester*; you should notify the Graduate Director of your intent to take the exam during the first month of that semester.

**Spring Semester:** You will complete your thesis, and meet with Graduate Director for approval of the format of your thesis. You will then submit copies to your director and second reader for approval*. You will also submit two copies to the Graduate School*. Once your committee has approved your thesis you must orally defend it before all four members*. Check the Graduate School calendar for the final submission date for thesis that year; it is often a month before the end of the semester.

**Note:** During your program you must also a pass translation exam in one foreign language*. This can be taken at any time during the program and may (although it is not required) include taking preparatory courses offered by the Foreign Language Department. You should consult your director/advisor to determine the most suitable language for your field of study.

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* As the title indicates, this timeline is only a suggestion. You will need to set your own pace with your advisor(s)/committee members. There are, however, several requirements on this timeline; these will be marked with an asterisk (*).
Suggested Timeline for Completion of Doctoral Degree in 5 Years

**Year One**
During your first year you will begin taking classes in interest areas, and you should also start developing relationships with professors whom you think may later serve in an advising capacity or as members of your committee.

**Spring Semester:** Take Qualifying Exams*.

**Year Two**
During your second year you will continue your coursework as designed by you and your advisor. During this year, you should secure a comps/dissertation director and begin forming your committee. You will also begin working with your director/committee members to form a reading list for your major and minor comprehensive exams. (Note: The readers for your exams do not necessarily have to be the same for your major and minor nor do they have to be the committee for your dissertation, but the director is often the same.) For your exams you will need a director and two other professors in the department as well as one professor outside the department.

**Spring Semester:** Fill out Doctoral Program of Study*. A copy of this form can be found in the manual under "Forms" for your convenience, but the final copy must be filled out online and printed for signatures before being turned in to the department.

**Year Three**
**Fall Semester:** You should finish any coursework not yet completed and begin reading for your comprehensive exams. If you have already completed coursework and your reading list for exams, you may choose to take your comprehensive exams during this semester. Once you have finished coursework you will register for dissertation hours until your degree is completed*, typically you will be registered for 6 per semester.

**Spring Semester:** If you have not already done so, you should take your comps* during the Spring semester of your third year or fall semester of your fourth year for completion of the degree within five years. Again, the timeline from this point is suggested but not required. Within one month of receiving news that you have passed the written portion of the exam you must schedule you Oral Examination*. Within 30 days of your oral examination you must have a dissertation prospectus approved by your committee*.

**Years Four and Five**
You will work closely with your dissertation committee and members to research and complete your dissertation in a timely manner. You should submit chapters as you progress for approval, and consult your committee frequently for changes/improvements to be made. When your dissertation is complete you should set up an appointment with the Graduate Director to have the format checked and approved. You will submit a final copy of the dissertation no less than two weeks before the oral defense is to be held unless otherwise specified by your committee*. Be sure to check the current Graduate School calendar for the final submission date for dissertations.

**Note:** During your program you must also pass translation exams in two foreign languages*. These can be taken at any time during the program and may (although it is not required) include taking preparatory courses offered by the Foreign Language Department. You should consult your director/advisor to determine the most suitable languages for your field of study.

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* As the title indicates, this timeline is only a suggestion. You will need to set your own pace with your advisor(s)/committee members. There are, however, several requirements on this timeline. These will be marked with an asterisk (*).
Helpful Forms

You can access and download a wide variety of forms—e.g., Master’s Degree or Certificate Program of Study, Doctoral Program of Study, Application for Degree, Thesis and Dissertation Approval forms, and so on—from the Graduate School website: http://www.gradschool.sc.edu/DocLibrary/doclibrary.html