

**DEPARTMENT OF ENGLISH
GRADUATE STUDENT HANDBOOK
2017-2018**



U N I V E R S I T Y O F

SOUTH CAROLINA

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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, the 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 (8:30AM – 5:00PM 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, Associate Professor Brian Glavey. At any time during the first year, students may choose their own permanent advisors. **They must do so by the end of the first year and file this information with the English Graduate Office, which can be done by getting that faculty member to sign your Program of Study.** 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 David Bajo; 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 Ed Gieskes is currently 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 (P.O.S.) form to the Graduate Office en route to the Graduate School. Students in all degree programs may file the P.O.S. as early as their first semester of study **but no later than August 15 at the outset of their second year of study.** 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 or by submitting a new P.O.S. form. Both the Program of Study and Adjustment forms are available online from the Graduate School. (See link to the "Forms Library" 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 through the Adjustment form mentioned above.

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. IDs and passwords can also be managed in 'Self Service Carolina.' 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>

Remember, while registering you should consult the course descriptions provided at the English department's website:

<http://artsandsciences.sc.edu/engl/course-descriptions>

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 register for thesis (ENGL 799), dissertation (ENGL 899), or directed reading hours (ENGL 895 or 896).

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. You will need special clearance from the Graduate English Office to use the Pass/Fail option. 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.

Incompletes

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 Incomplete that has not been replaced with a letter grade is changed permanently to a grade of F.**

Enrollment

For students serving as Graduate Instructional Assistants or Graduate Teaching Assistants, 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 (9 credit hours is considered full-time for students without assistantships). Because of the heavy reading load and amount of research necessary for thorough study, taking more than nine hours of course work 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 that graduate-level course work has been done in the general subject area.

Courses numbered 500-699 are typically open to graduate and advanced undergraduate students; however, the requirements for graduate students enrolled in these courses exceed those for undergraduates. There are limits to how many hours of courses literature and comp/rhet students may take at the 500-600 level. MFA workshop courses at the 600-level are restricted to graduate students. MFA workshops constitute the core of the MFA in creative writing program and are generally restricted to MFA students. MFA students are encouraged to take all or most of their required workshops in the genre in which they were admitted, moving through the program with their cohort. MFA students wishing to take a workshop in another genre should check with their adviser and the instructor about suitability and available space. An M.A. or PhD student can be admitted to an MFA workshop only by permission of the instructor, based on a creative writing sample submitted in advance and depending on enrollment.

ENGL 799 is for Master's-level Thesis Preparation (variable credit, 1-9 hours), and ENGL 899 is for Ph.D. Dissertation Preparation (variable credit, 1-12 hours).

PhD students who are close to completing or have completed 60 hours, should apply for a "special enrollment" privilege (colloquially referred to as Z-Status) for their 4th and/or 5th years of study. This status allows a student to enroll in as little as a single hour and be coded as "full time," thereby qualifying that student to hold a graduate assistantship and, if at issue, for deferred loan payment. Follow this link for more information on this option: <http://gradschool.sc.edu/forms/gszs.pdf>

Repeating Courses

Much of the English Department's graduate curriculum is composed of Special Topics Courses. These courses may be repeated for credit as topics vary. For example, you may take ENGL 709 more than once as long as the topic/title is different.

Thesis and Dissertation Hours

The M.A. degree requires 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, if all other course requirements—including language requirements—have been fulfilled, enroll in up to 3

hours of Dissertation Preparation before they take the Comprehensive Exams and may register for an additional 6 hours during the semester they are taking these exams. They are strongly discouraged, however, from *completing* more than 6 hours of ENGL 899 before they pass their Comprehensive exams (the point is to encourage timely progress toward degree).

Clearance by the Graduate English Office is required before Self Service Carolina 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. PhD and MFA students are allowed, under Graduate English Program regulations, to take one 895 and one 896 course for your degree.; MA students are limited to one independent study. 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 Independent Study Contract available in the Graduate School Forms Library. 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 semester, you will receive a W in place of a grade. After the first six weeks of the semester, a dropped course will appear on the permanent record with a grade of WF (withdraw failing) unless a verifiable, documented justification for late withdrawal is offered that is acceptable to the instructor, the Graduate Director, and the Dean of the Graduate School. A WF is treated as an F in the evaluation of

your eligibility to continue in school and in computing your grade point average. If you stop attending a course, you will receive an F unless you officially withdraw from it.

Withdrawals

Withdrawal applications are available from the Graduate English Office, the Graduate School, or the Department of Student Development, whose staff is available to assist in completing the process. Students intending to withdraw should first contact the Graduate English Office. Students withdrawing before the conclusion of the semester may be financially culpable for any financial aid paid on the student's behalf, including but not limited to tuition exemption(s), tuition supplement(s), etc. Consult the Graduate Bulletin (<http://bulletin.sc.edu/index.php>) for further details.

Appeals

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

Appeals of Ph.D. 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 failing grade requires majority agreement (four passes total out of seven examiners for this second attempt). 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 or she 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 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 via the Graduate School Portal (GMS) 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 transfers 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.

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. 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 the 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 the 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, 1244 Blossom Street resident@mailbox.sc.edu, can tell you what you have to do to qualify for residency. For more information, see the "Fees and Refunds" section of the Graduate Bulletin (<http://bulletin.sc.edu/index.php>).

Assistantships

The English Department offers several types of financial assistance: teaching assistantships, editorial assistantships, instructional assistantships, and research assistantships. Teaching and instructional assistantships are typically offered with admission; the other types of assistantships, when available, usually involve a competitive application process. 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 complete the process of qualifying for candidacy if doctoral students; to file a Program of Study during the first year of the M.A. or by the beginning 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. MA and MFA students who enter our program without these requisite 18 hours are expected to earn them in their first year of study. Second year MA/MFA students are not guaranteed a GTA; GTA offers will be extended based on the student's good standing in the program, his or her steady progress toward the degree, and the available GTA lines. 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 two graduate courses (6 credit hours). During the semester teaching assistants teach one class, they are expected to take three graduate courses (9 credit hours). This expectation does not apply to students who have completed 60 hours and are eligible to enroll under Special Enrollment Status (Z Status; see page 5). Eligibility for assistantships for our M.A. programs 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 15 credit hours per academic year.

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 occasionally 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 nine credit hours per semester.

Term of Service

For those entering the Graduate English Program in the fall semester, the term of service is August 16 to May 15. Before classes begin in the fall, graduate TAs and IAs are required to attend the orientation sessions offered by the Graduate School, the Graduate Program, 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> for a list of graduate services available.

Travel Funds

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 must be submitted to the Graduate Office for the Graduate Director's approval. All travel requests should be made well before your intended trip and must be made before a trip is taken. 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. 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, but there is a limit to the amount of travel we can fund per year and per student. 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.

In order to be considered for additional funding for presenting a paper at a national or international conference, M.F.A. and Ph.D. students should apply for a Graduate School Travel Grant <http://gradschool.sc.edu/students/travgrant.asp?page=paying&sub=tg> as well as for travel assistance from the English Department. M.F.A. and Ph.D. students cannot utilize more than two Graduate School Travel Grants during their time in their degree program(s).

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 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 on the bulletin board next to the graduate office.) Note: unless you receive a copy of your approval, we have not received your request (yellow form). For international travel, you must also notify the Study Abroad Office of your travel plans and purchase the insurance offered through that office.

Students who do not wish to maximize their chances of receiving funding, who are attending regional conferences, who are pursuing a Master's Degree, 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.

If you have questions about these procedures, ask the Graduate Director well in advance of your trip.

Student Organizations

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.

C19 comprises graduate students and faculty members interested in the scholarship, literature, culture and history of the long nineteenth century. The club provides a community for scholarly exchange through student research presentations, seminars, and its Reading Group. The club also supports and hosts visiting scholars. Although the club focuses on texts and issues from and about the Enlightenment up to Modernism, graduate students and faculty from all areas are welcome.

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.

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.

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.

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. degree in English. In cooperation with Library Sciences the Department offers the M.L.I.S. degree. The Speech Program offers an M.A. degree described below. The Linguistics Program 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 are expected to complete degree requirements in two years (M.L.I.S. students have three years); *Master's students must complete degree requirements within six years. Doctoral students are expected to complete degree requirements in five years but must complete those requirements within ten years.* Students who have courses in their degree programs that exceed the six-year limit for the Master's or the ten-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. Students may petition to revalidate these exams once expired, but this is a time-consuming process for all involved and should be avoided if at all possible.

A student nearing completion of a degree or who needs family or medical leave may want to explore the possibility of an under-enrollment exception (Z-status) as described in the Graduate Bulletin: http://bulletin.sc.edu/content.php?catoid=66&navoid=1820#Course_Enrollment_Load.

Language Requirements

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. You have three opportunities to pass this exam. 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.

Master's students should demonstrate reading knowledge of one foreign language. Doctoral students should demonstrate a reading knowledge of two foreign languages or one language satisfied by taking a 400-level course of literature, not in translation, with a grade of B or better, or a 500-level course of literature, not in translation, with a grade of C or better. NOTE: Students may also fulfill a foreign language requirement by passing both ENGL 701: Old English and ENGL 701: Beowulf and Old English Heroic Verse with a grade of B or better (students may take multiple Special Topics Courses with the same course number as long as the course content is different).

Certification of foreign language competency remains valid for six years for masters, ten years for doctoral students.

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 deadline published by the Registrar and Graduate School: http://gradschool.sc.edu/calendar.asp?audience=&direction=forward&begin_dt=201707&end_dt=201709. Applications submitted after the announced deadline require 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 thesis area.
- Five electives (one of which may, with justification and the approval of the Graduate Director, be taken outside the Department). English 700 and a course in critical theory are recommended. The 3-hour ENGL 691-692 sequence may count as an elective.
- Three hours of thesis writing (ENGL 799). Your thesis director will supervise this course.
- Reading knowledge of one foreign language (see "**Language Requirements**" paragraph above)
- Thesis (see description below)

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 could be completed and filed by the end of the first semester and must be filed no later than the end of your second semester of graduate study.

Thesis: The thesis should be a 30- to 35-page paper (approximately 10,000 words) that may be based on a seminar paper but, if so, significantly revises and

extends that paper. In certain fields, the director and second reader may determine the length and format of the thesis requirement. The MA thesis should be aimed at publication and, upon completion, be ready for submission in a venue appropriate to the candidate's specific field. The signatures of the director and second reader on the signature form signal that the student has fulfilled the requirement.

Thesis formatting and organization guidelines are available on the Graduate School website: <http://gradschool.sc.edu/students/thesisdiss.asp?page=td>. By the format check deadline, you will need to submit an approved draft of your thesis to the Graduate School for formatting approval. By the final-submission deadline, you will need to submit the thesis electronically to the Graduate School along with a signed "Thesis Signature and Approval" form available via the "Forms Library" on the Graduate School webpage.

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 student's advisor and may include the ENGL 691-692 3-hour sequence)
 - 3 hours of ENGL 799, thesis writing
 - Reading knowledge of one foreign language
 - Thesis (see description below)
- * 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.

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 could be completed and filed by the end of the first semester and must be filed no later than the end of your second semester of graduate study.

Thesis: The MA thesis is expected to make a defensible contribution to scholarship on a figure, text, movement, problem, or current questions in Composition and Rhetoric. The thesis should be a

30- to 35-page paper (approximately 10,000 words) that may be based on a seminar paper but, if so, significantly revises and extends that paper. In certain fields, the director and second reader may determine the length and format of the thesis requirement. The MA thesis should be aimed at publication and, upon completion, be ready for submission in a venue appropriate to the candidate's specific field. The signatures of the director and second reader on the title page signal that the student has fulfilled the requirement.

Thesis formatting and organization guidelines are available on the Graduate School website: <http://gradschool.sc.edu/students/thesisdiss.asp?page=td>. By the format check deadline, you will need to submit an approved draft of your thesis to the Graduate School for formatting approval. By the final-submission deadline, you will need to submit the thesis electronically to the Graduate School along with a signed "Thesis Signature and Approval" form available via the "Forms Library" on the Graduate School webpage.

MASTER OF ARTS IN ENGLISH, WITH EMPHASIS IN SPEECH COMMUNICATION

Specific Requirements

- SPCH 700 and 701
- Four courses (12 credit hours) in the theory or history of the discipline
- Three electives within the Department of English
- Three hours of Thesis Preparation
- Thesis (see description below)

Thesis

The thesis should be a 30- to 35-page paper (approximately 10,000 words) that may be based on a seminar paper but, if so, significantly revises and extends that paper. Alternatively, in certain fields, the director and second reader may determine the length and format of the thesis requirement. The MA thesis should be aimed at publication and, upon completion, be ready for submission in a venue appropriate to the candidate's specific field. The signatures of the director and second reader on the title page signal that the student has fulfilled the requirement.

Thesis formatting and organization guidelines are available on the Graduate School website: <http://gradschool.sc.edu/students/thesisdiss.asp?page=td>. By the format check deadline, you will need to submit an approved draft of your thesis to the Graduate School for formatting approval. By the final-submission deadline, you will need to submit the thesis electronically to the Graduate School

along with a signed "Thesis Signature and Approval" form available via the "Forms Library" on the Graduate School webpage.

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, the 3-hour ENGL 691-692 sequence may not be counted toward the theory requirement)
- Nine hours in literature
- Nine hours of approved electives
- Six hours of thesis writing
- Thesis and Oral Thesis Defense

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 submitted electronically 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.

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 neither a thesis nor a foreign language requirement 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 should identify 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 (recommended) or another elective
- 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

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 9-12). 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, and 20th-century American Literature. The following may be used only for the minor field: Linguistics, Comparative Literature, Criticism and Theory, Southern Literature, Rhetoric and Composition, Children's Literature, Women's Studies, and History of the Book and Authorship. Students may design other minors in consultation with specialist faculty and the Graduate Director.

Specific Requirements

At least 24 hours of course work including at least two 800-level seminars, one class in critical theory, and the 3-hour 691-692 pedagogy sequence. 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: Students may also fulfill a foreign language requirement by passing both ENGL 701: Old English and ENGL 701: Beowulf and Old English Heroic Verse with a grade of B or better (students may take multiple Special Topics Courses with the same course number as long as the course content is different).
- Admission to doctoral candidacy
- Written Comprehensive Exams: one in the primary field and one in the secondary field
- Oral Exam in the primary field
- Dissertation and Oral Dissertation Defense

Transfer Credit

Course work not part of a completed certificate program or graduate degree from USC or another institution may be transferred for credit toward a Master's or doctoral degree. Course work transferred from another institution must be relevant to the program and have course content and a level of instruction equivalent to that offered by the University's own graduate programs. Approval for acceptance of transfer credit to a student's program of study must be approved and justified by the student's academic program and submitted to the dean of The Graduate School for final approval on the Request for Transfer of Academic Credit ([G-RTC](#)) form.

No more than 6 semester hours may be transferred into the Ph.D. Program of Study. Only credits with grades of B or better may be transferred from another institution into a Master's or doctoral degree program. Course work transferred into a doctoral degree program must be no more than ten years old at the time of graduation. Transfer credit is not posted to the student's official academic transcript until the term of graduation.

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 and/or the Graduate Director.

Program of Study

By the beginning of your third term, 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; students will bring this form to the meeting to determine qualification for doctoral candidacy that you must schedule with the Graduate Director and major advisor no later than the start of the third semester (see description of this process, below). This form must be on file with the Dean of the Graduate School before you will be cleared for graduation. It will also help you and your advisor direct your progress toward the degree. The Program of Study should be amended periodically to reflect actual courses taken by filing the Adjustment form or by submitting a new P.O.S. available through the forms library on the Graduate School's website.

Minor Fields

Certain minors (Children's Literature and Rhetoric and Composition) along with the certificate in Women's and Gender Studies have an established curriculum (listed below); others provide more flexibility. 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:

<http://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: WGST 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, WGST 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 Doctoral Candidacy

Admission by the Department of English for graduate study does not mean admission as a candidate in the English and American Literature Ph.D. program.

PhD students in the English Department are admitted to doctoral candidacy on the basis of their record and a meeting with the Director of Graduate Studies and the major adviser, to be held no later than the beginning of the student's third term. Prior to this meeting, the Graduate Director will review the student's class grades with the expectation of at least a 3.0 GPA over the course of the first year of study. The student will come to the meeting with a completed Program of Study form and an accompanying statement (5-6pp.) detailing progress toward dissertation and degree thus far and plans for future study and research. In the event of an

unsuccessful review, the student will be put on probation, not be admitted to candidacy, and be required to maintain a 3.5 GPA for each of the following two semesters. Additionally, field faculty will meet at the end of the probationary student's second year in order to make a recommendation to the Graduate Director about the student's future in the program. The Graduate Director will factor this recommendation and the student's GPA into a decision about whether the probationary student should be admitted to candidacy at the end of the second year and allowed to continue in the program.

Doctoral Committee

No later than the end of your second year, you should notify the Graduate Office that you have assembled a doctoral committee of three or four professors in your areas of specialization by obtaining the necessary signatures and filing a Doctoral Committee Appointment Request form available through the forms library on the Graduate School website. Each committee should consist of three faculty members from the English Department along with one professor from outside the department with no departmental affiliations. 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, initially submitted as part of the process of admission to doctoral candidacy at the start of the second term in the program. At any time, you may change the composition of your committee by advising the Graduate Director and any members removed from the committee (correspondence advising members of their removal should be copied to the Graduate Director) and by revising the aforementioned Doctoral Committee Appointment Request form.

Comprehensive Examinations

Students are required to take written comprehensive exams in both a major and minor field by the **fall semester of their fourth year in the program but should ideally have taken them during the preceding spring**. This 72-hour take-home exam will consist of a response to a question in the primary field and another response to a question in the secondary field. The completed exam should not exceed 7500 words in length.

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 three 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 primary field exam are written and graded by the qualified members of your doctoral committee. Questions for the secondary 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) and will take place over a weekend—i.e., from Friday at noon until Monday at noon. 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 each question 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 (primary or secondary field), 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 include departmental members of your doctoral committee, with the option to bring the outside reader in at this point. The exam covers only your primary field and will be limited to those

texts that appear on your reading list for your primary 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, including your outside reader, and then discussing it at a meeting with your full committee. 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. Students should obtain the prospectus defense form from the Graduate English Office, bring it to the prospectus meeting, and obtain the necessary signatures at the end of the meeting. The prospectus defense form together with a brief description of the project should be filed with the Graduate English Office as soon as possible after the meeting.

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. (English department faculty affiliated with other programs or with joint appointments *may not* serve as outside readers). 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. Be sure to consult the Graduate School for current requirements regarding the format of the dissertation as well as for information about electronic submission of the dissertation to the Graduate School:
<http://gradschool.sc.edu/students/thesisdiss.asp?page=td>

PH.D. IN ENGLISH, WITH AN EMPHASIS IN COMPOSITION AND RHETORIC

Doctoral students in Composition and Rhetoric are expected to take at least 33 hours of coursework and 12 dissertation hours (see "Transfer Credit," below, for one option for fulfilling six of those hours). 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.
- 12 hours in an area of specialization approved by student's doctoral committee
- Admission to doctoral 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). NOTE: You may also fulfill one foreign language requirement by passing both ENGL 701: Old English and ENGL 701: Beowulf and Old English Heroic Verse with a grade of B or better (students may take multiple Special Topics Courses with the same course number as long as the course content is different).
- minimum of one year's experience teaching English composition at the school or college level
- completion of dissertation and oral dissertation defense

*The 3-hour 691-692 pedagogy course can count toward total course hours as an elective.

Transfer Credit

Course work not part of a completed certificate program or graduate degree from USC or another institution may be transferred for credit toward a Master's or doctoral degree. Course work transferred from another institution must be relevant to the program and have course content and a level of instruction equivalent to that offered by the University's own graduate programs. Approval for acceptance of transfer credit to a student's program of study must be approved and justified by the student's academic program and submitted to the dean of The Graduate School for

final approval on the Request for Transfer of Academic Credit ([G-RTC](#)) form.

No more than 6 semester hours may be transferred into the Ph.D. Program of Study. Only credits with grades of B or better may be transferred from another institution into a Master's or doctoral degree program. Course work transferred into a doctoral degree program must be no more than ten years old at the time of graduation. Transfer credit is not posted to the student's official academic transcript until the term of graduation.

Program of Study

By the beginning of your third term, 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; students will bring this form to the meeting to determine qualification for doctoral candidacy that you should schedule with the Graduate Director and major advisor by the start of the third semester. This form must be on file with the Dean of the Graduate School before you will be cleared for graduation. It will also help you and your advisor direct your progress toward the degree. The Program of Study should be amended periodically to reflect actual courses taken by filing the Adjustment form or submitting a new P.O.S. available through the forms library on the Graduate School's website.

Admission to Doctoral Candidacy

Admission by the Department of English for graduate study does not mean admission as a candidate in the Composition and Rhetoric Ph.D. program.

Students are admitted to doctoral candidacy on the basis of their record and a meeting with the Director of Graduate Studies and the major adviser, to be held at the beginning of the student's third term. Prior to this meeting, the Graduate Director will review the student's class grades with the expectation of at least a 3.0 GPA over the course of the first year of study. The student will come to the meeting with a completed Program of Study form and an accompanying statement (5-6pp.) detailing progress toward dissertation and degree thus far and plans for future study and research. In the event of an unsuccessful review, the student will be put on probation, not be admitted to candidacy, and be required to maintain a 3.5 GPA for each of the following two semesters. Additionally, field faculty will meet at the end of the probationary student's second year in order to make a recommendation to the Graduate Director about the student's future in the program. The Graduate Director will factor this recommendation and the student's GPA into a decision about whether the probationary student

should be admitted to candidacy at the end of the second year and allowed to continue in the program.

Doctoral Committee

No later than the end of your second year, you should notify the Graduate Office that you have assembled a doctoral committee of three or four professors in your areas of specialization by obtaining the necessary signatures and filing a Doctoral Committee Appointment Request form available through the forms library on the Graduate School website. 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, initially submitted as part of the process of admission to doctoral candidacy at the start of the third term in the program. Each committee should consist of three faculty members from the English Department along with one professor from outside the department with no departmental affiliations. At any time, you may change the composition of your committee by advising the Graduate Director and any members removed from the committee (correspondence advising members of their removal should be copied to the Graduate Director) and by revising the aforementioned Doctoral Committee Appointment Request form.

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 fourth year in the program **but should ideally have taken them by the preceding spring**. 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 area reading lists must be on file in the Graduate Office at the beginning of the semester in which you take the exams.

The 72-hour take-home comprehensive exam will consist of answers to three questions— two from the major area (one in rhetoric and one in composition) and one from the area of specialization. Each response should be no longer than ten pages, meaning that the completed exam should be approximately 30 pages long.

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) and will take place over a weekend—i.e., from Friday at noon until Monday at noon. Students will not be allowed to schedule alternative days or times in which to take the written exams.

Grading of the Exam

To pass the general comprehensive 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 for the response to the specialization exam. 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 outside the 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.

Students should obtain the prospectus defense form from the Graduate English Office, bring it to the prospectus meeting, and obtain the necessary signatures at the end of the meeting. The prospectus defense form together with a brief description of the project should be filed with the Graduate English Office as soon as possible after the meeting.

The purpose of the prospectus defense is to gain advice and approval from your full dissertation

committee (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. (English department faculty affiliated with other programs or with joint appointments *cannot* serve as outside readers.) No later than the end of your second year, you should notify the Graduate Director that you have filed a Doctoral Committee Appointment Request form available through the forms library on the Graduate School website. At any time, you may change the composition of your committee by advising the Graduate Director and any members removed from the committee (correspondence advising members of their removal should be copied to the Graduate Director) and by revising the aforementioned Doctoral Committee Appointment Request form. 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. Be sure to consult the Graduate School for current requirements regarding the format of the dissertation as well as for information about electronic submission of the dissertation to the Graduate School: <http://gradschool.sc.edu/students/thesisdiss.asp?page=td>

DIRECT-ADMISSION PHD IN ENGLISH, WITH AN EMPHASIS IN ENGLISH AND AMERICAN LITERATURE

For this six-year program, the minimum course requirements include 60 credit 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.

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 student's primary area
- English 700 is recommended (or an additional elective if ENGL 700 is not offered) and one critical theory course is required.
- Twelve hours of electives, which may include the 3-hour 691-692 pedagogy sequence. (No more than six 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).
- Admission to doctoral candidacy at the beginning of the third term (see description of the process below).

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 701: Old English and ENGL 701: Beowulf and Old English Heroic Verse with a grade of B or better (students may take multiple Special Topics Courses with the same course number as long as the course content is different).
- Written Ph.D. Comprehensive Examination in the primary and secondary field
- Oral Examination in the primary field
- Dissertation and Oral Dissertation Defense

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, and

20th-century American 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: WGST 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, WGST 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.

Program of Study

By the beginning of your third term, 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; students will bring this form to the meeting to determine qualification for doctoral candidacy scheduled with the Graduate Director and major advisor at the start of the third semester. This form 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 should be amended periodically to reflect actual courses taken by filing the Adjustment form or by submitting a new P.O.S. available through the forms library on the Graduate School's website.

Admission to Doctoral Candidacy

Admission by the Department of English for graduate study does not mean admission as a candidate in the English and American Literature Ph.D. program.

Students are admitted to doctoral candidacy on the basis of their record and a meeting with the Director of Graduate Studies and the major advisor, which students should schedule by the beginning of their third term. Prior to this meeting, the Graduate Director will review the student's class grades with the expectation of at least a 3.0 GPA over the course of the first year of study. The student will come to the meeting with a completed

Program of Study form and an accompanying statement (5-6pp.) detailing progress toward dissertation and degree thus far and plans for future study and research. In the event of an unsuccessful review, the student will be put on probation, not be admitted to candidacy, and be required to maintain a 3.5 GPA for each of the following two semesters. Additionally, field faculty will meet at the end of the student's second year in order to make a recommendation to the Graduate Director about the probationary student's future in the program. The Graduate Director will factor this recommendation and the student's GPA into a decision about whether the probationary student should be admitted to candidacy at the end of the second year and allowed to continue in the program.

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 from the department and one professor from outside the department by obtaining the necessary signatures and filing a Doctoral Committee Appointment Request form available through the forms library on the Graduate School website. In consultation with this committee, you must devise and file with the Graduate Office a reading list and tentative body of course work. As you progress toward your degree, you will likely need to file an Adjustment to the Program of Study form you completed as part of the process of admission to doctoral candidacy (see above).

At any time, you may change the composition of your committee by notifying the Graduate Director and any members removed from the committee (letters advising members of their removal should be copied to the Graduate Director) and by revising the aforementioned Doctoral Committee Appointment Request form.

Comprehensive Examinations

Direct-admit PhD Students are required to take written comprehensive exams in both a major and minor field by **the spring of their fourth year in the program**. This 72-hour take-home exam will consist of a response to a question in the primary field and another response to a question in the secondary field. The completed exam should not exceed 7500 words in length.

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 three 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 primary field exam are written and graded by the qualified members of your doctoral committee. Questions for the secondary 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 and will take place over a weekend—i.e., from Friday at noon until Monday at noon). 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 the departmental members of your doctoral committee and may also include one faculty member from outside the department. The

exam covers only your primary 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 full committee, including the outside reader, and then discussing it at a meeting with that full committee. 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.

Students should obtain the prospectus defense form from the Graduate English Office, bring it to the prospectus meeting, and obtain the necessary signatures at the end of the meeting. The prospectus defense form together with a brief description of the project should be filed with the Graduate English Office as soon as possible after the meeting.

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. (English department faculty affiliated with other programs or with joint appointments *may not* serve as outside readers). 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. Be sure to consult the Graduate School for current requirements regarding the format of the dissertation as well as for information about electronic submission of the dissertation to the Graduate School:
<http://gradschool.sc.edu/students/thesisdiss.asp?page=td>

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.

Specific Requirements*:

- ENGL 700 is recommended (or another elective course)
- 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
- Admission to doctoral candidacy
- Written Comprehensive Exams in the major field and in the area of specialization
- 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
 - * 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.
 - ** The 3-hour 691-692 pedagogy sequence may count toward total course hours as an elective.

Program of Study

By the beginning of your third term, 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; students will bring this form to the meeting to determine qualification for doctoral candidacy that you should schedule with the Graduate Director and major advisor by the start of the third semester. This form must be on file with the Dean of the Graduate School before you will be cleared for graduation. It will also help you and your advisor direct your progress toward the degree. The Program of Study should be amended periodically to reflect actual courses taken by filing the Adjustment form available through the forms library on the Graduate School's website.

Admission to Doctoral Candidacy

Admission by the Department of English for graduate study does not mean admission as a candidate in the Composition and Rhetoric Ph.D. program.

Students are admitted to doctoral candidacy on the basis of their record and a meeting with the Director of Graduate Studies and the major adviser, to be held at the beginning of the student's third term. Prior to this meeting, the Graduate Director will review the student's class grades with the expectation of at least a 3.0 GPA over the course of the first year of study. The student will come to the meeting with a completed Program of Study form and an accompanying statement (5-6pp.) detailing progress toward dissertation and degree thus far and plans for future study and research. In the event of an unsuccessful review, the student will be put on probation, not be admitted to candidacy, and be required to maintain a 3.5 GPA for each of the following two semesters. Additionally, field faculty will meet at the end of the probationary student's second year in order to make a recommendation to the Graduate Director about the student's future in the program. The Graduate Director will factor this recommendation and the student's GPA into a

decision about whether the probationary student should be admitted to candidacy at the end of the second year and allowed to continue in the program.

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 plus an outside reader by obtaining the necessary signatures and filing a Doctoral Committee Appointment Request form available through the forms library on the Graduate School website. 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) and by revising the aforementioned Doctoral Committee Appointment Request form.

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.

This 72-hour take home exam will consist of answers to three questions— two from the major area (one in rhetoric and one in composition) and one from the area of specialization. Each response should be no longer than ten pages, which is to say that the completed exam should be approximately 30 pages long.

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 and will take place over a weekend—i.e., from Friday at noon until Monday at noon). Students will not be allowed to schedule alternative days or times in which to take the written exams.

Grading of the Exam

To pass the general comprehensive 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 for the response to the specialization exam. 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 before the full dissertation committee, including the outside reader, 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.

Students should obtain the prospectus meeting form from the Graduate English Office, bring it to the prospectus meeting, and obtain the necessary signatures at the end of the meeting. The prospectus form together with a brief description of the project should be filed with the Graduate English Office as soon as possible after the meeting.

The purpose of the prospectus meeting is to gain advice and approval from your dissertation committee (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. (English department faculty affiliated with other programs or with joint appointments *cannot* serve as outside readers). No later than the end of your second year, you should notify the Graduate Director that you have filed a Doctoral Committee Appointment Request form available through the forms library on the Graduate School website. At any time, you may change the composition of your committee by advising the Graduate Director and any members removed from the committee (correspondence advising members of their removal should be copied to the Graduate Director) and by revising the aforementioned Doctoral Committee Appointment Request form. 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. Be sure to consult the Graduate School for current requirements regarding the format of the dissertation as well as for information about electronic submission of the dissertation to the Graduate School:
<http://gradschool.sc.edu/students/thesisdiss.asp?page=td>

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 that 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 or intimidation 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

Fall Semester: During your first year you will begin taking classes in interest areas and choose an area of study for your thesis. You should also start developing relationships with professors and choose an advisor and second reader for your thesis.

Spring Semester: By now you should have filled out the Master's Program of Study form. This form can be found in the forms library on the Graduate School website (see helpful forms link, final page of the Graduate Handbook); the final copy must be filled out online and printed so that you can obtain signatures before turning it in to the graduate office for forwarding to the Graduate School.

Year Two

Fall Semester: During your second year you will complete your coursework as designed by you and your advisor. During this semester you should ideally identify your topic and begin working on your thesis; be sure to follow the format guidelines as set forth by the Graduate School. Once 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 submit copies to your director and second reader for approval. You will also submit the thesis electronically 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 complete a foreign language requirement as described in the Graduate Handbook under "Degree Requirements: Language Examination" (p. 10).

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 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.

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 taking classes in the fall semester). Once 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 ensure that it conforms to the Graduate School guidelines. You will then submit copies to your director and second reader for approval. You will also submit two copies to the Graduate School (see helpful forms link, final page of the Graduate Handbook). Once your committee has approved your thesis you must orally defend it before your committee. 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.

Suggested Timeline for Completion of Doctoral Degree in 5 Years

Year One

During your first year you will begin taking classes in your areas of interest, and you should also start developing relationships with your potential advisor (who doesn't necessarily have to be your eventual dissertation director) and committee members. Students should complete the process of qualifying for doctoral candidacy either by the end of the spring semester of their first year or no later than the start of the fall semester of their second year. To qualify, you must identify a major advisor, complete a Program of Study form (see helpful forms link, final page of the Graduate Handbook), and prepare a statement (5-6pp.) detailing both your progress toward dissertation and degree thus far and your plans for future study and research. (See detailed description of this process in the Graduate Handbook in the section devoted to your degree program).

Year Two

No later than the beginning of your second year, you will meet with the Graduate Director and your major advisor to assess your qualifications for doctoral candidacy. Along with a completed copy of your Program of Study, you should bring to this meeting, which you are responsible for scheduling, a statement (5-6pp.) detailing both your progress toward dissertation and degree thus far and plans for future study and research. (See detailed description of this process in the Graduate Handbook in the section devoted to your degree program).

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(s). You will also begin working with your director/committee members to form reading lists for your primary and secondary field comprehensive exams. (Note: The readers for your exams do not necessarily have to be the members of your dissertation committee, although the director is often the same for both.) The summer between your second and third years is a great time to tackle some or much of the reading for these exams.

Year Three

Fall Semester: You should finish any coursework not yet completed. Once you have finished coursework and successfully completed your comprehensive exams, you will typically register for 6 dissertation hours per semester.

If you have already completed coursework and had your primary and secondary field reading lists approved by your readers, then you may choose to take your comprehensive exams during this semester. In response to an e-mail from the Student Services Coordinator, you will need to identify the semester in which you plan to take your exams as well as your potential readers (your director plus two-three other professors from the department); although the department typically asks three readers to read each field exam, depending on your degree emphasis and director's preference, your committee may opt to bring in one professor from outside the department at this point.

Spring Semester: If you have not already done so, you should take your comps during the spring semester of your third year or, less ideal, fall semester of your fourth year in order to complete the degree within five years.

Within one month of receiving news that you have passed the written portion of the exam, you must schedule you Oral Examination, which is based entirely on your primary field exam. Within 30 days of successfully passing your oral examination you must have a dissertation prospectus approved by your committee (it is at the prospectus meeting that most committees bring in the fourth outside reader).

Years Four and Five

You will work closely with your dissertation committee and especially your director 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. 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 complete **two foreign language requirements** as described in the Graduate Handbook under "Degree Requirements: Language Examinations" (p. 10).

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://gradschool.sc.edu/forms/>