JOHN MARX, DEPARTMENT CHAIR  
English Graduate Program  

RE:  English Graduate Program Degree Requirements  

Enclosed is a copy of the English Graduate Program degree requirements as approved by Graduate Council on February 21, 2020. These degree requirements are now the official requirements for the English Graduate Program and will be posted on the Office of Graduate Studies program webpage:

https://grad.ucdavis.edu/programs/genl

Thank you for your efforts on behalf of graduate education.

Sincerely,

Carlee Arnett, Chair  
Graduate Council  

CC:  Aaron Barstow, Graduate Program Coordinator  
Jasmine Bonite, Project/Policy Analyst, Graduate Studies
MASTER'S PROGRAM

1) Admissions Requirements

**Emphasis in Creative Writing:** Applicants for admission must meet the University of California minimum requirements for admission. Admission requires a B.A or B.A. equivalent, usually in a field related to the study of literature; it is expected that the applicant will have background in the study and practice of creative writing. Students must submit:
- A completed Office of Graduate Studies application
- Three letters of recommendation
- TOEFL or IELTS scores, if applicable
- A substantial writing sample of fiction and/or poetry.

Deadline for admission is December 15.

**Emphasis in Literature:** There is no independent application for admission to the M.A. program, emphasis in Literature; this degree can only be earned by those admitted to the Ph.D. program, *en route* to their Ph.D. Please see the Ph.D. requirements section for admission information

a) **Prerequisites:** There are no specific prerequisites.

b) **Deficiencies:** Not applicable.

2) Master’s Plan: Plan I (thesis)

**Emphasis in Creative Writing:** Students must complete 32 units of graduate coursework and, in addition, a creative thesis. At least 12 of the units must be graduate work in the major field.

**Emphasis in Literature:** Students must complete 40 units of coursework and, in addition, a critical thesis. At least 12 of the units must be graduate work in the major field.

3) Course Requirements - Core and Electives

a) **Emphasis in Creative Writing (32 units total)**

**Core Courses (20 units):**
- *either* ENL 235 (4 units): Theory of Fiction
- *or* ENL 236 (4 units): Poetics
• Students also take 4 graduate workshops. One of the workshops has to be outside the student’s primary genre. Workshops in fiction and poetry are offered every quarter; workshops in non-fiction are offered occasionally. A given course number may be taken more than once; because of the workshop format, the course content inevitably varies, being dependent on the members of the workshop as well as the instructor. The eligible courses are:

  ENL 290P: Graduate Workshop in Poetry (4 units)
  ENL 290F: Graduate Workshop in Fiction (4 units)
  ENL 290NF: Graduate Workshop in Non-Fiction (4 units)

**Elective Courses (3 courses, 12 units); all must be taken for a letter grade:**

Students take three graduate-level courses in English and American literature or related fields. Possible courses include any graduate literature seminar offered by the English department—a full list appears in the course catalog, but examples include:

  ENL 232: Topics in British Literature
  ENL 262: American Literature after 1914
  ENL 244: Shakespeare

With the approval of the Creative Writing Program Director, students may take one literature course in a related field from another UC or UC Davis graduate program. At the discretion of the instructor, students may count one undergraduate 100-level course as one of their three elective literature courses.

**b) Emphasis in Literature (40 units total)**

**Core Courses (2 courses, 8 units):**

• ENL 200, Introduction to Graduate Study in English (4 units, taken S/U)
• *either* CRI 200A, Approaches to Critical Theory *or* CRI 200C, History of Critical Theory (4 units, taken for a grade)

**Breadth Requirement (5 courses, 20 units), all taken for a letter grade:**

*Note:* Students focusing in British literature must take at least one course in American literature, and vice versa.

• Two courses in Earlier National literature (British Literature before 1800 or American Literature before 1865). Examples of “earlier national” courses are ENL 256: Early American Literature or ENL 240: Medieval Literature.
• Two courses in Later National literature (British Literature 1800–present or American Literature 1865–present). Examples of Later National courses are ENL 252: Victorian Literature or ENL 270: Studies in Contemporary World Literature.
• One Focus course (a thematic course emphasizing a particular genre, identity, interdisciplinary, theory, other national, or method). A “focus” course will often fall under ENL 232, Problems in English Literature, or ENL 233: Problems in American Literature.
Elective Courses (3 seminars, 12 units), all must be taken for a letter grade:

Students take three graduate-level elective seminars, within or outside the English department. Possible courses include any graduate literature seminar such as Classics, History, Native American Studies, etc. Examples of possible courses in English include:

ENL 254: Twentieth-Century British Literature
ENL 262: American Literature after 1914
ENL 244: Shakespeare

At the discretion of the instructor and with the Graduate Adviser’s approval, students may count one undergraduate 100-level course as one of their eight literature courses.

c) Summary:

A minimum course load is 12 units per quarter.

**Emphasis in Creative Writing** students take a total of 32 units of graduate coursework:

1 Core Genre Course: 4 units
4 Core Graduate workshops: 16 units
3 Graduate-Level Elective seminars: 12 units
Total: 32 units

**Emphasis in Literature** students take a total of 40 units of graduate coursework:

2 Core Courses: 8 units
5 Breadth Seminars: 20 units
3 Graduate-Level Elective seminars: 12 units
Total: 40 units

d) **English Language Requirement**

Students who have not obtained a previous degree at an approved English-medium institution or demonstrated English-language proficiency through an appropriate exam (e.g. TOEFL) are required to complete appropriate English-language courses, as described in the policy *Graduate Student Course Requirements – English as Second Language (GC2018-02)*. Courses taken in satisfaction of this requirement do not count towards the units required for graduation.

4) Special requirements

**For the Emphasis in Creative Writing**: None.

**For the Emphasis in Literature**: the student must demonstrate reading knowledge of one language other than English. French, German, Latin, Spanish, and Italian are the languages most frequently used to satisfy this requirement. The Graduate Adviser may approve other languages upon petition by the student. Reading knowledge is normally demonstrated by course work or placement tests. There are two options for placement tests: 1) Students may take the Placement Test offered by Language Learning Center, testing out of the language at the intermediate level. 2) Students may take a
departmental language exam where they show they can accurately translate a passage of 300 words in 90 minutes. If demonstrated by course work, students must complete, or have completed within the past eight years, three semester-length courses in a language, or four quarter-length courses; or the equivalent that allows them to complete at least one quarter or semester course at the intermediate level. Students must earn a passing grade but courses may be taken pass/no pass.

5) **Committees**
   a) **Admission Committee**
      Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the Admissions Committee. The Admissions Committee for the Emphasis in Creative Writing consists of all members of the graduate Creative Writing faculty. The Admissions Committee for the Ph.D., which is also the *de facto* Admissions Committee for the Emphasis in Literature, consists of 4–6 graduate program faculty, under the direction of the Graduate Adviser or Admissions Adviser.
      In both cases, based on a review of the entire application, a recommendation is made to accept or decline an applicant’s request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by Graduate Studies. Applications are accepted through Dec 15 for the next Fall entering class.

   b) **Course Guidance or Advising Committee**
      Students pursuing the Emphasis in Creative Writing develop a coursework plan in consultation with the Graduate Adviser/Director of Creative Writing and their assigned faculty mentors. Each student entering the program is assigned a mentor from the Creative Writing Faculty based on their interests and chosen genre, although students may also approach another faculty member to serve as Thesis Director when they reach this stage.
      Students pursuing the Emphasis in Literature develop a coursework plan in consultation with the Graduate Adviser and their assigned faculty mentors. Upon entering the program, each student is assigned a faculty mentor, usually by field of interest.
      For students in both emphases, the faculty mentor and the Graduate Adviser are both available to counsel the student on course selection and plan of study. The student is expected to meet with his or her faculty mentor in the fall and winter, and is required to do so in the spring, in order to fill out a form certifying his or her progress through the program and noting any areas of concern or delay. Full-time students are required to have a minimum of 12 units per quarter, which can be made up of required courses, electives, 299s, and teaching units.
      The Graduate Counselor is also available to advise students, particularly regarding financial aid and employment.
c) **Thesis Committee**

**Emphasis in Creative Writing:** The student, in consultation with his or her faculty mentor and the Director of Creative Writing, nominates 3 faculty to serve on the Thesis Committee. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy. The role of the thesis committee, led by the Chair, is to design an approach to writing that best suits the student's writing process and the particular needs of the project. The student and his or her Thesis Chair are in consistent contact all through the second year via regular e-mail and meetings roughly every two weeks. The exact outline of meetings and feedback will vary according to the nature of the project, and will be somewhat different for a novel than for a collection of poems, for example, but the following may be used as a guide. 2-4 times each quarter the Chair will read all of or selections of the thesis-in-progress and talk through writing problems, recommend or assign reading, and make thorough written and oral comments on drafts. The Chair will also assign composition or revision approaches, create deadlines, and strategize about organization and time management. The second reader usually sees selections of the thesis four or five times over the year and provides similar feedback to that of the Director, though perhaps focused on particular areas. The third reader usually provides one thorough critique of the completed draft and then sees revisions in preparation for the defense.

**Emphasis in Literature:** The student, in consultation with his or her Faculty Mentor and the Graduate Adviser, nominates 3 faculty to serve on the Thesis Committee. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy. The role of the thesis committee, led by the Chair, is to read and review the student’s work, suggest appropriate secondary or critical readings, critique the argument and presentation and provide suggestions for revision. Usually the student will have regular meetings with the Thesis Chair in the quarter(s) in which he or she is writing the thesis, ranging from weekly to monthly depending on the student’s writing progress. The Chair will usually see first and often second drafts of work in progress before forwarding them to the second and third readers; in some cases the third reader will review the complete thesis once the other readers’ comments have been incorporated and make final suggestions for revision.

6) **Advising Structure and Mentoring**

For students pursuing the Emphasis in Creative Writing, the **Thesis Chair** is the faculty member who supervises the student’s writing and thesis; this person serves as the Chair of the Thesis Committee. **The Director of Creative Writing**, who is appointed by the Chair of the program, is a resource for information on academic requirements, policies and procedures, and registration information until the Thesis Committee is formed.

Students pursuing the MA with Emphasis in Literature work with an assigned faculty mentor during their coursework, and may then, if they wish, choose a different faculty to serve as **Thesis Chair** who will oversee the work of the MA thesis.
In both cases, questions on coursework and other subjects may also be directed to the Graduate Adviser in English (who has primary responsibility for the Ph.D. students but also oversees aspects of the program that affect Creative Writing students, and serves as a resource for them as well). Mentoring guidelines are available on the English Graduate Program Smartsite.

7) Advancement to Candidacy

Every student must file an official application for Candidacy for the Degree of Master of Arts in English prior to the quarter in which they will file a thesis, normally in the 5th quarter. Students will list their three committee members for Office of Graduate Studies approval. The Candidacy form can be found online at: http://www.gradstudies.ucdavis.edu/forms/. A completed form includes a list of courses the student will take to complete degree requirements. If changes must be made to the student’s course plan after s/he has advanced to candidacy, the Graduate Adviser must recommend these changes to Graduate Studies. Students must have their Graduate Adviser and thesis committee Chair sign the candidacy form before it can be submitted to Graduate Studies. If the candidacy is approved, the Office of Graduate Studies will send a copy to the Thesis Committee Chair, the appropriate graduate staff person, and the student. If the Office of Graduate Studies determines that a student is not eligible for advancement, the department and the student will be told the reasons for the application’s deferral. Some reasons for deferring an application include: grade point average below 3.0, outstanding “I” grades in required courses, or insufficient units.

8) Thesis Requirements

Emphasis in Creative Writing:

In their second year in the program, students prepare a substantial, completed, copy-edited, and formally presented collection of original writing as their creative thesis, taking 299 “thesis units” with their Thesis Director and, sometimes, with other members of their committees. The thesis is a novel, book of short stories, collection of poems, or book-length work of creative non-fiction. In rare, exceptional cases, a work of “mixed genres” may be approved—while the work is in early stages—after petition to the Creative Writing Program Director. The great majority of the thesis should be written during the student’s tenure in the Creative Writing Program, though some earlier work, especially if it has gone through workshops at UCD, may be included. Similarly, translations may appear in collections, but should not stand in lieu of original work.

Length specifications vary, but students and Committees may use the following as minimal working guidelines:

- Collections of poetry: 30 poems (about 35 single-spaced pages)
- Collections of short stories: 8 stories (about 125 double-spaced pages)
- Novel: 160 pages

These guidelines do not cover all cases (a book of poems, for example, might be one long poem), and are not intended to exclude or discourage creative work. They
merely provide, as suggested above, minimal lengths for typical Creative Writing M.A. Theses.

There is no prospectus. Students are, however, required to submit an "aesthetic statement," a short written essay accompanying the thesis that discusses the student’s poetics or aesthetics of fiction or non-fiction. In this discussion, such matters as history of influences (literary and extra-literary), sense of artistic growth, and questions about one’s art and craft may be covered. This aesthetic statement should be approximately three to four pages long.

In late April, the student submits the thesis in draft form to the committee for review; at that time, the committee advises the student what s/he needs to change, if anything, in order to meet expectations for the May defense date. After both thesis and aesthetic statement have been submitted by the May deadline, there is an exit interview (or thesis defense)—a two-hour meeting, open to the public, in which the student gives a brief reading, then answers questions about the thesis and the aesthetic statement, first from the committee members, then from the audience at large. In the event of a successful interview (defense), the committee then signs off on the thesis and the student submits it in its current form. Occasionally the committee may request further revisions from the student; these must be completed by the filing date of the relevant quarter (usually June). The Application for Candidacy for the Degree of Master form must be filed at least one quarter before completion of all degree requirements, normally by the winter quarter of the second year. For the thesis to be acceptable for the degree, all members must sign the title page certifying that the student has completed her/his thesis to their satisfaction. Once the thesis has been approved, the student will submit a copy of the thesis and signed title page to the English graduate office. A copy will also be submitted to Graduate Studies according to posted requirements. In the event that a thesis is deemed unacceptable by the committee, the members will recommend to the Dean of Graduate Studies that the student be disqualified from the program.

Emphasis in Literature:
In their second (or in some cases third) year in the program, students wishing to earn an MA in Literature en route to the Ph.D. or in anticipation of leaving the program must submit a Master’s thesis. The thesis requirement for the Emphasis in Literature is satisfied by revising a graduate seminar paper into a journal-quality scholarly article of 25–35 pages. There is no prospectus. In the quarter(s) leading up to submission of the thesis, the student will work with his or her Thesis Chair and, less closely, with the members of the Thesis Committee to develop a solid bibliography for the project, convey mastery of the particular critical discussion surrounding the thesis topic, and present an original argument. The thesis must be of appropriate length and must be assessed as being at an appropriate scholarly level—again, similar to that of a publishable scholarly article—in the view of all three committee members. There is no defense; the thesis may be revised by the student until it meets expectations, provided these changes can be made within one quarter of the submission of the final draft to all three readers. The student’s M.A. committee will determine whether the thesis meets the standard for its field of specialized inquiry. The Application for Candidacy for the Degree of Master form must be filed at least
one quarter before completion of all degree requirements, normally by the winter quarter of the second year. For the thesis to be acceptable for the degree, all members must sign the title page certifying that the student has completed her/his thesis to their satisfaction. Once the thesis has been approved, the student will submit a copy of the thesis and signed title page to the English graduate office. A copy will also be submitted to Graduate Studies according to posted requirements. In the event that a thesis is deemed unacceptable by the Thesis Committee, the members will recommend to the Dean of Graduate Studies that the student be disqualified from the program.

9) Normative Time to Degree  
The Normative Time to Degree for both the emphases is six quarters (two years). Exceptionally, students may complete the program in one year. The residency requirement is one year.

10) Typical Time Line and Sequence of Events

Creative Writing Emphasis
Year 1:

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<td>Teaching Pro-Seminar</td>
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Year 2:

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<td>Thesis Units</td>
<td>Thesis Units</td>
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<tr>
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<td>ENL 235 or 236</td>
<td>submit thesis</td>
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Literature Emphasis
Year 1:

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<td>Breadth</td>
<td>CRI 200A or 200C</td>
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<td>Early British)</td>
<td>Elective</td>
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Year 2:

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<td>Breadth Seminar</td>
<td>Breadth Seminar</td>
<td>Thesis Units</td>
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<td>Elective</td>
<td>Elective</td>
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11) Sources of funding

Emphasis in Creative Writing  
Some students are funded through TA positions in the first year. Others may hold GSR positions or fund their own study. In the second year, all students teach one section per quarter of ENL 5F or ENL 5P, undergraduate fiction and poetry workshops respectively.
Emphasis in Literature
Students in the first year are normally funded through TA positions. Students in the second year are normally funded as TAs or AIs teaching one section per quarter of UWP 1.

12) PELP, In Absentia and Filing Fee status.
Information about PELP (Planned Educational Leave), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Student Guide: http://www.gradstudies.ucdavis.edu/publications/
PH.D. PROGRAM

1) Admissions Requirements

Applicants for admission must meet the University of California minimum requirements for admission. Other requirements for admission include:

- A completed Office of Graduate Studies application
- A Bachelor’s or Master’s degree
- English proficiency examination results for international applicants who have not studied at an English speaking University: TOEFL or other University approved examination. International applicants must meet the Office of Graduate Studies minimum score requirements.
- Three letters of recommendation
- Statement of Purpose, and Personal History Statement (part of the Graduate Studies online application).
- Writing Sample (written for an English course or closely related field)

Deadline for admission is December 15.

Prerequisites: There are no specific prerequisites.

Deficiencies: Not applicable.

2) Doctoral Dissertation Plan

Plan B. Specifies a three member (minimum) dissertation committee, an optional final oral examination (made on an individual student basis by the dissertation committee), and no exit seminar.

3) Course Requirements (50 units total)

a) Core Courses: 10 units

1. ENL 200: Introduction to Graduate Study (4 units; Satisfactory/Unsatisfactory)
2. CRI 200A: Approaches to Critical Theory (4 units, taken for a letter grade)
   OR
   CRI 200C: History of Critical Theory (4 units, taken for a letter grade)
3. ENL 288: Prospectus Workshop (2 units; Satisfactory/Unsatisfactory).

b) Breadth Courses: 20 units

Students are required to take five 4-unit graduate-level courses, approved by the graduate adviser, and taught by members of the English graduate program faculty, whether in the English department or elsewhere. Courses must be taken for a letter grade.

Two Earlier National courses 8 units
Two Later National courses 8 units
One Focus course 4 units
There are five breadth categories: Earlier British Literature (pre-1800), Later British
Literature (post-1800), Earlier American Literature (pre-1865), Later American Literature (post-1865), and Focus (Interdiscipline, Identity, Genre, Other National, Method, Theory). Each student must take two Earlier National and two Later National courses, and not all four may be in the same national tradition (that is, at least one must be British if the other three are American, and vice versa).

c) **Electives: 20 units**
Students must take five 4-unit graduate-level courses relevant to their course of study, in English or other departments, approved by the graduate adviser. At the discretion of the instructor and with the Graduate Adviser’s approval, students may count one undergraduate 100-level course as one of their ten literature courses.

d) **Summary:**
A minimum of 50 units is required, 44 of which must be taken for a letter grade. A minimum course load is 12 units per quarter.

Students who enter the Ph.D. program with M.A. coursework from another institution may petition the Graduate Adviser for course **waiver** for up to three of the twelve required seminars; each approved petition will reduce the number of required courses by one. Students may not reduce their coursework to fewer than nine (9) seminars.

Students holding the M.A. may also petition the Graduate Adviser for course **relief** for up to five of the Breadth Requirements; each approved petition allows the student to substitute elective courses. ENL 200 may not be waived or relieved. Students applying for course waiver or relief must submit papers and syllabi to the English Graduate Office.

The Prospectus Workshop is required for all doctoral students in their third year of the program. Students on a more accelerated timeline may petition the Graduate Adviser for exemption if they have the approval of a faculty member willing to supervise their prospectus work through a comparable 2-unit independent study course.

Independent or small-group study courses may not be taken for a grade.

Full-time students are required to have a minimum of 12 units per quarter, which can be made up of required courses, electives, 299s, and teaching units.

e) **English Language Requirement**
Students who have not obtained a previous degree at an approved English-medium institution or demonstrated English-language proficiency through an appropriate exam (e.g. TOEFL) are required to complete appropriate English-language courses, as described in the policy *Graduate Student Course Requirements – English as Second Language (GC2018-02)*. Courses taken in satisfaction of this requirement do not count towards the units required for graduation.

**Designated Emphasis Option:**
Students may also pursue a Designated Emphasis in one of several areas: African-American and African Studies, Classics and Classical Reception, Critical Theory, Feminist Theory and Research, Native American Studies, Social Theory and
Comparative History, Studies in Performance and Practice, and Writing, Rhetoric, and Composition Studies. Electives may be used to fulfill the course requirements for the Designated Emphasis, but in some cases the total course load for a student pursuing one or more D.E.s will be more than 50 units. A faculty member affiliated with the Designated Emphasis must be a member of both the qualifying exam and dissertation committees for a student to fulfill the D.E.’s requirements. Students must be accepted to the DE prior to the qualifying exam.

4) Special Requirements
The English Ph.D. program requires a reading knowledge of two languages other than English. French, German, Latin, Spanish, and Italian are the languages most frequently used to satisfy this requirement. The Graduate Adviser may approve other languages upon petition by the student. Reading knowledge is normally demonstrated by course work or placement tests. There are two options for placement tests: 1) Students may take the Placement Test offered by Language Learning Center, testing out of the language at the intermediate level. 2) Students may take a departmental language exam where they show they can accurately translate a passage of 300 words in 90 minutes. If demonstrated by course work, students must complete, or have completed within the past eight years, three semester-length courses in a language, or four quarter-length courses. Students must earn a passing grade but courses may be taken pass/no pass.

Students must demonstrate competence in one language before taking the preliminary exam. Competence in the second language must be demonstrated before students are eligible to take the Qualifying Examination.

The language requirement for the Ph.D. degree may also be satisfied by studying one language intensively. Proficiency is normally measured as follows: 1) students first certify competency in a language in one of the ways listed above; 2) then they complete with a grade of B or better a graduate course in this same language, for which they write a paper in the language. An undergraduate major in a language other than English may prove intensive proficiency.

5) Committees

a) Admissions Committee
Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the Admissions Committee. The Admissions Committee consists of 4–6 graduate program faculty, under the direction of the Graduate Adviser or Admissions Adviser. Based on a review of the entire application, a recommendation is made to accept or decline an applicant’s request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by Graduate Studies. Applications are accepted through Dec 15 for the next Fall entering class.
b) **Advising**

Upon entering the program, each student is assigned a faculty mentor by field of interest. This faculty member and the Graduate Adviser are both available to counsel the student on course selection and plan of study for the first 2 to 3 years in the program. The student is expected to meet with his or her faculty mentor each quarter and is required to do so in the fall (to fill out a form that indicates goals for progressing through the program in the upcoming year) and in the spring (in order to fill out a form assessing progress on those goals and noting any areas of concern or delay). Students taking the Prospectus Workshop will be advised by the faculty member teaching the course as well as by a faculty member of their choosing who serves as the Prospectus Adviser. When the student is ready to proceed to the Qualifying Exam, s/he will choose a Dissertation Director; this person may or may not be the same as the Prospectus Adviser.

The Graduate Adviser is also available to advise students, particularly regarding financial aid and employment.

c) **Preliminary Exam Committee**

Students taking the Preliminary Exam identify three areas in which they will gain expertise (two historical, one critical/theoretical). The Graduate Adviser assigns three faculty members (one in each sub-field) to set and assess the student’s preliminary exam. The exam is conducted orally. At its conclusion, the student receives a grade of Pass, Pass with Honors, Not Pass, or Fail. The committee will also provide feedback to the student at that point about possible directions for a dissertation project.

d) **Qualifying Examination Committee**

The student, in consultation with his/her Prospectus Adviser and, if needed, the Graduate Adviser, nominates five faculty to serve on the Qualifying Examination Committee:

- the three proposed Dissertation Committee members
- one member from the English graduate program whose work is in a field of specialization other than the main area of the dissertation (this may be a member of the Dissertation Committee), and
- one member must be from outside the English graduate program (this may be a member of the Dissertation Committee).

These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy. The QE Committee is responsible for administering the QE. Neither the “Prospectus Adviser” nor the Dissertation Director (in many, though not all, cases these will be same) may be the chair of the QE Committee.
e) **Dissertation Committee**

The student, in consultation with his/her Dissertation Director and, if needed, the Graduate Adviser, nominates three faculty to serve on the Dissertation Committee. This Committee will be responsible for advising the student on the preparation of the prospectus and the writing of the dissertation, and will read drafts and comment on them. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy.

6) **Advising Structure and Mentoring**

The Faculty Mentor is the faculty member who supervises the student’s coursework and early progress through the program, generally for the first two years; this person is assigned by the Graduate Adviser in consultation with the student. The Prospectus Adviser, chosen by the student in consultation with the Graduate Adviser, supervises the preparation of dissertation proposal, generally in the third year. The Dissertation Director (the equivalent of the Major Professor) is the faculty member who supervises the student’s research and dissertation; this person serves as the Chair of the Dissertation Committee. The Faculty Mentor may or may not become the Prospectus Adviser or the Dissertation Director. The Graduate Adviser, who is nominated for appointment by the Chair of the program, is a resource for information on academic requirements, policies and procedures, and registration information until the Dissertation Committee is formed. The University’s Mentoring Guidelines can be found at [http://www.gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf](http://www.gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf). Additionally, the program hosts information regarding mentoring on the SmartSite page for the program.

7) **Preliminary Examination**

Students who have completed the Core Courses, four of five Breadth Requirements, and four of five Electives are eligible to take the Preliminary Examination. This examination covers two historical fields (e.g., Victorian literature, antebellum American Literature) and one critical/theoretical field (e.g. environmental studies; feminisms) so that each student takes the exam in three proposed sub-fields of specialization. The examination, conducted orally, is intended to demonstrate mastery of the sub-fields and teaching competence. Examinations are set by three faculty members, with one member of the committee representing each sub-field. The exam will normally be taken in the 6th or 7th quarter of enrollment.

Reading lists for each sub-field are available on the department Smartsite. This is a two-hour exam, conducted orally. The examiners assess the candidate’s grasp of the primary texts and major critical trends of the field. The possible grades are Pass, Pass with Honors, Not Pass, and Fail. Students who do not demonstrate mastery of one of their sub-fields receive a Not Pass and may retake that portion of their exam the next quarter. Students who do not demonstrate mastery of two or more of their sub-fields will receive a Fail and will be recommended to the Dean of Graduate Studies for disqualification from the program.
8) **Advancement to Candidacy**
The student is eligible for Advancement to Candidacy after successful completion of all graduate program degree requirements; normally a student will advance in the 10th quarter of enrollment. The student must file the appropriate paperwork with the Office of Graduate Studies and pay the candidacy fee in order to be officially promoted to Ph.D. Candidacy.

Before advancing to candidacy for a doctoral degree, a student must have satisfied all requirements set by the graduate program, must have maintained a minimum GPA of 3.0 in all course work undertaken (except those courses graded S or U), and must have passed a Qualifying Examination before a committee appointed to administer that examination.

9) **Dissertation Prospectus, Qualifying Examination, and Dissertation**
- All students will complete the course requirements and language requirements before taking their Qualifying Examination.
- The qualifying exam should be taken by the 10th quarter and no later than the end of the 12th quarter after admission to the Ph.D. program.\(^1\) Students who are able to progress through the program more quickly are able to take the qualifying exam as soon as they have completed their requirements and earned the committee’s approval of the prospectus.
- According to university policy, graduate students cannot hold an academic title (e.g., Teaching Assistant, Research Assistant) for more than 9 quarters before passing their qualifying examination; however the English graduate program has an exception to the 9-quarter appointment rule (granted by the Graduate Council) that allows students to hold academic appointments until the 12th quarter even if they have not yet passed the Qualifying Examination.
- The primary purpose of the Qualifying Examination (QE) is to validate that the student is academically qualified to conceptualize a research topic, undertake scholarly research and successfully produce the dissertation required for a doctoral degree. The QE will evaluate the student’s command of the field, ensuring that the student has both breadth and depth of knowledge, and will not focus solely on the proposed dissertation research. In addition, the QE provides an opportunity for the committee to provide important guidance to the student regarding his or her chosen research topic.
- The Qualifying Examination will consist of an oral examination on the dissertation prospectus and the qualifying exam reading list.

\(^1\) 9 quarter employment rule exception approved by Graduate Council
**The Dissertation Prospectus**

The dissertation prospectus, a research plan of no more than fifteen pages, plus bibliography, should be drafted during the Prospectus Workshop in consultation with the Prospectus Adviser. It must be approved by the core members of the Qualifying Exam Committee before the student can schedule the examination. The prospectus should indicate the problem to be studied, show an awareness of existing scholarly work in the field, discuss the methodology and approach the student plans to employ, including any archival or other specialized work it will require, and give a possible outline of chapters. Further guidelines on the prospectus are available on the English Department Smartsite.

**The Qualifying Exam**

The qualifying exam is intended to demonstrate the student's command both of the dissertation area and of the scholarly field it addresses, and to help make the student aware of particular areas needing further consideration and possible revision in the process of writing the dissertation. The oral exam is 2 hours in length with only the student and entire Qualifying Exam Committee present, and the decision-making process immediately following. The student may bring one page of notes, along with a copy of the Prospectus and Qualifying Exam Reading List to the exam.

The committee will evaluate the student's preparation in a special area of study based upon relevant portions of the student's previous academic record, performance on specific parts of the examination, and the student's potential for scholarly research as indicated during the examination.

**Outcomes of the Qualifying Exam:**

Passing this exam makes the student eligible for advancement to candidacy. At the close of the exam, the Qualifying Exam Committee, having reached a unanimous decision, shall inform the student of its decision as **Pass** (no conditions may be appended to this decision), **Not Pass** (the Chair’s report should specify whether the student is required to retake all or part of the examination, list any additional requirements, and state the exact timeline for completion of requirements to achieve a “Pass”) or **Fail**. (The committee may designate a “**Pass with Honors**” distinction to deserving candidates; however, the honors designation is not recognized on the official form submitted to the Office of Graduate Studies.)

If a unanimous decision takes the form of “Not Pass” or “Fail”, the Chair of the QE committee must include in its report a specific statement, agreed to by all members of the committee, explaining its decision and must inform the student of its decision. In the event of a “Not Pass”, the student may retake the exam only one additional time; after a second examination, a vote of “Not Pass” is unacceptable, only “Pass” or “Fail” is recognized. Should the student receive a “Fail” on the second attempt, he/she will be recommended to the Dean of Graduate Studies for disqualification from the program.
10) **Normative Time to Degree**
Students are expected to complete the program in six years.

11) ** Typical Time Line and Sequence of Events**
Please see attached.

12) **Sources of funding.**
Except for those earning university or outside fellowships, all students are funded through TA or AI positions. In the first year, students act as Teaching Assistants in lecture courses, with assignments made by the Graduate Adviser and Graduate Adviser based on student and instructor requests. Students in their second and third years typically teach one section each quarter of UWP 1. Students in their fourth and fifth years typically teach one section each quarter of ENL 3. Students may also apply for TA positions in other departments if the English department is able to release them from their scheduled teaching, or may be hired as GSRs in English or other departments.

13) **PELP, In Absentia and Filing Fee status**
Information about PELP (Planned Educational Leave), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Student Guide: [http://www.gradstudies.ucdavis.edu/publications/](http://www.gradstudies.ucdavis.edu/publications/). The Graduate Counselor should be consulted by any student considering PELP, In Absentia, or Filing Fee status.

14) **Leaving the Program Prior to the Completion of the PhD Requirements**
A student who leaves the program prior to completing the requirements for the PhD may still be eligible to receive the MA in Literature if he or she has fulfilled all the requirements (see Masters section). Students can use the Change of Degree Objective form available from the Registrar’s Office: [http://registrar.ucdavis.edu/PDFFiles/D065PetitionForChangeOfGraduateMajor.pdf](http://registrar.ucdavis.edu/PDFFiles/D065PetitionForChangeOfGraduateMajor.pdf)

Students earning an M.A. in Literature while in the course of continuing to pursue the Ph.D. need only to apply for candidacy as Master of Arts: [http://www.gradstudies.ucdavis.edu/forms/GS313_MastersCandidacyPlanI.pdf](http://www.gradstudies.ucdavis.edu/forms/GS313_MastersCandidacyPlanI.pdf)