

**The Ph.D. Program  
in Literature and Creative Writing**

**Office of Graduate Studies  
Department of English  
205 Roy Cullen Building  
University of Houston  
Houston, Texas 77204-3013**

**May 2007**



## **Ph.D. in Literature and Creative Writing Overview of the Program**

Building on excellence in creative writing and a record of excellence in the student's M.A. preparation in the broad range of English and American literature or M.F.A. preparation in creative writing and literature, the Ph.D. student in literature and creative writing should work toward increased sophistication as a writer/scholar. The Ph.D. student should also continue to strengthen and deepen an understanding of three areas of expertise: his/her specific genre, including the history of the genre and contemporary theoretical approaches to the genre; a historical period, rhetoric or literary theory; and a specific individualized area of inquiry. The career of a Ph.D. student should be marked by increasing independence in his/her creative writing and in thinking and writing about literature and/or literary theory. Working toward these objectives advances the student's competence in writing the creative dissertation. The Ph.D. in Literature and Creative Writing constitutes solid preparation for creative publication, scholarly publication, and expert undergraduate and graduate teaching.

### **Minimum requirements for admission**

- M.A. in English or M.F.A. in Creative Writing
- 3.5 g.p.a. in graduate studies
- Studies in one foreign language (Student can complete this requirement while in residence.)
- GRE general test and subject test

### **Requirements of the degree**

- 45 hours of coursework
- Foreign language. Students must demonstrate reading knowledge of two foreign languages or intensive knowledge of one foreign language.
- 3 written comprehensive examinations
- 1 oral comprehensive examination
- Dissertation

### **Distribution of coursework**

- 3 hours of Introduction to Doctoral Studies in English
- 3 hours of bibliography, literary theory, or rhetoric. If students have taken a course in one of these areas for the M.A., this requirements will be waived, allowing the student an additional 3 hours of elective course work (but not a reduction in the total hours required).
- 24 hours of literature, including (1) either History of Poetry and Poetics or History of Narrative and Narrative Theory, (2) at 9 hours in early literature, (3) 6 hours in later literature, and (4) 6 hours of elective courses, each contributing to the student's areas of expertise. Students should select each of these courses in consultation with the graduate advisor and his/her faculty mentors. Early British literature is defined as British literature before 1800 and early American literature is defined as American literature before 1865.
- 3 hours of Writers on Literature
- 12 hours of creative writing workshops, including 1 Master Workshop in the major genre.

## General Requirements

The Ph.D. handbook sets forth the general requirements for doctoral students in the Department of English. Students must also be familiar with the college and university policies and regulations governing graduate study and can find this information at [www.uh.edu/grad\\_catalogue/garr/index.html](http://www.uh.edu/grad_catalogue/garr/index.html). After being admitted to the Ph.D. program students must complete their coursework toward the degree according to the guidelines in this handbook.

### Enrollment and Residency

Graduate students must enroll in a minimum of three credit hours in each long semester (spring and fall) until completion of the Ph.D. program, unless granted a leave of absence. Failure to maintain continuous enrollment may result in dismissal from the program. In addition, doctoral students are required to spend one academic year in full-time residency. The credit hours taken during the year of residency must be in substantive course work, with a maximum of three credit hours in Reading and Research.

### Program of Study

Doctoral students are required to complete 45 credit hours of graduate coursework according to the requirements of the degree plan set forth on pages 11 and 12 of the Ph.D. handbook. Students must complete all requirements for the degree within ten years of matriculation.

### Foreign language requirement

Students must demonstrate a reading knowledge of two foreign languages or an intensive knowledge of one foreign language, according to the principles given below. Courses taken to satisfy this requirement do not contribute to the doctoral degree program.

**Scheduling.** Students should attempt to fulfill the foreign language requirement as early as possible in the doctoral program. Students must meet this requirement prior to taking the Ph.D. comprehensive examinations.

**Language choices.** Students are encouraged to work in a foreign language that is demonstrably relevant to their areas of specialization.

**Reading knowledge of two foreign languages.** Students must demonstrate reading knowledge of a foreign language in one of the following ways: (1) completing two years of college-level study in one foreign language, (2) receiving a grade of B or higher in an upper-division literature course in a foreign language department, not including literature in translation; (3) receiving a score of 450 on the Graduate School Foreign Language Test, (4) completing ENGL 8390: Studies in Literary Translation, (5) having a native language other than English, or (6) receiving a grade of B or higher in a graduate-level foreign language reading course for non-majors. A graduate-level foreign language reading course for non-majors may not be used to fulfill course requirements for the Ph.D. curriculum. Students seeking to demonstrate a reading knowledge may also complete ENGL 6360 and 6361: Old English with a grade of B or higher.

**Intensive knowledge of one foreign language.** Students may demonstrate an intensive knowledge of one foreign language in one of the following ways: (1) having a native language other than English, (2) receiving a score of 600 or higher on the Graduate School Foreign Language Test or (3) completing 6 upper-division or 3 graduate hours in a foreign language

department with a grade of B or higher. These courses must not include literature in translation or reading for non-majors. Students may demonstrate intensive knowledge of a foreign language by (4) passing a translation text administered by the appropriate foreign language department or (5) passing a translation text administered by a qualified faculty member in the Department of English in conjunction with satisfactory completion of ENGL 8390: Studies in Literary Translation. This two-hour test shall consist of translating a literary passage and a critical passage of 250 to 300 words each. Students may use a dictionary for this exercise.

### **Course Load**

The University of Houston currently defines full-time graduate study as nine credit hours of graduate coursework in the fall and spring semesters. Six credit hours constitute full-time study in each six-week summer semester. In the long semesters, full-time students must enroll in at least six hours of formal courses. The remaining three hours may be Reading and Research hours (see pages 5-7); College Teaching of Language and Literature, a course for new teaching assistants; or dissertation hours. Doctoral students may enroll in no more than 12 credit hours in each long semester.

### **Course Selection**

Course selection is governed by the specific requirements of the Ph.D., the objective of which is to work toward increased sophistication in his/her creative work and scholarship.

Students will meet with the Graduate Advisor each semester to select courses for the subsequent semester. Students must obtain the Graduate Advisor's permission to enroll in graduate courses in the Department of English and other departments at the University of Houston.

### **Transfer Credit**

Students may petition to transfer a maximum of nine credit hours of graduate coursework to the Ph.D. A course taken more than ten years prior to graduation may not be applied to the Ph.D.

### **Graduate Courses Outside of the Department of English**

Students may be permitted to take a maximum of nine hours of graduate courses outside of the Department of English. Students must consult with the Graduate Advisor prior to enrolling in courses outside of the department to determine if such courses will be applied to the Ph.D.

### **Curricular Disciplines**

The Department of English offers courses in a variety of disciplines: literature, literary theory, rhetoric and composition, language and linguistics, folklore, literary translation and creative writing. These categories are distinct for purposes of doctoral studies. For example, creative writing workshops may not substitute for literature seminars and *vice versa*.

### **Introductory Seminars and Preseminars**

Introductory seminars and preseminars offer graduate students reading experience in a specific area of English studies and a survey of the current critical theories and methodologies of

the area. The following is a list of introductory seminars and preseminars in the Department of English:

- |              |   |
|--------------|---|
| Introductory | 6330: General Linguistics<br>6360: Old English<br>7370: History of Rhetoric   |
| Preseminars  | 7362: Middle English Literature<br>7363: Renaissance Literature<br>7364: Restoration and Eighteenth-Century British Literature<br>7365: Nineteenth-Century British Literature<br>7366: Modern British Literature<br>7367: American Literature to the Civil War<br>7368: American Literature since the Civil War |

Introductory seminars and preseminars are offered on a regular basis in each of the disciplines.

### **Seminars**

Graduate seminars are designed for students who have substantive academic preparation in a specific area. Graduate seminars offer students the opportunity to develop intensive knowledge in a specific field, and to do scholarly research and scholarly writing on a specialized topic in that field. In addition to reading and discussing primary and secondary texts, seminar assignments typically include student presentations and a writing requirement of 6,000 to 10,000 words.

### **Description of Introduction to Doctoral Studies in English**

This course has two aims: to introduce entering Ph.D. students to (1) the objectives of the academic study of literature and writing, and the opportunities for research and teaching in the field, and (2) some of the historical and methodological areas of faculty research in the University of Houston's Department of English. Following the introductory sessions, the remaining meetings will be dedicated to the critical practices of our faculty. Members of the faculty may speak about a scholarly project, an essay or book chapter that they have authored or present a reading of a literary text and discuss their critical perspective with the students. Graduate students in the dissertation phase of the doctoral program may also be invited to present to the entering class. Students enrolled in the course will be required to read literary texts and critical works, engage in well-informed and thoughtful discussion with faculty presenters, and produce critical writing. This course should offer students the opportunity to develop their scholarly interests, refine their pedagogical interests, understand the academic opportunities and professional responsibilities in their graduate program, and position themselves within the institutional framework of English as a professional discipline.

### **History of Poetry and Poetics**

History of Poetry and Poetics, a required course for Ph.D. students in Literature and Creative Writing who are poets, provides a comprehensive introduction to the history and techniques of lyric poetry from Sappho and the Psalms to twentieth-century poetry. Study of a range of verse forms and genres (such as the ode, elegy, epigram, pastoral) will give students a sense of the possibilities of form, as well as the contours of literary history. Students will acquire

a greater knowledge of the stylistic choices that authors make, as well as the influence of earlier writers on later ones. The course will consider definitions of the nature and function of lyric produced by poets and critics over the centuries so that students develop an understanding of the various theoretical approaches to the subject. Guest lectures by faculty from the Department of English and other literature departments may be included in this course. Students are encouraged to take this course in the first year of the doctoral program.

### **History of Narrative and Narrative Theory**

History of Narrative and Narrative Theory, a required course for Ph.D. students in Literature and Creative Writing who are fiction writers or nonfiction writers, provides a comprehensive introduction to the history and techniques of narrative from the ancient world to the twentieth-century. Study of a range of narrative forms and genres (such as the verse narrative, romance, spiritual autobiography, and the novel) will give students a sense of the possibilities of form, as well as the contours of literary history. Students will acquire a greater knowledge of the stylistic choices that authors make, as well as the influence of earlier writers on later ones. The course will consider definitions of the nature and function of narrative produced by authors and critics over the centuries so that students develop an understanding of the various theoretical approaches to the subject. Guest lectures by faculty from the Department of English and other literature departments may be included in this course. Students are encouraged to take this course in the first year of the doctoral program.

### **Writers on Literature**

Writers on Literature, a seminar taught by faculty in creative writing, examines fiction, poetry, nonfiction, or a combination of genres from a writerly perspective, with an eye toward craft and construction that an artist brings to a consideration of the work. The writing component of this seminar often takes both critical and creative forms.

### **Master Workshop**

The Master Workshop is open only to students who have completed all other workshop requirements. The workshop focuses on the shaping and refinement of the Ph.D. dissertation, and is central to each student's work in the program. The student's body of creative work is closely considered in consultation with the instructor and with a small group of fellow students.

### **Individual Study Courses**

The heart of graduate studies is independent research. Unlike the undergraduate curriculum in which almost all of a student's work is confined to discrete, three-hour organized classes, the graduate curriculum is built on a complement of organized seminars and independent research. Formal seminars provide an important foundation for subsequent learning and the faculty who conduct them offer students valuable professional models. However, reading, research and writing undertaken outside the organized seminar increasingly define the nature and quality of graduate education as students move toward completion of the Ph.D.

Students have the opportunity for individual study courses under two rubrics: English 7398: Special Problems and English 8198-8698: Reading and Research. Special Problems courses and Reading and Research hours are distinct course categories and are not interchangeable in our course catalog and on the doctoral degree plan. The distinctions are explained below. When a student and professor agree to work together on either of these courses,

both should be clear about the kind of course they are planning and about their expectations of each other's involvement. They should also be clear with the Graduate Studies Office about their intention; otherwise, students may be unable to receive the appropriate credit for the course.

*Special Problems Courses* offer students an opportunity to (1) conduct substantive research in a specialized area of scholarship or (2) concentrate on a specific aspect of creative work with an individual member of the faculty. Such courses should not overlap with formal seminars or workshops within the graduate curriculum, but provide the means for students to devote time to an exceptional project that complements their previous coursework.

Special Problems Courses are weighted equally with formal classroom courses, and they fulfill degree requirements in a student's program. Depending on their structure, content, and goals, they could potentially satisfy any of the degree requirements in the doctoral program. Because they are weighted equally with graduate seminars and satisfy degree requirements, Special Problems courses are given letter grades and require an amount of reading and writing commensurate with formal courses. While they don't absolutely require a weekly meeting, they do require a degree of interaction between student and professor that is commensurate with formal courses. The form required for these courses (available in the Graduate Studies Office) asks the student to provide a detailed course description. The description of a special problems course in literature should include a reading list of literary and critical texts, a statement of the number and focus of writing assignments, the frequency of meetings, and the specific degree requirement that the proposed course fulfills. The description of a special problems course in creative writing should include a statement of the number and focus of writing assignments; a list of literary and critical texts, where appropriate; the frequency of meetings; and the specific degree requirement that the proposed course fulfills.

Doctoral students are allowed to apply a maximum of two Special Problems courses to their degree plan.

*Research and Reading Hours* afford students the opportunity to pursue, as a part of their minimum course load requirement, an independent study of various areas and topics in literature and language under the guidance of a member of the faculty. Typically, students enroll for Research and Reading hours when they would profit from time and faculty consultation to read additional texts from a prior seminar, complete a creative manuscript or revise an article for publication. The expectation is that the students will take the initiative in using Research and Reading hours to become familiar with the areas of expertise and scholarly interests of individual faculty members and to identify their own areas of concentration. Research and Reading hours can be important in preparing a student for the kind of independent reading and writing that is expected of a dissertation student, a scholar and a writer. Research and Reading hours are, thus, an important opportunity for students to shape their graduate study and to select the faculty who will guide and supervise their work.

Unlike Special Problems courses, Research and Reading hours are not weighted equally with formal classroom courses, and they neither fulfill category requirements in a student's program nor count toward the student's academic program. Accordingly, the formal requirements for Research and Reading hours are less than those for Special Programs courses. The student and professor are expected to meet at least three times during the semester of enrollment in Reading and Research hours. Students will receive a grade of (S) Satisfactory or (U) Unsatisfactory for Research and Reading hours.

Because Research and Reading hours do not count toward the student's academic program, they should be used sparingly before the dissertation phase. They are nonetheless very useful if used to productive ends. When students wish to enroll in Research and Reading hours, they must complete a form (available in the Graduate Studies Office) that identifies the specific

project for the Research and Reading hours and the faculty member who will supervise the project.

### **Distribution of the Three Doctoral Written Comprehensive Examinations**

- Major genre
- Historical period, literary theory or rhetoric
- Specialized area of inquiry

### **Description of the Doctoral Written Comprehensive Examinations**

Doctoral written comprehensive examinations are a vital element of the Ph.D. program. The function of these examinations is for doctoral students to solidify their knowledge of substantive areas of English and American literature, areas they have studied throughout their graduate program. Preparing for the written comprehensive examinations, students will read literary texts and critical works that complement and strengthen their graduate course work in that particular field, gain an understanding of the current critical questions in the area, and understand the coherence of the discipline. This preparation will ultimately enable them to claim expertise in the field.

Writing the comprehensive examinations, unlike other academic exercises in the doctoral program, demonstrates the student's ability to respond quickly and cogently to major questions in the discipline. In this way, writing the examinations exhibits the ways in which doctoral students—when they become professors of English—will be able to field questions from colleagues about their areas of expertise and reply readily and intelligently to important student questions within the classroom. Students who satisfactorily complete a doctoral written comprehensive examination are recognized to have full command of the major texts and critical questions in that area.

- Prior to sitting for the written comprehensive examinations, students must complete the foreign language requirement and all course requirements.
- Students will take three written examinations.
  - Students will take the examination in their major genre from a list established by the faculty in that area.
  - Students will take an examination in a historical period, literary theory or rhetoric from a list established by the faculty in that area.
  - Students will take an examination in a specialized area of inquiry developed from a reading list established by the student and two faculty mentors. The reading list for this examination will be comparable to the established lists in length and scope.
- List of established examinations
  - Old and Middle English Literature
  - Renaissance Literature
  - Restoration and Eighteenth-century Literature
  - Romantic Literature
  - Victorian Literature
  - Twentieth-century British Literature to 1945
  - American Literature from 1620 to 1865
  - American Literature from 1865 to 1945
  - Modern British Literature
  - Contemporary British and American Literature Since 1945
  - Genre (Poetry, Fiction, Non-fiction)

- History of Criticism
- Modern Literary Theory
- Rhetoric

Reading lists for these examinations are established by the faculty in the discipline. The reading lists for the established comprehensive examination areas will be reviewed and then revised if necessary every three years by the faculty in that discipline.

- Specialized area of inquiry

The subject and scope of the comprehensive examination in a specialized area of inquiry is determined by the student in consultation with two members of the faculty in the Department of English and submitted to the Office of Graduate Studies for approval. The reading list for this examination should be consistent in length and variety with those of the established examinations. This examination should cover a subject, theoretical issue or genre related to the student's creative work or scholarly interest. It should not be narrowly focused, but should be comparable to a disciplinary or teaching specialization rather than to a limited body of literary texts or a highly specific research question. In designing the reading list for the examination, the student and consulting faculty should include both primary and secondary readings that enable the student to gain both breadth and depth of knowledge in the area of inquiry. The reading list for the examination in a specialized area of inquiry will be submitted to the Office of Graduate Studies for approval.

### **Scheduling the Doctoral Written Comprehensive Examinations**

Students must begin their doctoral written comprehensive examinations by the third long semester after completing the required coursework. Students have the option of taking all three comprehensive examinations in a single semester, or they may take the examinations over two consecutive long semesters.

Students must inform the Office of Graduate Studies of their intention to take the written examinations by November 1 for the examinations given in the spring semester and by April 1 for the examinations given in the fall. At this time students must also state their intention to take the examinations in one semester or over two consecutive long semesters, declare the areas in which they have chosen to be examined, and, when applicable, submit their reading list for the examination in a specialized area of inquiry.

### **Protocol for the Doctoral Written Comprehensive Examinations**

Doctoral comprehensive examinations will be composed and graded by two or more faculty specialists in the discipline and are appointed by the Office of Graduate Studies. When there are more than two faculty specialists in a discipline, appointments will be made with an effort to involve all members of the faculty on a regular basis. The appointment of faculty graders for the examinations in established fields will be announced at the beginning of each semester.

Prior to the comprehensive examinations, students may meet with the faculty graders to discuss the primary and critical reading on the established reading list.

Each of the three doctoral written comprehensive examinations is a three and-a-half hour examination administered in a university computer lab or testing facility. Students have the option of writing the examination with the aid of a computer or in longhand. Students taking more than one examination in a semester will sit for their examinations on separate days.

The results of each written comprehensive examination will be formally announced to the student by the Office of Graduate Studies

## **Failure in the Doctoral Written Comprehensive Examinations**

To pass the doctoral written comprehensive examinations, a student must pass all three parts of the examination. If a student fails a doctoral written comprehensive examination, the student must retake the examination in that field the subsequent semester. If the student chooses to take all three parts in one semester and fails one or more parts of the examination, the student will rewrite the failed part or parts the following semester. If the student has chosen to take the written comprehensive examinations over two semesters and because of failures must extend the examining period beyond two semesters, in no case will that student be permitted to exceed three semesters as the time limit in which to pass the three doctoral written comprehensive examinations. Students who do not satisfactorily complete all three sections of the comprehensive examinations within the allotted time will be dismissed from the doctoral program. In limited, exceptional circumstances, a student who has failed one section of the examination twice may petition the Graduate Committee to be examined in another field within a specified time. This recommendation will be based on the student's record and rate of progress in the Ph.D. program, and the recommendations of members of the faculty.

## **Description of the Oral Examination**

Because of the distinct nature and special importance of the doctoral written comprehensive examination in a specialized area of inquiry, the faculty wishes to acknowledge the student's exceptional interest and expertise in this area through an extended discussion of the major literary texts and/or theoretical works in this field. Thus, in the oral examination, the two examiners and the student will speak to issues raised in the written examination and further their discussion of the student's specialized area of inquiry and its relationship to his/her creative work.

The one-hour oral examination will take place within two weeks following the successful written examination in this area.

Upon satisfactory completion of three doctoral written comprehensive examinations and the doctoral oral examination, the student enters the dissertation phase of the doctoral program.

## **Preparation for the Dissertation**

In the final year of coursework, after having completed all other workshop requirements, students will take a Master Workshop, which will allow them the opportunity to shape and refine the dissertation manuscript in consultation with the instructor and a small group of fellow students.

## **Dissertation**

The dissertation represents a book-length, creative manuscript, that is, a novel or a collection of short stories or novellas for fiction writers, a collection of essays or a memoir for nonfiction writers, and a collection or cycle of poems for poets. The thesis should include a substantive reflective afterward that discusses the literary context of the thesis and other influences on the creative work. Students develop the Ph.D. dissertation under the guidance of a faculty member in the Creative Writing Program of the Department of English who chairs the dissertation defense committee.

Students should adhere to the most recent edition of the *MLA Style Manual* in writing the thesis and should consult the college and university regulations concerning the format of the M.F.A. thesis before final preparation of the document. This information, available at [www.uh.edu/grad\\_catalogue/garr/index.html](http://www.uh.edu/grad_catalogue/garr/index.html), provides instructions for the reproduction of the

thesis, deadlines for each semester for submitting the document to the Dean's office, and regulations for graduation.

Students must complete and defend the dissertation within five years after completing the doctoral comprehensive examinations.

### **Dissertation Committee**

The dissertation committee consists of five members: the director, a member of the faculty of the Creative Writing Program of the Department of English; second, third and fourth readers who are also members of the faculty of the Department of English; and an outside reader. The outside reader should be a member of the faculty of the University of Houston outside of the Department of English, a member of the faculty of another university, or an individual whose professional expertise and reputation qualify the individual to assess a doctoral dissertation in creative writing. For the purpose of this document, members of the faculty of the Department of English are understood to be tenured or tenure-track professors, professors emeriti, and distinguished visiting professors.

Doctoral students select the second, third, and fourth members of the dissertation committee in consultation with the dissertation director. The outside reader is selected by the Director of Graduate Studies in consultation with the dissertation director and the Director of Creative Writing.

Students must formally request that the Graduate Studies Office appoint the dissertation committee, and must do so in the first week of the semester in which they will defend the dissertation.

### **Dissertation Defense**

The dissertation defense is held following the completion of the dissertation and prior to the submission of the dissertation to the Dean of the College of Liberal Arts and Social Sciences. Prior to scheduling the dissertation defense, the candidate will ensure that all substantive revisions requested by the dissertation director have been made. The dissertation should then be submitted to all members of the dissertation committee at least two weeks prior to the defense. Public notice of the defense will be posted at least 24 hours in advance of the meeting, and all members of the department will be invited to attend. The defense will generally last one hour with ample time for a presentation of the project, questions concerning the document, discussion of future plans for the manuscript, and deliberation.

### **Graduation**

Ph.D. students must meet all department, college and university requirements for the degree prior to graduation. The department requirements are set forth in this handbook and the college and university requirements are found at [www.uh.edu/grad\\_catalogue/garr/index.html](http://www.uh.edu/grad_catalogue/garr/index.html).

Students must be enrolled for graduate credit in the semester in which they graduate, and must submit an application for graduation to the Graduate Advisor. The current academic calendar will provide the application deadline.

### **Doctoral Program Review**

The Graduate Studies Committee of the Department of English will regularly review the requirements and policies for the doctoral program in literature and creative writing. Upon review, if the Graduate Studies Committee determines the need for a revision of requirements or

policies as stated in the Ph.D. Studies Handbook, it will bring its recommendation to the faculty of the Department of English for their approval.

**Degree Plan**  
**Ph.D. in Literature and Creative Writing**

Name \_\_\_\_\_ Admission Date \_\_\_\_\_  
 Creative Genre \_\_\_\_\_

**Prospective Areas of Expertise**

	1.	Genre _____
	2.	_____
	3.	_____

**Courses in Literature (30 hrs.)**

Number	Course	Semester	Professor	Grade
Introduction to Doctoral Studies (3 hrs.)				
_____	_____	_____	_____	_____
History of Poetry and Poetics or History of Narrative and Narrative Theory (3 hrs.)				
_____	_____	_____	_____	_____
Bibliography, Literary Theory, Rhetoric (3 hrs.)				
_____	_____	_____	_____	_____
Early Literature (9 hrs.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Later Literature (6 hrs.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Electives (6 hrs.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Workshops (12 hrs.)**

Number	Course	Semester	Professor	Grade
Major genre (9 hrs.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Master Workshop (3 hrs.)**

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

**Writers on Literature (3 hrs.)**

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

**Foreign Language**

1. \_\_\_\_\_ Working/Intensive

Rationale \_\_\_\_\_

2. \_\_\_\_\_ Working/Intensive

Rationale \_\_\_\_\_

**Comprehensive Examinations**

Examination	Date	Grade
Genre: _____ _____	_____	_____
Specialized _____	_____	_____
Oral Examination	_____	_____
Graders _____	_____	

**Dissertation**

Members of the Committee

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_ (outside)

**Dissertation defense** Date: \_\_\_\_\_

## **General Requirements Satisfactory Progress Toward the Ph.D.**

All students who are enrolled in the Ph.D. program in the Department of English are expected to make continuous, satisfactory progress toward the degree as specified by the criteria below.

### **Grades**

1. Students must maintain a minimum g.p.a. of 3.0 for all graduate courses attempted at the University of Houston.
2. Students must receive a grade of B- or higher in each course that is applied to the degree program.
3. Students who receive a grade of C+ or lower in 12 hours of graduate course work at the University of Houston will be ineligible for the Ph.D.

### **Rate of Progress**

1. Students must successfully complete at least 12 credit hours of seminars, workshops or special problems courses in any two-year period.
2. Students must successfully complete 75% of all seminars, workshops or special problems courses attempted for graduate credit.
3. Successfully completed courses include only those assigned grades of S or B- or higher.
4. Students must fulfill any conditions of admission within two years of matriculation. Exceptions to this rule must be specified on the letter of acceptance or Graduate Approval/Disapproval form.

### **Continuous Enrollment**

1. Students must enroll in at least three credit hours of graduate coursework each long semester. For an exemption of this requirement, students must apply for a leave of absence from the Ph.D. program.
2. Students who fail to maintain continuous enrollment must petition for re-entrance into the Ph.D. program.

### **Time Limitation**

1. Students must complete all requirements for the Ph.D. within ten years of matriculation. No course—from the University of Houston or transferred from another institution—taken more than ten years prior to graduation may be applied to the Ph.D.
2. Students must complete the dissertation within five years after passing the doctoral comprehensive examinations. If the student does not complete the dissertation within five years after passing the comprehensive examinations, the Graduate Studies Committee will determine if the student should be dismissed from the program for lack of satisfactory progress toward the degree or allowed to take the doctoral comprehensive examinations a second time in order to reestablish eligibility to write the dissertation.

### **Department, College and University Requirements**

Students who fail to meet the above requirements and all general requirements of the College of Liberal Arts and Social Sciences and the University of Houston may be dismissed from the program. The general requirements for graduate study at the University of Houston are found at [www.uh.edu/grad\\_catalogue/garr/index.html](http://www.uh.edu/grad_catalogue/garr/index.html).

### **CLASS Grievance Procedure for Graduate Students**

Graduate students and involved faculty should make every effort to settle their differences amiably and informally. In the event that an informal resolution is not possible, students are required to resolve any grievance according to the grievance procedure established the College of Liberal Arts and Social Sciences. The CLASS Grievance Procedure for Graduate Students is found at [www.class.uh.edu/advising\\_grad\\_gpolicy.html](http://www.class.uh.edu/advising_grad_gpolicy.html).