



Stony Brook  
University

# Doctor of Philosophy in English Program Handbook

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## ENGLISH DEPARTMENT CONTACT INFORMATION

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### **APPLICATION**

[https://app.applyyourself.com/AYApplicantLogin/fl\\_ApplicantLogin.asp?id=sunysb-gs](https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantLogin.asp?id=sunysb-gs)

### **GRADUATE STUDENT BULLETIN**

<https://www.stonybrook.edu/sb/graduatebulletin/current/academicprograms/egl/index.pdf>

## TABLE OF CONTENTS

GENERAL INFORMATION:.....	3
GRADUATE BULLETIN:.....	3
BENCHMARKS FOR PROGRESS IN THE PH.D. PROGRAM: .....	3
PROVISIONAL TEACHING SCHEDULE: .....	5
THE FOREIGN LANGUAGE REQUIREMENT:.....	6
COURSE WORK: .....	6
THE GENERAL EXAMINATION: .....	9
DISSERTATION PROSPECTUS MEETING:.....	11
PH.D. CANDIDACY:.....	13
THE DISSERTATION: .....	13
GRADUATE CERTIFICATES:.....	16
AWARD OF M.A. DEGREE TO PH.D. STUDENTS:.....	16
LEAVES OF ABSENCE AND WITHDRAWALS:.....	17
APPEALS AND GRIEVANCES:.....	17

## GENERAL INFORMATION:

All students in the English Ph.D. program are full time and hold five-year Teaching Assistantships with tuition scholarship; they teach one course in each semester. Graduate Council and Turner Fellows follow the same path but enjoy a year of full funding and tuition waiver without teaching obligations. Although the official time-limit for completion of Ph.D.'s in the Stony Brook Graduate School is seven years for a student who has a previous graduate degree or who has accumulated 24 credits in a degree program, we expect students in our program to have advanced to candidacy (fulfilling all requirements but the dissertation) by the end of their third year, and to have made significant progress on or be approaching completion of their dissertation by the end of their fifth year.

## GRADUATE BULLETIN:

This program handbook serves as a guide to the policies and procedures explained in the Graduate Bulletin, which is linked above and also available on the English Department Website. Any such policies and procedures in the handbook are subsidiary to the Graduate Bulletin. The bulletin is the official document recognized by Stony Brook University. Students are responsible for reviewing, understanding, and abiding by the University's regulations, procedures, requirements, and deadlines as described in official publications and calendars. This includes the Graduate Bulletin, and Academic Calendars. For specific information about program requirements, students should visit program websites.

## BENCHMARKS FOR PROGRESS IN THE PH.D. PROGRAM:

The following benchmarks are predicated on a 5-year funding structure and enable, but do not require, completion of the Ph.D. within 5 years. They are in effect for students beginning in Fall 2013, and do not supersede previous requirements for other entering classes.

*\*\*Please Note:* Failure to meet any benchmark will lead to probation the following semester. TA funding will remain intact during the probationary semester, but failure to complete missed benchmarks during that semester will result in the loss of TA funding, starting the following semester. For students who do not complete their dissertation by the end of year 5, eligibility for available teaching opportunities within the department will be contingent upon satisfactory progress. As per the Graduate School policy, the time limit for a doctoral degree is seven years for a student who has a previous graduate degree or 24 credits of graduate study in such a degree program. For all other students, the time limit for a doctoral degree is seven years after completion of 24 graduate level credits at Stony Brook University.

### Year 1

#### Fall:

- Complete EGL 600 plus 6 additional graduate credits (students who enter with B.A. but those without an M.A. will need 3 additional credits to be full-

time; they should register for EGL 695)

**Spring:**

- Complete 9 graduate credits (students who enter with B.A. only will need 3 additional credits to be full-time; they should register for EGL 695)
- Incompletes will be granted only if the student submits an Incomplete Request Form to the Graduate Program Committee (GPC) with a specific plan for completion. If the GPC approves the request, Incompletes from the Fall must be completed by the first week of the Spring semester; Incompletes from the Spring must be completed by August 1. This applies to all courses taken to satisfy the Ph.D. requirements
- Students must maintain a 3.50 grade-point average (GPA) or better each semester
- Departmental review of all first-year students at end of the academic year
- Graduate Program Director (GPD) will contact each student with a progress report and suggestions for improvement

**Year 2**

**Fall:**

- Complete 9 graduate credits
- Meet with GPD regarding objectives and expectations of General Exam
- Begin to form General Exam committee in consultation with the GPD.

**Spring:**

- Complete 9 graduate credits (including EGL 697 or a language course)
- Form lists with three examiners for General Exam in consultation with GPD
- Departmental review of all second-year students at end of year
- GPD will contact each student with progress report and suggestions for improvement.

**By the end of the second year:**

- Required course work must be completed with a 3.50 GPA or better
- Language requirement must be fulfilled
- Three lists for General Exam must be submitted.

**Year 3**

**Fall:**

- Complete General Exam by the end of the semester
- Register for EGL 697 (Teaching Practicum) in tandem with teaching EGL 190
- Choose dissertation advisor and committee.

**Spring:**

- Consult with committee regarding Dissertation Prospectus
- Submit Dissertation Prospectus to GPC and complete Prospectus Meeting by the end of semester.

**Years 4 – 5**

- The Dissertation Reader Contract should be submitted by the beginning of the Fall semester of year 4.
- Students should be enrolled in EGL 699 (Dissertation Research), EGL 700 (Dissertation Research Off-Campus, Domestic) or EGL 701 (Dissertation Research Off-Campus, International) for 9 credits in order to maintain full-time status. See the policy on S/U courses, above.
- Each Spring semester, the student, in consultation with advisor, must submit to the GPC the Dissertation Progress Report Form, showing satisfactory progress on the dissertation, and a plan for summer research.

Benchmarks For Progress in the PH.D. Program						
Year 1: Fall	Year 1: Spring	Year 2: Fall	Year 2: Spring	Year 3: Fall	Year 3: Spring	Years 4 and 5
Complete Required Semester Coursework	Complete Required Semester Coursework  Complete Language Requirement (If Needed)	Complete Required Semester Coursework  Consult with GPD about General Exam	Complete Required Semester Coursework  Form Lists with Examiners for General Exam in Consultation  Submit Three Lists for for General Exam	Complete General Exam  Register for EGL 697 (Teaching Practicum)  Choose Dissertation Advisor and Committee	Complete Dissertation Prospectus	<p><b>Year 4:</b> Submit Dissertation Reader Contract at Beginning of Fall Semester</p> <p>Enroll in EGL 699, EGL 700, or EGL 701 for 9 Credits</p> <p>Submit the Dissertation Progress Report Form</p>
*Required Coursework must be completed with a minimum 3.50 GPA; Language Requirement must be fulfilled						

**PROVISIONAL TEACHING SCHEDULE:**

Students will assist as Teaching Assistants in large lecture courses in their first and second years, and they may teach English 190 (Introduction to Literature) or composition in their third and fourth years. Fifth year students may apply to teach available sections of EGL 204 (Literary Analysis and Argumentation) or 300-level

courses, as well as courses in the Writing Program. Students whose assistantships have run out may apply to teach as adjunct instructors when these opportunities become available.

### **THE FOREIGN LANGUAGE REQUIREMENT:**

By the end of their second year, students must demonstrate the ability to translate writings of moderate difficulty in one foreign language appropriate to the area of study and hence the ability to make use of relevant literary and scholarly writings in this language.\*

Students can satisfy this requirement in three ways:

By obtaining a grade of B or higher in a 500-level reading/translation course (e.g. FRN 500, GER 500) or other graduate course offered in a foreign language or literature. Language courses offered at other institutions will need the approval of the Graduate Program Director to fulfill this requirement.

By passing a translation exam (from the foreign language into English). Students may use a dictionary for this exam; passages will be set by examiners from other departments or from English. Contact the Graduate Program Director to arrange an exam. Students who fail an exam must wait a minimum of three months before taking another.

By conducting research in, and translation of, a foreign language in the course of writing a seminar paper submitted in any 600-level course (including EGL 600, the Pro Seminar). Students who select this option must have the approval of both the instructor of the seminar and the Graduate Program Director.

*Please note:* this requirement represents the minimum level of fluency and engagement with foreign languages required for the Ph.D. in English. Students should consult with faculty members in their intended areas of specialty early to ascertain whether advanced proficiency and/or additional languages will be necessary to conduct research in their field(s).

The following languages are automatically accepted for fulfilling the language requirement: Greek, Latin, Hebrew, French, German, Italian, Russian, and Spanish. Other languages relevant to a student's graduate program may be approved upon petition to the Graduate Program Director.

Students will not be permitted to take the General Examination without satisfying the foreign language requirement.

\* This policy governs students admitted from Fall 2008 to the present. Students admitted in previous years must follow the previous requirement for two languages.

### **COURSE WORK:**

**Students who enter with a B.A. or M.A.** take eleven courses in total, seven of which must be 600-level doctoral seminars.

**Note:** No course numbers in the EGL 69X range will count toward the eleven-course requirement. (Except for 698 practicum courses that are graded A-F, with permission of GPD)

**English 600, the Pro-Seminar: The Discipline of Literary Studies:**

All students must take English 600 in the first fall semester of entry into the program (or as soon as it is offered). English 600 qualifies as one of the required doctoral seminars.

Although our doctoral program does not require particular courses other than EGL 600, students are strongly encouraged to take at least two seminars outside of their field(s) of intended specialization. On a practical level, taking courses in other periods enables students to market themselves as generalists when they apply for academic positions. On an intellectual level, a broad training provides students with a deep history of the period(s) in which they intend to work. Students should consult with their advisors and the Graduate Program Director before they register for courses in order to develop a plan of study that will both build a coherent body of knowledge for their scholarly work and position them to teach a wide variety of courses later in their careers.

**Courses outside the Department:**

Students may take up to five graduate courses in other departments, but *they must submit a written request to the Graduate Program Director to do so (and receive the GPD's written approval) in the semester before which these courses are to be taken.* It is recommended, however, that students take most of their course work in the English Department, as this is important for the development of close mentoring relationships with the English faculty. Close ties with the English faculty in the student's area of study are crucial—in respect to forming exam and dissertation committees, and in terms of attaining the most effective guidance for job placement.

**IUDC Courses:** Students may take graduate courses through the Inter-University Doctoral Consortium only after they have completed one full year of doctoral study at Stony Brook. Students must officially register for such courses through the I-UDC in order for a course to count as one of the eleven required courses. Registration requires the approval of the Graduate Program Director, the Graduate School, and the instructor; consult the Graduate School's website for the appropriate forms. Note that the GSO offers partial reimbursement of commuting expenses for students taking I-UDC courses; consult the GSO website for additional information.

**Incompletes:**

Faculty may choose to grant graduate students an Incomplete. The Incomplete must be made up—the work must be submitted to the faculty member—on or before the beginning of the next semester. That is university policy. Students who take Incompletes in the fall must finish their work before the first day of class in January, and those who take Incompletes in the spring must finish their work before the first day of class in fall. After that, the Registrar automatically converts the "I" to an "I/F"

and calculates it as an "F." If the Incomplete is not made up on this schedule, the grade for the course will remain an "I/F." Students who have special circumstances that justify having more time to make up the Incomplete should meet with the Graduate Director, then file a written request for an extension. The Graduate Director will make a decision on each case in consultation with the Graduate Program Committee (GPC). Requests should explain the circumstances, detail the work completed to date on the seminar paper (or other assignment), and set a realistic timetable for finishing it. Although decisions will be made on a case-by-case basis, the GPC's goal is to keep Incompletes—and particularly multiple Incompletes—from being carried over from semester to semester.

### **Full Time Enrollment:**

To maintain full time status (necessary for tuition scholarship) students must enroll for:

- 12 graduate credits if you are G3 status (Ph.D. students who entered without the M.A. and have completed fewer than 24 graduate credits).
- 9 graduate credits if you are G4 status (Ph.D. students who entered with the M.A. or have completed 24 graduate credits).
- 9 graduate credits if you are G5 status (Ph.D. students who have advanced to candidacy).

The following courses may be taken to fulfill full-time status, but they do not count toward the eleven courses required for the Ph.D.:

- EGL 690—Directed Readings (for G4 students studying for exams & working on special fields).
- EGL 695—Methods of Teaching English (for G3 students during their first-year).
- EGL 697—Practicum in Teaching English Literature (for students in the spring semester of their second year and the fall semester of their third year; S/U grading)
- EGL 699—Dissertation Research on Campus (for students who have advanced to candidacy).
- EGL 700—Dissertation Research off Campus, Domestic.
- EGL 701-- Dissertation Research off Campus, International. Note: Enroll in these courses under the section number of your advisor. If your advisor is on leave, use the section number of another committee member in the English department or the section number of the graduate director (and notify him or her). Students who are on a TA line or graduating during the summer should enroll for zero credits of EGL 800 to maintain full-time status.



## **S/U grades**

The courses above are graded on a Satisfactory/Unsatisfactory basis. Students enrolled in Directed Reading (690) or Dissertation Research (699, 700 or 701) are required to consult with their instructors at the beginning of the semester and to submit a brief written statement indicating their plans for the course. At the end of the semester, if they do not otherwise demonstrate their progress (for example, by passing examinations or submitting written work) they should submit a brief report. The purpose of this requirement is not to hold students to quantitative benchmarks (i.e., numbers of pages read or written) but rather to ensure a minimal level of accountability for these courses.

## **Minimum Grade Point Average:**

To remain in good standing students must maintain a grade- point average (GPA) of at least 3.5 in courses numbered 500 or higher. Students whose GPA falls below 3.5 will be placed on academic probation. When a student's cumulative graduate grade- point average falls below 3.5 for grades attempted in courses numbered 500 and above, the student shall be placed on probation for the subsequent semester. A student on academic probation who fails to achieve a 3.5 cumulative GPA by the end of the second semester on probation will usually not be permitted to re-enroll. Students who do not maintain a minimum GPA of 3.5 jeopardize their TA assignment (and stipend) in the English department.

## **THE GENERAL EXAMINATION:**

### ***When is the General Examination taken?***

Students must take their General Examination at the beginning of the third year (no later than the student's fifth semester).

### ***When is the faculty committee of examiners formed?***

The three-person committee of examiners, comprised of a chairperson and two other faculty members, must be formed no later than the student's fourth semester in the program (preferably earlier).

### ***Who may serve on the General Examination committee?***

The three-person faculty committee must have at least two members from the English Department.

### ***How should students prepare for the General Examination?***

Students are encouraged to discuss methods of preparation with each examiner. Some faculty members are willing to meet regularly with students studying for their exams and even to give mock exams; other faculty members feel that the exam is a test for which students should study on their own. Discussing expectations with each examiner will help to ensure that individual students and their committee members approach the exam with the same assumptions.

### ***Deadlines for taking the General Examination:***

- One month prior to taking the examination, all three reading lists (there are

three parts to the exam, as explained in the next section) must be approved by all three faculty members of the General Examination committee. Copies of the reading lists and signed approval form must be turned into the Graduate Office at this time.

- Two weeks prior to the exam, the student must inform the Graduate Office, in writing, of the date, time and place of the exam. (Although, it is recommended that students contact the office earlier to ensure room availability)

*Note:* The foreign language requirement must be completed before the General Examination.

### ***What is the General Examination?***

The general examination is a three-part, three-hour oral with three examiners. It must be taken by the end of the fifth semester in the program. The examination committee should be formed no later the fourth semester. The committee is composed of a chairperson selected by the student and two other faculty members appointed by the Graduate Program Director in consultation with the chairperson.

One part of the examination must focus on a literary period of approximately 100 years. The second part will either address another period or engage a problem or area of special interest and the third will either address another literary period or engage a problem or area of special interest (e.g., a genre, issues, or a line of theoretical inquiry).

In consultation with their examiners, students will offer reading lists for this examination that outline the area of inquiry for each part of their exam. Because one of the purposes of the exam is to give students the opportunity to make sense of their lists, the period lists may or may not vary from the traditional literary historical divisions of the anthologies. Whereas one student may follow traditional texts for a literary period, another may choose to study noncanonical texts within a traditional chronological range, while another may redefine the range (e.g., 1750-1850 or 1850-1945 instead of the 18th century, 19th century, or 20th century). Since the period need not fall on century lines, students may formulate the range as a period of approximately fifty years for transatlantic texts in one of the reading lists (e.g., 1890 – 1945 British and American texts).

All three committee members must approve all three of the reading lists at least one month prior to the examination. The student must submit to the Graduate Program Office, the reading lists along with the signed approval form, one month before the exam.

Taking this examination brings students a step closer to entering a profession in which one writes and publishes scholarship and constructs and teaches courses. The following guidelines are designed to promote professional development, to facilitate students' studying and focus, and to enhance conversations that make up the examinations. The student will consult the examiner for each of the three parts to agree on the materials that the examiner will request the student complete in

advance of the exam. In the event that the student is not comfortable or disagrees with an examiner's request, the student can appeal to the Graduate Program Director.

In consultation with the examiners, the student will submit to the committee, at least two weeks prior to the exam, one of the following for each of the three parts:

- A syllabus and bibliography of background reading for an undergraduate course in a particular period or topic. Questions regarding pedagogical and theoretical approach, as well as inquiries into content and criteria of selection, will help to initiate and focus discussion of the entire list being examined. Note: a syllabus and bibliography of background reading for an undergraduate course is required for at least one of the parts. The other two lists may be accompanied by a syllabus or any of the items below.
- An essay that answers questions posed by the faculty member who is the examiner for the student's list. The faculty member's questions will be a means of generating and directing discussion of the list. For example, the faculty member's questions may include focus on placing the list in specific historical and social contexts, applying a particular methodology or critical theory to a set of texts in the list, or inviting the student to consider how they might conceptualize the list as a possible dissertation project or perhaps as a proposal for a grant or fellowship application. In order to keep the work within bounds, the student will have the option of completing the essay without a time limit but with a maximum of six to eight pages for the essay. The student may also arrange with the examiner a three hour time limit to complete the essay, in which case there will be no page limit.
- A set or list of questions posed by the student.
- A poster, podcast, film/video, or creative writing piece that summarizes or presents aspects of the list.
- A grant or fellowship application in the list area.

***Sample General Examination Reading Lists***

[https://drive.google.com/drive/folders/12bEudTjGXeMekpDxSbJII\\_iDc-MK-RmK](https://drive.google.com/drive/folders/12bEudTjGXeMekpDxSbJII_iDc-MK-RmK)

**DISSERTATION PROSPECTUS MEETING:**

***When is the Dissertation Prospectus Meeting scheduled?***

In the second semester of the third year (no later than the sixth semester). To schedule the meeting, the student must submit a form to the Graduate Office three weeks prior to the meeting date. The Graduate Office will then schedule a place for the meeting.

**\*\*Reminder:** All coursework for the English Ph.D. must be completed before the Dissertation Prospectus Meeting.

***Deadlines for scheduling the Dissertation Prospectus Meeting:***

Students must submit a form with the Graduate Office three weeks prior to the meeting date. The Graduate Office will then schedule a place for the meeting. The prospectus, including bibliography, must be distributed to the prospectus committee at least four weeks before the dissertation prospectus meeting. After the student has satisfied the prospectus meeting, they must submit a summary of the meeting to the dissertation chair within one week. The dissertation chair must then approve the summary and send that approval to the Graduate Program Office.

***Who may serve on the Dissertation Prospectus committee?***

The prospectus committee must include three faculty members chosen by the student. At least two of these faculty members must be from the English Department.

***What is required to prepare for the Dissertation Prospectus Meeting?***

In preparation for the dissertation prospectus meeting, the student will prepare a written statement of 1500-3000 words (i.e., 7-10 double-spaced pages) describing the dissertation project and a bibliography of 5-10 double-spaced pages including a preliminary list of the primary and secondary texts that will form the foundation of the project.

***What is the Dissertation Prospectus Meeting?***

The dissertation prospectus meeting is a discussion between the student and a three-member faculty committee, including at least two members of the English department, chosen by the student. The focus of the meeting will be the topic that the student has chosen for his or her dissertation along with the proposed plan for advancement to completion of the degree; thus, the prospectus will embrace the various kinds of texts and the overarching method that the student will engage in order to begin writing the dissertation. The prospectus meeting should not be thought of as a defense of the prospectus, nor should the prospectus itself be thought of as a contract; instead, both work toward the demonstration of a well-wrought initial account of the argument, methods, architecture, scope and scholarly contribution of the project, as it will be realized in the dissertation.

In order for the student to advance to candidacy, the prospectus must be approved by the committee and the student must submit to the chair of the committee a summary of the conversation at the dissertation prospectus meeting, highlighting

the committee's suggestions. The chair must approve this summary and forward it to the Graduate Office to be placed in the student's file. If the prospectus is not approved, the student must schedule another dissertation prospectus meeting for a later date, although it should be noted that this date should still fall within the student's sixth semester.

### **PH.D. CANDIDACY:**

Students are advanced to Ph.D. candidacy (G5) only after all of the above requirements in this handbook are met.

### **THE DISSERTATION:**

#### ***What is the Dissertation Reader Contract?***

In order to establish the working arrangement between the student and the committee members, the semester after the Prospectus Meeting the student should have the director and the readers sign a contract supplied by the Graduate Office. Students and faculty have the best chance of working together productively when the expectations on both sides are clear. This document enables each reader of the dissertation, including the dissertation director, two SBU faculty members who will serve as readers, and outside reader, to specify whether they will read and comment on individual chapters or only on the completed dissertation. Students should have all Stony Brook faculty members indicate their decision and sign the contract the semester after the Dissertation Prospectus Meeting, and the contract itself should then be filed with the Graduate Office. When the outside reader is identified, he or she should add his or her signature to the document or send an e-mail message indicating the method of response.

#### ***How is a Dissertation Committee composed?***

The Dissertation Committee must be comprised of two English department faculty members and a third member of the Stony Brook faculty, who may be in the English Department or another department on campus. The committee also includes one outside reader from another department or another university. **Outside readers must be approved by the GPD. Students must submit a CV for review prior to approval.** If a student chooses to (in consultation with her committee and director), she may add additional outside readers.

The following English Graduate Faculty Affiliates are faculty members from other departments who may serve as "inside" members of English Ph.D. exam committees.

Note that they cannot serve as “outside” readers.

- Mary Jo Bona (Women’s and Gender Studies)--Italian American studies, ethnic American women writers, theories of race and ethnicity.
- Eugene Hammond (Writing & Rhetoric)—Writing Instruction, Biography, 18<sup>th</sup> Century Studies, Jonathan Swift.
- Robert Kaplan (Writing & Rhetoric)—Writing in the Disciplines; writing transfer; Euro-American intellectual history, especially eighteenth-century rhetoric; early American literature; queer theory/gender studies.
- Peter Khost (Writing & Rhetoric) - Writing program administration, the literature/composition connection, assessing writing, auto-ethnography, critical university studies, holistic education, and collaboration
- John Lutterbie (Theatre Arts)—Theories of theatre and performance, Co-Director of the Center for Embodied Cognition
- Lorenzo Simpson (Philosophy)--critical race theory, Frankfurt school, cosmopolitanism.
- Roger Thompson (Writing & Rhetoric)—Rhetoric, literature, writing studies, veteran studies, environmental studies, trauma studies, outsider art.
- Tracey Walters (Africana Studies)--African-American, African diasporic writers.

***How often does the Dissertation Committee Meet?***

At some point during the writing of the dissertation, the dissertation director will call a meeting of the student and all members of the committee with the exception of the outside reader. This meeting can serve to discuss specific chapters, the student’s overall progress, and other issues as necessary. It will serve as a crucial opportunity to provide clear direction and advice. Either the student or the director can call additional such meetings, but one meeting is required by the program.

***When must the final complete draft of the Dissertation be submitted to the faculty committee?***

At least eight weeks before the intended dissertation defense date.

***Dissertation Courses:***

While writing their dissertations, students enroll in EGL 699, 700, or 701. The instructor for these courses should be the dissertation director. If the director is on leave, the student should enroll with another member of the committee, or, with permission, with the GPD. See the policy regarding S/U courses, above.

***When is the Defense date formally scheduled through the Graduate Office?***

Four weeks in advance of the intended Defense date, the dissertation director will schedule the Defense with the Graduate Program Office. (If all of the readers agree that the dissertation is ready to be defended - this is distinct from the actual acceptance of the dissertation, which can take place only at the defense itself.)

At this time, the Dissertation Defense Committee form will be completed by the Graduate Program Office and sent to the Graduate School for approval.

Three weeks in advance of the intended Defense date, the student must complete the doctoral defense announcement form and submit it to the Graduate Program Office. The dissertation defense form includes a 350-word abstract of the dissertation and a form announcing the time and place of the defense. The Graduate Program will submit the form to the Graduate School to formally schedule the defense.

### ***What is the Dissertation Defense?***

Students will present the results of their dissertation research at a colloquium convened for that purpose by the Department of English. The colloquium will be open to all interested SUNY Stony Brook faculty and graduate students. All members of the Dissertation Examining Committee must be present at the defense; outside readers may participate via videoconference.

All members of the committee must indicate their approval of the Defense and dissertation by providing original ink signatures on the Signature Page.

### ***How is the Dissertation presented to the Graduate School?***

The Graduate School has a submission guide on their website that explains the format required for the dissertation. The format is very detailed and complex, and the requirements are quite stringent. Please be sure to consult this guide in advance of completing and submitting the final form of the dissertation to your readers and the Graduate School.

**NOTE:** While the dissertation is submitted to the Graduate School electronically, a hard copy of the completed signature page must be delivered to the Graduate School. **The signature page must have original ink signatures for all committee members and must be submitted by the semester deadline PRIOR to the submission of the dissertation.**

**It is the responsibility of students to familiarize themselves with the Graduate School dissertation defense and submission policies and deadlines. Students are encouraged to communicate frequently with the Graduate Program Office regarding any questions or concerns.**

### ***When must a student complete the Ph.D.?***

When a student enters the Ph.D. with an M.A. in hand, or with 24 graduate credits earned, she has seven years to complete the dissertation and defense. We encourage all students, however, to finish within six years.

When a student enters the Ph.D. without an M.A. and/or with fewer than 24 graduate credits, she has seven years AFTER she earns 24 graduate credits here (however long that takes). However, we encourage students to finish the degree

within six years.

### **GRADUATE CERTIFICATES IN ART AND PHILOSOPHY, CULTURAL ANALYSIS AND THEORY, MEDIA, ART AND CULTURAL STUDIES, WOMEN'S AND GENDER STUDIES, AND TEACHING WRITING:**

Students wishing to obtain certificates in these programs are urged to do so. These certificate programs offer additional training in the specified areas. Please contact these departments directly regarding the certificate programs and requirements, as they are distinct from the English Ph.D.

#### **IMPORTANT:**

- The English Department cannot advise students on the requirements of the certificate programs. Students must seek advising from those departments directly.
- English department students need the approval of the GPD in order to join a certificate program.
- As stated on page 3, English department students need the approval of the GPD in order to enroll in any of the courses taken outside of English, even if they are towards an approved certificate program.

### **AWARD OF M.A. DEGREE TO PH.D. STUDENTS:**

Students who enroll in the Doctoral Program in English who do not already have an M.A. degree are eligible to earn an En Route M.A. in English. To receive an M.A., the student must:

- Complete 10 three-credit graduate courses with a 3.0 overall grade point average. At least one of these courses must be on a literary historical period before 1800. Only one may be an independent study (EGL 615).
- Complete the foreign language requirement for the doctoral program as described above.
- Submit an M.A. thesis. Typically, the thesis will be a revision and expansion of a seminar paper, in response to the thesis advisor's feedback. Students will not enroll in EGL 598: Thesis Research, but in a 600-level class with their thesis director. Otherwise, the thesis requirements correspond to those for the M.A. program, described in the M.A. Handbook.
- Apply for Graduation (for the M.A. in English Literature)



## LEAVES OF ABSENCE AND WITHDRAWALS:

If there is a semester in which a student plans not to enroll for classes, s/he must apply to the Graduate School for an official **leave of absence**. If the student fails to do so, enrollment in the program will lapse. Upon re-application to the program, the student will be subject to a **\$500 re-admission fee**.

Students who choose to withdraw from the program must submit a letter of intention to the GPD and the Graduate School. If within a period of three years they desire readmission, they must submit a formal written request to the GPD, including a description of their plan for completion. If readmitted, they may be requested to repeat certain requirements, such as coursework or examinations.

Students who have been away from the program for more than three years must apply for readmission through the Graduate School. They should consult with the GPD before doing so, as readmission is not automatic. They may need at least some new application materials in addition to those on file, such as letters of recommendation from department faculty, and/or to retake some coursework that is no longer current.

## APPEALS AND GRIEVANCES:

Students who wish to address concerns or disputes regarding academic decisions, or other matters related to their graduate studies may submit an appeal or grievance. All such issues are reviewed by the Graduate Appeal and Grievances Committee, which is responsible for ensuring fair and consistent processes are followed. For guidance or to initiate the appeal or grievance process, students should contact the Graduate Program Director or the Department Chair. They can provide further details on the procedures, and necessary documentation required for the appeal or grievance process. The committee will assess the matter thoroughly, taking into account all relevant information and ensuring due process is observed.