

**University of Nebraska –Lincoln  
Department of English**

**Handbook for the Ph.D. Degree**

**Revised, July 2009**

**INSTRUCTIONS FOR APPLICATION FOR ADMISSION INTO THE  
GRADUATE PROGRAMS IN ENGLISH  
UNIVERSITY OF NEBRASKA-LINCOLN**

**DEADLINE: January 15** for admission and assistantship consideration for the following academic year (August through May).

**GRADUATE COLLEGE APPLICATION REQUIREMENTS:**

Probably the easiest way to apply for admission is to apply on-line at “<http://www.unl.edu/gradstudies/>”. For those who prefer a paper format, the necessary forms can be downloaded in PDF form at. Or, you can request an application by calling 402-472-2878, or from the address below.

**To be filed with:** Graduate Admissions

University of Nebraska-Lincoln

1100 Seaton Hall

PO Box 880619

Lincoln, NE 68588-0619

1. Online Application for Graduate Admission
2. \$45.00 application fee (can use a credit card on-line)
3. Two copies of all college/university official transcripts, sent from the registrar’s office of the school(s) attended.

**ENGLISH DEPARTMENT APPLICATION REQUIREMENTS:**

**To be filed with:** Graduate Chair

Department of English

University of Nebraska-Lincoln

201C Andrews Hall

Lincoln, NE 68588-0333

Phone: 402-472-0961

E-mail: [shart2@unl.edu](mailto:shart2@unl.edu)

1. Three letters of recommendation, preferably from professors of English.
2. Writing sample: 15-20 pages of a critical paper in English that you have written. If you are applying for the Creative Writing program, you should **also** submit a creative writing sample of a dozen poems or two short stories or 40-50 pages of a novel.
3. Statement of educational goals (1-3 pages) including why you want to get a graduate degree from the University of Nebraska.
4. Vita or resume.
5. Teaching experience or evidence of teaching potential.
6. GRE Scores. GRE scores for the general and Subject Tests may be submitted as part of an application but are not required.
7. Use GAMES for online submission of materials.

**INTERNATIONAL APPLICANTS:**

International applicants should send all the information requested above, plus:

1. A TOEFL score. A score of 600 or higher (computer-based TOEFL or 250) is required for admission to English Department graduate programs. (Students who have graduated from a U. S. college or university or from a university outside the U. S. in which English is the official language of instruction are exempt from the TOEFL requirement for admission.)
2. International Student Application and Financial Resource Certification Form (<http://www.unl.edu/gradstudies/prospective/apply.shtml>) returned to Graduate Admissions.

International graduate student applicants who have graduated from a U.S. college or university or from a university outside the U.S. in which English is the official language of instruction are eligible for assistantships in their first year in our graduate degree programs.

**THE PhD PROGRAM IN ENGLISH**  
**UNIVERSITY OF NEBRASKA-LINCOLN**  
**(Revised, July 2009)**

The PhD program consists of 90 hours beyond the bachelor's degree. The department accepts up to 36 hours of MA credits as part of the PhD degree. The usual program of studies for the PhD is 24-34 hours of course work beyond the MA, plus 12-30 hours of dissertation credit. The UNL PhD offers an individualized degree in which students develop their programs in consultation with a faculty Supervisory Committee. The Supervisory Committee advises the student on courses to be taken, reading lists and a choice of how to meet the comprehensive exam requirement, how to meet the foreign language requirement, and a dissertation topic.

**1. Advisers**

The chair of the student's Supervisory Committee serves as a PhD student's main adviser. Prior to the appointment of that Committee, the Graduate Chair or another Graduate Faculty Fellow appointed by the Graduate Chair will be the student's adviser.

**2. The Supervisory Committee**

A student's PhD Supervisory Committee advises the student on all aspects of the student's PhD program. The student should begin to get to know faculty members in her or his field of study as soon as possible, by taking courses from those professors, or making appointments with them to talk about their mutual interests. The Graduate Chair can help students identify the faculty members in their fields of interest. The Supervisory Committee must be set up and the program of study approved before a student has completed 45 hours of course work, including the MA.

This generally means that students who come in with an MA or MFA must set up their Supervisory Committees before the end of their first year of full-time PhD work. A direct admit PhD student should find an adviser in her or his field of intended study as soon as possible; this person may become the Supervisory Committee chair, but this is not necessary.

When a faculty member has agreed to chair a student's Supervisory Committee, he or she can advise the student about the other faculty members the student should ask to be on the Committee. The Supervisory Committee must consist of at least four Fellows of the Graduate Faculty (the Graduate Chair can provide a list of Graduate Fellows), one of whom serves as Chair, and one of whom is from another department. Two members of the Committee officially serve as readers of the dissertation, but all members read and comment on the dissertation. When all members of the Supervisory Committee have verbally agreed to serve, the student fills out the "Appointment of Supervisory Committee for the Doctoral Degree," available from the English Graduate Office, and returns the completed form to that office. The Graduate Chair takes the form to the Graduate Committee for their approval, and then sends it to the Dean of Graduate Studies.

Once the "Appointment of Supervisory Committee" form is filed, the Supervisory Committee must meet within three weeks. It is important that all the committee members be at this meeting.

The student is responsible for contacting all the faculty members and setting up the meeting. Before the meeting, the student should obtain the form "Program of Studies for the Doctoral Degree" from the graduate secretary, tentatively fill it out in consultation with the chair of the Supervisory Committee, and send it to the other Committee members in ample time for their review. At the meeting, the Committee discusses, revises, and approves the Program of Studies, including 1) the transfer of MA credit hours if appropriate, 2) additional course work, 3) number of dissertation hours, 4) plans for meeting the foreign language requirements, and 5) a dissertation area or topic. After the meeting, the student must type up the "Program of Studies" as approved by the Committee, have the chair of the Supervisory Committee sign it, and file it with the Graduate Chair. The Graduate Chair forwards it to Graduate Studies.

At the point that the "Program of Studies" is approved, the PhD program 'clock' begins to tick. The student now has **eight years in which to complete the PhD**. The Dean of Graduate Studies approves extensions of the 8-year period only in extraordinary circumstances and only if the dissertation is substantially completed.

### **3. Definition of Satisfactory Progress (Pre-candidacy)**

**For full-time graduate students**, satisfactory progress is defined as the completion of at least 18 hours of course work or the equivalent in the 12-month period, which includes the previous summer. **For part-time students (such as area secondary or college teachers who are pursuing degrees while they work full-time)**, satisfactory progress is defined as the completion of at least 12 hours of course work or the equivalent in the 12-month period, which includes the previous summer.

**Note:** Dissertation hours do not count toward this requirement.

#### **Equivalents:**

Course work in approved minor, research tool, or collateral fields is counted on an hour-for-hour basis.

The satisfaction of achieving competency in a foreign language is equivalent to 6 hours of course work. If a student has satisfied one or more of these requirements prior to beginning his or her program, he or she can use the credits in an academic year of his or her choosing.

The approval of Field, Focus, and Capstone Oral requirements each count as the equivalent of 6 hours of course work.

For students admitted directly to the Ph.D. program after achieving their undergraduate degree, the successful completion of the M.A. requirement counts as the equivalent of 6 hours of course work.

The successful completion of the pre-candidacy requirement for an interdepartmental graduate specialization (e.g. Nineteenth-Century Studies, Women's Studies) counts as the equivalent of 4 hours of course work.

Approval for continuation as a Teaching Assistant depends on adequate progress in the program and adequate teaching. In April of each year, the Graduate Chair reports

to the Chair of the Department on your progress in the program, based on the definitions and equivalents above.

In addition, **you must achieve candidacy for the Ph.D. by the end of the fourth year post-MA in the program.** The four-year candidacy rule also includes any time spent holding a fellowship, any other appointment in the Department of English, or leaves of absence. Petitions of the deadline for up to one year may be presented to the Graduate Committee: approval is by no means automatic.

#### **4. Course work**

A direct admit PhD student takes 60-70 hours of recommended course work; a student with an MA or MFA takes 24-34 hours. The course work is recommended and approved by the Supervisory Committee and/or Graduate Chair in the case of a student without a Committee. The adviser or Supervisory Committee considers the student's chosen area of interest and career goals in advising on or requiring course work. Direct admit students usually complete their course work in three to four years; students with an MA or MFA usually complete their course work in two to three years.

PhD students may take up to 6 hours of independent directed readings beyond the 6 allowed as part of the MA program. To take additional independent directed readings, a student must make a request in writing to the Graduate Committee. This letter should include 1) a listing of the independent reading courses taken so far, with the subjects, instructors, and credit hours, 2) a description of the additional hours requested, with the subject, instructor, and credit hours, 3) a rationale for why the additional hours are important to the student's program, and 4) the signature of the student's adviser, indicating approval of the request.

**Students must also follow the residency requirements of Graduate Studies, which are published in the *Graduate Studies Bulletin*. The basic rule requires students to take 27 hours of course work in a consecutive 18-month period. For full details, please consult the *Graduate Studies Bulletin*.**

#### **5. Comprehensive Exams**

**General Description:** Students take comprehensive exams after they have completed all course work and generally after they have completed all language requirements. The comprehensive exams are normally taken in the student's third or fourth year and consist of three parts: two written exercises based on Field and Focus Reading Lists, and one Capstone Oral given by the Supervisory Committee. The comprehensive exams feed into the dissertation and prepare the student to begin work on it, while insuring that the student will be able to teach survey and specialized courses at a number of educational institutions. The Field Reading List should, therefore, reflect a general knowledge of the area in which the student will likely be seeking employment and contain primary texts that she or he is likely to be expected to know, as well as critical material central to the Field. The Focus Reading List should be based on the student's special interests and contain texts, both primary and critical, relevant to that focus.

### **Field and Focus Reading Lists**

The student's Supervisory Committee should advise the student on identifying Field and Focus areas and discuss options before the student plans the comprehensive exams. The areas should be related to the kind of job the student wants to obtain after graduation. The Field is generally broader and may be a category that is used in the MLA Job List or one that is of general familiarity to the profession (for example, "20th Century American and Canadian Literature," "Renaissance Literature," or "Composition and Rhetoric"). The Focus area should be a more specialized area leaning toward the subject of the student's dissertation (for example, "20<sup>th</sup> Century Canadian Women's Literature," "Shakespeare," or "Literacy Studies"). Creative Writing students design lists in literature, composition and rhetoric, and/or literary theory that complement the creative work they do in their dissertations.

After a student has identified Field and Focus areas, she or he constructs a **reading list for each area** comprised of a minimum of 30-40 substantial items, including both primary and critical works. The student works with two faculty members on each list, who also agree to assess the written exam or portfolio. The faculty members will probably be members of the student's Supervisory Committee, but do not have to be. The student can work with different faculty members for each of the reading lists. Once the faculty readers have approved each list, **both lists** are submitted to the Graduate Committee for approval. The student should send: 1) a cover letter explaining the intellectual rationale for the "Field" and "Focus" designations; 2) both reading lists, with "Field" and "Focus" areas clearly specified and complete bibliographic information on each item; 3) how and when the student plans to meet the comprehensive exam requirement for each list (Written Exam or Portfolio Option); and 4) the names of the readers with a place for the readers to sign indicating approval of the lists and agreement to assess the comprehensive. If the Supervisory Committee Chair is not a reader for either of the exams, she or he should sign as well, showing agreement with the student's plans.

**For comprehensives to be taken in the fall, the reading lists and accompanying material must be handed in to the Graduate Chair by April 1 of the preceding spring. For comprehensives to be taken in the spring or summer, the reading lists and accompanying material must be handed in to the Graduate Chair by November 15 of each year.** [Reading Lists can always be submitted to the Graduate Chair earlier than these dates!]

#### **Format:**

Students may choose to be assessed on their Field and Focus Reading Lists by any of the following formats, *as long as the readers approve the format*. **Unless the student is completing a Combined Portfolio over both lists, one exam or portfolio over each list is required.**

**Written Exam:** The English Graduate Office sets up standard testing times in October, January, and March and takes responsibility for monitoring and processing the exam. The Graduate Office schedules summer exams on a case by case basis. Students sign up to take the exam in the English Graduate Office at least six weeks before they plan to take it; they also resubmit names of readers and their reading lists at that time. Students can

take the exam by computer or handwrite it; they should specify which format when they sign up for the exam. The two faculty readers will construct the 3 1/2 hour exam based on the student's approved reading list, but the student may submit study questions to the faculty as soon as the list is approved; the faculty can use these questions or variations of them if they feel it is appropriate to do so. Readers judge the exam as a pass or a fail. If the student fails the exam he or she can retake it in the same or another format. Students who fail the comprehensive twice must petition the Graduate Committee in writing for permission to take it a third time.

**Portfolio Option :** Students sign up for Portfolio Option in the Graduate Office at least six weeks before they plan to hand in the Portfolio. Students should get the agreement of the faculty readers to ensure that they can meet the student's elected portfolio submission date. The student compiles the Portfolio with the guidance of the two faculty members, based on the student's approved reading list. The Portfolio should be 50-60 pages in length, maximum. The Portfolio must include: 1) a cover letter describing the major ideas, themes, and issues represented in the portfolio and giving an overview of its contents; 2) a 20-page scholarly essay, which is a focused essay with a thesis that brings together major texts from the reading list, both critical and primary; 3) an annotated bibliography of all items on the reading list not covered by the essay; 4) a statement of teaching goals; 5) sample course syllabi based on the reading list, with assignments and class activities; and 6) professional writing that is informed by material on the reading list but that has not been used to satisfy course requirements (this might include conference papers; published, accepted, or circulating articles or creative writing; grant proposals, and other materials demonstrating a knowledge of the area). The readers of the Portfolio guide the student in writing and revising the essay and other parts of the Portfolio; the student should consult with them early and often. **On the agreed-upon date, the student submits the Portfolio in triplicate to the English Graduate Office.** The Graduate Office distributes the Portfolio to the faculty readers.

The two faculty readers assess the Portfolio and judge it a "pass," "no pass," or "revise and resubmit." In the case of a disagreement between the readers, the Graduate Chair selects a third reader. The English Graduate Office gives the faculty members' assessment and comments to the student. If the student fails or is asked to revise, she or he will do so with specific comments from the readers as to what needs to be done to meet the comprehensive examination standards. If a student fails a Portfolio twice, he or she must petition the Graduate Committee in writing for permission to revise and submit it a third time or to take the exam in a different format.

**Combined Portfolio:** In some cases, the Supervisory Committee and faculty readers may decide that one large portfolio covering the two reading lists is appropriate, should the Field and Focus lists dovetail to a manageable extent. In that case, the student writes a 40-60 page Scholarly Paper over both lists, and submits all other materials required for Portfolio Option I. As with the Portfolio Option, the student must get the agreement of two faculty members to be readers for the Combined Portfolio.

## **The Capstone Oral Exam:**

**Whatever format is selected for the comprehensive exams (written exam or portfolio) a capstone oral follows completion.**

The Supervisory Committee minus the member from another department administers the Capstone Oral, but the Committee can add other examiners with the student's approval. If other faculty were involved in compiling the student's reading lists and reading the comprehensives, the Supervisory Committee and student may want them to take part in the Capstone Oral as well.

The Capstone Oral should take place as soon as possible after the student completes the written exam requirements. The student contacts all of the faculty members involved and arranges a meeting time and place. Then the student informs the Graduate Office about who is on the examining committee, and the time and place of the Capstone Oral. The Graduate Office sends the faculty members copies of the reading lists, as well as formal notification of the meeting. If faculty members wish to review the student's written comprehensives, they can obtain copies from the Graduate Office.

The Capstone Oral normally lasts 1 hour. Its purpose is to give students the opportunity to articulate connections between texts and issues central to their written field and focus exams or portfolios. As the examining committee explores topics from the written examinations via critical and interpretative questions, the student can articulate and expand on aspects of his or her thinking on the Field and Focus areas. This helps orient the student's work on the comprehensives toward his or her dissertation, teaching goals, and research projects. The Capstone Oral can also serve as an opportunity for the Committee and student to discuss the student's dissertation plans.

After the Capstone Oral, the chair of the Supervisory Committee completes a consensus report, "Capstone Oral Examination Report," which deems the examination results as "pass," "no pass," or "conditional pass," and submits it to the Graduate Chair. Students who receive a "conditional pass" must do further work to pass the Capstone Oral, the nature and extent of which will be clearly delineated in the "Examination Report." Any examination committee member may write a dissenting report to the Graduate Chair as well. The Graduate Chair will inform the student in writing of the results of the exam, with a copy of the "Capstone Oral Examination Report."

### **6. Foreign Language**

Students may fulfill the language requirement by proving reading competency in **one** language.

The Supervisory Committee determines what constitutes fulfillment of the language requirement. Normally, a student demonstrates competency in a foreign language by 1) having majored in the language; 2) having lived in a country where the language is used and speaking and reading it there for a substantial period of time; or 3) advanced course work in the language, including passing a graduate seminar in the language with at least a grade of "B." A student can demonstrate reading knowledge of a language by passing a summer course from Modern Languages, by taking two years of college course work in the language, or by successfully completing a translation test. An international student

who will return to his or her native country may use English to fulfill the language requirement if English is not her or his native language.

The student's Supervisory Committee has the responsibility and authority to determine what constitutes fulfillment of the foreign language requirements, within the guidelines listed above, and for informing the English Graduate Office in writing when the student has met the language requirements.

## **7. Candidacy**

Candidacy is awarded on completion of all required course work, successful completion of all the comprehensive examinations, fulfillment of the foreign language requirement, and approval of the dissertation topic. A student who comes into the program with an MA normally achieves candidacy by the fourth year of the program. A student who enters with a BA will normally achieve candidacy by the fifth year of the program.

**Procedure:** As soon as the student passes the Capstone Oral, he or she should fill out the "Application for Admission to Candidacy for the Doctoral Degree," available from the graduate secretary, and obtain signatures of all members of his or her Supervisory Committee. Then the student returns this form to the Graduate Chair, who sends it to Graduate Studies. The "Application for Admission to Candidacy" must be filed at least seven months prior to the final oral examination for the dissertation. Once a student has achieved Candidacy, she or he must register for at least **one credit** during each academic year semester until receiving the degree.

## **8. Dissertation**

**Scholarly Dissertation.** A dissertation is a substantial scholarly work. Usually by the time students are putting together their reading lists and taking comprehensive exams or writing portfolios, they have developed an idea or focus for their dissertations. At the time the student is ready to begin research for the dissertation, he or she should meet with her or his chair, and decide on a process. Many Chairs and Supervisory Committees require a formal prospectus, which is a statement of the thesis of the dissertation, a review of the relevant scholarship, a proposed outline of the chapters and what they will contain, and a substantial bibliography. The Graduate Committee recommends that such a prospectus be produced. This is circulated to all members of the Committee for their approval and suggestions; sometimes a committee meeting is helpful at this point. Since a student's focus might have changed substantially from the time when the Committee filed the Program of Studies, it is important that all the Committee members have a written proposal from the student at this point. It is also possible that with a change of topic, the student may want to change Committee members. If the chair of the Supervisory Committee remains but other committee members change, the chair must sign a "Change of Committee" form, and the Graduate Chair also must sign the form, requesting the change. If the chair of the Committee changes, both the new and old chairs must sign the form in addition to the Graduate Chair. The English Graduate Office forwards the signed form to Graduate Studies.

At the time that all Committee members approve the prospectus or the plan for the dissertation, the student and his or her faculty advisers should also lay out a timeline and

process for finishing the dissertation. Some committee chairs like to see and approve drafts of chapters before the student sends them to other committee members. In other cases, the student gives drafts of chapters to all committee members at once for feedback. Some committee members want to see the dissertation chapter by chapter; others want to see a draft of the entire manuscript. In any case, what is essential is that the process by which each Supervisory Committee will work is clear to everyone involved. The student must also write an abstract of the dissertation, not exceeding 350 words in length, which must be approved by the Committee members. The abstract must include the working title of the dissertation.

**Creative Dissertation.** A creative dissertation is generally a collection of poetry, a collection of short stories, a novella, a novel, or a book of creative nonfiction of publishable quality. Students should have been consulting closely with their Supervisory Committee members throughout their programs, and are generally compiling creative work which will become part of their dissertations throughout their graduate programs.

**For Both Scholarly and Creative Dissertations: Application for Advanced Degree.** Early in the semester in which she or he intends to graduate, the student must file the "Application for Advanced Degree" at 109 Canfield. If this is not filed, a diploma will not be ordered, and the student's graduation will be postponed. The due date for this form is always posted outside the Graduate Chair's office.

**In every case, the student must give the final draft of the dissertation to all Committee members at least a month before the deadline for approval of the manuscript.** In the case of the designated Readers, this means at least 7 weeks before the dissertation is due in Graduate Studies (see below).

**The Application for Final Oral Examination or Waiver of Examination for Doctoral Degree** must be sent to the Office of Graduate Studies at least three weeks before the final oral examination, or, if waived, three weeks before the final date that the dissertation is due in Graduate Studies. See the graduate secretary for a copy of this form and help in filling it out. The English Graduate Office keeps a copy and forwards the original to Graduate Studies.

**Oral Exam:** Two members of the Supervisory Committee other than the chair who are Graduate Faculty are designated as Readers of the dissertation. They must have seen and approved a draft of the dissertation and the abstract before signing the "Application for Final Oral Examination or Waiver of Examination for Doctoral Degree." An oral defense cannot be scheduled if neither Reader approves the dissertation. However, if one Reader does not approve, the oral may proceed if the majority of the Supervisory Committee agrees.

The oral is waived only in unusual circumstances, the main reason being if a majority of Committee members are out of town and not available. To request a waiver, ALL Committee members must sign the "Application for Final Oral Examination or Waiver of Examination" form, available from the English graduate secretary. The chair of the student's Committee must also provide a statement as to why the waiver is needed. This form must be filed with Graduate Studies at least three weeks before the final date that the dissertation is due in that office. The oral exam is 1-2 hours in length. According to Graduate Studies rules, the chair of the Supervisory Committee and at least two members of the Committee must participate. The Supervisory Committee conducts the oral exam, giving the student the opportunity to talk about his or her dissertation, including the

research process, theoretical and academic issues raised by the dissertation, and the way in which the dissertation fits into the student's future plans. The Committee reports the results of the oral by signing the "Report on Doctoral Degree." If one examiner records a dissenting vote, the student is still approved for the degree. If more than one examiner dissents, the student cannot receive the degree at that time. The Committee must file a report with Graduate Studies and indicate what the student must do before taking another examination.

### **Filing the Dissertation**

The "Guidebook for Preparation of Theses and Dissertations" has complete information on the final preparation of the dissertation. It is available from the English Graduate Secretary, from Graduate Studies, and on-line through the Graduate Studies website. Once the dissertation has been approved and the Oral Exam has taken place, the student takes the required number of copies to Graduate Studies to be stamped before depositing them in Love Library. Next, the student goes to the Bursar's Office to pay the fees for binding, abstract, and copyright (which is optional).

**We encourage all students to obtain a copy of the *Graduate Studies Bulletin* from the Office of Graduate Studies, 1100 Seaton Hall, when they enter the graduate program, and to refer to it regularly. Many of the policies described here are explained in more detail in the *Bulletin*.**

**The English Graduate Office is here for you. Please consult the Graduate Chair and the graduate secretary early and often during your time in the program. We can answer your questions, or find out who can.**

### **Financial Aid:**

#### **Department Assistantships**

Each year the Department of English awards several teaching assistantships to incoming Ph.D. students. Applications for assistantships are due on **January 15** of each year. The materials required to apply for an assistantship are the same as those for admission to the program; simply check the box for assistantship on the admissions application.

**Students who are admitted directly into the PhD program with a BA** are eligible for up to 6 years of funding. The funding for the first year will normally be a Reading Assistantship, but at the discretion of the Graduate Committee in consultation with the Coordinators of Composition, unusually well-prepared BA students might be given a Teaching Assistantship their first year. The second and succeeding years of funding will be in the form of a Teaching Assistantship.

**Students who enter the PhD program with an MA or MFA** are eligible for up to 5 years of funding as Teaching Assistants. Teaching Assistants normally teach two classes, which is considered half-time university employment (or 20 hours per week).

All new TAs are required to take a weeklong teaching workshop the week before classes begin and a course in Composition Theory and Practice during the fall semester.

Students who do not receive department assistantships on admission can compete for Renewable Teaching Assistantships after their first year in the program. Stipends and benefits are the same as for other TAs.

**All assistantships include tuition remission, basic health insurance, and a stipend, but do not include books or student fees.** Students on assistantship must be registered

as full-time students (defined as 9 credit hours or, after candidacy, having filed the "Certification of Full-Time Status" form), and must check with the English Graduate Office about the maximum amount of hours they can take each semester and in the summer.

### **Department Fellowships**

The English Department also awards several fellowships, including the Pulos Fellowship, the McPhee Fellowship and the Louise VanSickle Award (for a creative writer). Contact the Graduate Chair for information about these fellowships.

### **Other Assistantships:**

English graduate students have also obtained assistantships which provide tuition remission plus a stipend in Women's Studies, Graduate Studies, Student Involvement, the *Great Plains Quarterly*, and *Great Plains Research*. When the English Graduate Office receives notices of these and other job opportunities, we post and distribute them, but students should be proactive in seeking out assistantships and other employment.

### **Other Fellowships:**

Graduate Studies has a variety of fellowships for which graduate students may apply after their first year of graduate study at UNL. **February 15** is the deadline for these fellowships. To apply, you will need letters of recommendation from faculty as well as a thorough description of your graduate program, your progress in it, and the work you intend to undertake the year of the fellowship. We encourage you to start work on your fellowship application early. Each year, English students are successful in winning some of these graduate fellowships. For information, and application forms, contact Graduate Studies at 472-8669, or go to their website at:

[www.unl.edu/gradstudies/](http://www.unl.edu/gradstudies/).

## **RESOURCES FOR GRADUATE STUDENTS ENGLISH DEPARTMENT**

**Listserv.** The department regularly communicates with graduate students via its listserv. ENG-GRAD@listserv.unl.edu.

**English Graduate Student Association.** The English Graduate Student Association (EGSA) includes all graduate students in the English Department. EGSA exists in order to foster a sense of community among all graduate students; to offer representation to the Department through its elected representatives, the EGSA Executive Committee; and to provide a forum for the free exchange of ideas, concerns, and suggestions among graduate students of the Department.

**Placement.** A Placement Chair, appointed by the English Department Chair, assists students in preparing resumes, writing job application letters, and submitting writing samples, along with preparing for MLA and other interviews.

**Departmental Colloquia.** The department is home to a number of discussion groups, reading groups, study groups, and a creative writing reading series. Events are regularly advertised through the Listserv.

## UNIVERSITY RESOURCES

**Graduate Studies** is located at 1100 Seaton Hall. Graduate Studies handles all matters related to graduate programs and student status, including international student status. Call 472-2878, or check the website at <http://www.unl.edu/gradstudies/>

**International Affairs** 420 University Terrace. This office handles matters having to do with international students, including visa problems or questions. Call 472-5358.

### **Women's Studies Association**

A feminist undergraduate and graduate student organization for those interested in Women's Studies. The group holds regular meetings and sponsors programs. <http://www.unl.edu/womenssp/about/wsa.shtml>

### **Afrikan People's Union**

A student group which holds regular meetings and sponsors special programs. <http://www.unl.edu/apu/index.html>

### **Mexican American Student Association**

A student group which holds regular meetings, does programming, and sponsors educational activities. <http://www.unl.edu/masa/>.

### **International Student Organization**

A student group which hosts programs and activities. Email: [unl.x.iso@gmail.com](mailto:unl.x.iso@gmail.com)  
**University of Nebraska Inter-Tribal Exchange (U.N.I.T.E.)**. A student group which organizes events and activities, including a powwow. <http://www.unl.edu/unite>.

**UNL Committee for GLBT Concerns**. A group of faculty, staff, and students who sponsor programs and discuss issues related to gay, lesbian, bisexual, and transgender people. <http://www.unl.edu/lambda>.

## PROCEDURES FOR GRADUATE STUDENT APPEALS

### **Department of English, University of Nebraska-Lincoln**

Appeals must be filed **within six weeks** of the official awarding of the disputed grade. In accord with the general guidelines set down in the Graduate College Bulletin, procedures for graduate student academic appeals are as follows:

#### I. Appeal of course grades.

- A. First recourse shall always be to the faculty members assigning the grade. If the dispute can be settled informally, no formal appeal is necessary. Students and faculty alike are urged to exercise this option to the fullest.
- B. If a formal appeal becomes necessary, the next recourse is to the student's adviser or Chair of the Supervisory Committee. The student and the adviser decide whether the grounds for appeal are sufficient, and whether the dispute is procedural or substantive in nature, or both. The student should present an appeal in writing to the Graduate Committee, along with materials relevant to the case.

1. If the appeal is procedural, the Graduate Committee shall decide its validity and report its judgment within two weeks of receiving the appeal.
2. If the appeal is substantive, the Graduate Committee shall form an ad hoc committee consisting of two senior staff evaluators (who are not members of the Graduate Committee) to review the case and make recommendations within two weeks of receiving the case. Final consideration of such recommendations is the responsibility of the Graduate Committee, which shall sustain or deny the appeal within two weeks of receiving the recommendations.

## II. Appeal of comprehensive examination decisions.

The same procedures shall apply as in I.A and B above, with the following exceptions:

- A. First recourse shall be to the individual readers of the examination.
- B. Substantive appeals shall be referred to an ad hoc committee consisting of three senior staff members familiar with the materials of the examination, but not the original readers or members of the Graduate Committee. One person shall be appointed by the Graduate Committee, one by the student in consultation with his/her adviser, and one by the EGSA Executive Committee. The ad hoc committee shall evaluate the disputed examination, without access to the original readers' comments or grades, and make appropriate recommendations to the Graduate Committee within two weeks of receiving the case. The final consideration of these recommendations shall be the responsibility of the Graduate Committee, which shall sustain or deny the appeal within two weeks of receiving the recommendation.

## III. Appeal Procedures in Cases of Termination for a Student in the Program.

- A. Appeals will be to the full Graduate Committee.
- B. Appeals must be based on one of the following:
  1. New evidence that might alter the original decision.
  2. Evidence that the original decision was based on inaccurate or inadequate data.
  3. Evidence that the Graduate Committee acted capriciously or in an unfair or discriminatory way in reaching the original decision.
- C. The student and the student's adviser may submit written statements on behalf of the student. Such statements should also include any new evidence in the case which the student wishes to present.
- D. The student may appear before the Graduate Committee to present the case against termination.
- E. A notice of appeal must be made within six weeks of the decision to terminate, except during the summer.
- F. The appeal will be heard as soon as possible after the gathering of evidence.
- G. Decision of the appeal will be determined by a simple majority and will be communicated to the student, the adviser, and the Graduate College in writing by the Graduate Chair.

## IV. Appeals not covered above shall be dealt with analogously.

V. If the Graduate Committee denies an appeal, the student's next recourse is to the UNL Graduate Council, as specified in the *Graduate College Bulletin*.