

Policies and Procedures
of the
English Graduate Programs at Temple University

English graduate students are bound by the policies and procedures of the Graduate School at Temple University and should therefore consult the policy documents available online through the Graduate School website (www.temple.edu/gradschool) in addition to this pamphlet.

Revised Summer 2007

TABLE OF CONTENTS

ADMISSION	4
Transfer Credits	4
GENERAL REQUIREMENTS AND REGULATIONS FOR ALL PROGRAMS.....	5
Full-time status.....	5
Part-time Status	5
Continuous Study.....	5
Non-degree status.....	5
Auditing	6
Independent Study	6
Grades	6
Incomplete Grades.....	6
Incompletes.....	7
Financial Aid.....	7
Language Examinations.....	7
Advising and Assessment	7
Withdrawals.....	8
Leaves of Absence.....	8
Extensions of Time.....	8
Reasonable Academic Progress	8
Dismissal from the Program Due to Lack of Reasonable Progress.....	9
REQUIREMENTS FOR THE Ph.D. PROGRAM IN ENGLISH	10
Overview of Requirements	10
Independent Study	10
Continuous Study.....	11
Extensions of Time.....	12
Language Requirement.....	12
Preliminary Examinations	13
Choice of Fields	13
Preliminary Examinations Committee	13
Application.....	13
Reading Lists and Protocol	14
Approval of Application	14
Administering the Examination.....	14
Evaluating the Exam	15
Dissertation.....	16
Doctoral Advisory Committee.....	16
Dissertation Prospectus	16
Nature of the Dissertation	17
Specifications for the Dissertation	17
Defense of the Dissertation.....	17
Job Placement	18
REQUIREMENTS FOR THE M.A. PROGRAM IN ENGLISH.....	19
The Foreign Language Requirement	19
Qualifying Paper.....	19
Specifications for the Preparation of the Qualifying Paper	20

REQUIREMENTS FOR THE M.A. PROGRAM IN ENGLISH: CREATIVE WRITING	21
Degree Requirements	21
Independent Study	21
Creative Writing Comprehensive Examination	22
Failure of the Comprehensive Examination.....	22
The Book-Length Manuscript of Creative Work	22
Master's Manuscript Submission Extensions	22
Failure of the Master's Manuscript Submission.....	23
APPENDIX 1: Administration of the Graduate Program.....	24
APPENDIX 2: Administration of the M.A. in English: Creative Writing Program.....	26
APPENDIX 3: Guidelines for Awarding Financial Aid.....	27
Financial Aid Appeals Process.....	27
Types of Awards	27
Teaching Assistantships	27
Presidential and University Fellowships	28
Future Faculty Fellowships.....	28
Dissertation Completion Fellowships	28
APPENDIX 4: Statement of Academic Honesty	30
APPENDIX 5: Academic Appeals Procedures	31
Informal stage	31
Formal stage	31
APPENDIX 6: Sample Courses of Study in the Ph.D. Program	32
Entering with M.A. (Five Year Plan)	32
Entering with B.A. (Six Year Plan).....	33

ADMISSION

The Department of English houses a master's program and a doctoral program in English studies to which applicants with a B.A. can be admitted directly. To be accepted into either program, a student should have the equivalent of an undergraduate concentration in English with broad chronological coverage. The Department also accepts applications to the doctoral program from applicants who have earned an M.A. degree elsewhere.

The Department also offers an M.A. in English: Creative Writing. Applicants to this program should hold the bachelor's degree with a major in English or at least 24 credits in English and American literature. Applicants who were not English majors or who do not have the required number of literature credits can be admitted in consultation with the Graduate Director and the Creative Writing Director.

A student with some deficiencies in these respects may apply for admission. Such a student may be admitted to a degree program with the provision that one or more courses be taken in addition to the normal requirements.

The deadline for completed applications is January 15; the deadline for international applications is December 15. Applications are accepted only for fall admission.

Applicants for admission to the graduate programs in English must submit transcripts from all institutions of higher education previously attended; Graduate Record Examination scores for the general test and, except for the M.A. in Creative Writing, the subject test for Literature in English; letters of recommendation from persons in a position to evaluate their past work and their ability to do graduate work in literary criticism or creative writing; a personal statement that discusses a plan of study and career goals; and a sample of written work, which must be an essay in literary criticism for literature applicants and poetry or fiction for creative writing applicants. A personal interview may be requested. TOEFL scores are required for foreign applicants; the minimum acceptable score is 575. GRE scores are valid for five years.

Applicants to the graduate programs are usually not invited to reapply for admission once they have been rejected.

Transfer Credits

Students who have earned graduate credits or a master's degree at another institution can transfer a maximum of 15 credits toward the course work requirement for the Ph.D. or 6 credits for the English M.A. The M.A. Creative Writing program generally does not accept transfer credits, though exceptions may be made. Only courses taken within the previous five years are eligible for consideration. Courses must be passed with a letter grade of B+ or higher.

GENERAL REQUIREMENTS AND REGULATIONS FOR ALL PROGRAMS

Full-time status

In order to be certified as full-time, a student must engage in at least 9 hours of course work per semester, or the equivalent in supervised teaching, dissertation research, or writing.

Teaching Assistants may take 6 semester hours of course work while teaching 3 or 6 semester hours to be considered full-time students.

Every student holding a fellowship or assistantship is required to maintain full-time status.

The maximum course load for a student in any graduate program in English is 12 hours per semester.

Part-time Status

Full-time enrollment is needed to complete the graduate programs in the allowed time; part-time enrollment is discouraged. In special circumstances, the Department permits short-term part-time enrollment among students who have been admitted in the regular way. Students who seek part-time status are not exempt from the guidelines concerning reasonable academic progress towards the degree. A student who maintains part-time status at one point in the program will normally have to perform compensatory work at another point in the program.

Continuous Study

Students admitted to the graduate program must register each semester until final awarding of the degree. Unregistered students may be dropped from the program. Only students on official leaves of absence are exempted from this rule. In order to maintain continuous registration after completing the required coursework, students in the Ph.D. program will register for Preliminary Exam Preparation (9994) while studying for and taking their preliminary examinations, Pre-Dissertation Research (9998) after completing exams and while preparing dissertation prospectus, and Dissertation Research (9999) while writing the dissertation.

Non-degree status

English graduate courses are not open to students who are not matriculated in the English graduate programs or in a graduate program at Temple. Students matriculated in another graduate program may be admitted to introductory-level English courses at the discretion of the instructor. In exceptional cases, a non-matriculated student may request permission from the instructor to register as an official audit. Students who fall into these two categories must register through the Graduate Director.

Auditing

A student may register to audit any course; audit of a seminar requires permission of the instructor. The grade "Audit" indicates that a student has officially attended a course to the end and completed such a portion of its work as s/he had initially agreed upon with its instructor. No student may change his/her status from Audit to credit or from credit to Audit after the second week of the semester or the first week of the summer session. If the student does not fulfill the Audit conditions agreed upon, the instructor may enter the symbol "NR" rather than "Audit" on the semester grade list. No student may graduate with a grade of "NR" on the transcript. Audited courses cost the same amount as credited courses. You cannot use tuition remission credits to audit classes.

Independent Study

Students in the doctoral and creative writing programs wishing to enroll in a 3-credit independent study should follow the procedures explained in the program requirements. Ordinarily, English M.A. students may not take independent study during the course of the program. Any exceptions must be approved by the Graduate Executive Committee in the semester preceding that proposed for independent study.

Grades

No student will be permitted to continue a degree program with more than two grades of lower than "B-" earned in courses taken after acceptance into the program. For students transferring between the department's M.A. and Ph.D. programs, this requirement applies to coursework in both programs. In addition, graduate school policy now requires that continuing students must maintain a grade point average of 3.5 or above in order to be awarded a renewal of their teaching assistantship or other financial aid.

Incomplete Grades

University policy specifies that an instructor may file a grade of 'I' (incomplete) only if the student has completed the majority of the work for the course at a passing level and only for reasons beyond the student's control. The instructor must file a written agreement which specifies the work to be completed, the means by which the final grade will be determined, and the date by which the work must be completed. The completion date may be no later than one year from the end of the semester in which the student took the course. The agreement shall also specify a default grade to be entered if the work is not completed by the date indicated. If the instructor does not change the grade of 'I,' pursuant to the agreement with the student, by the end of one year from the time the 'I' was awarded, the Graduate English Office shall automatically change the grade of 'I' to the specified default grade, which will then appear on the transcript and be used as the actual grade received in the course.

In the English Department, no graduate student who has two or more incomplete grades will be allowed to register. A student with one incomplete may be permitted to register at the discretion of the Graduate Director. No doctoral candidate who has an incomplete can proceed to the Ph.D. preliminary examination.

Incompletes

Students who have two or more incompletes are required to remove the grades of "I" from their transcripts before registering for more courses. Students who take more than two semesters to remove such grades are not making reasonable academic progress. In order to remain competitive for financial aid, students are urged to remove incompletes as soon as possible.

Financial Aid

A graduate student in the first year of an Assistantship is entitled to an automatic renewal for a second year, provided that the student has received satisfactory faculty evaluations in the first semester of course work, has a GPA of at least 3.5, has no incompletes and has acceptable teaching evaluations. After four years of financial aid, doctoral students may apply for a limited number of Dissertation Completion Fellowships.

Language Examinations

Language exams are given four times a year. The student should consult the Graduate Secretary or call the Language Department for exact dates. Equivalent exams passed elsewhere are accepted if certified by official documents. Sample language examinations in Spanish and French are available in the Graduate English Office and in the language departments.

An application form, which the student secures from the individual Language Department, must be filled out and returned to that office. Applications must be filed two weeks prior to the exam date. The application requires a fee of \$10.00. In the event of failure to pass the examination or in the event that the student does not appear, a subsequent application for examination in the language requires another payment of a \$10.00 fee. A student who fails the language exam for the third time is dropped from the program.

Advising and Assessment

All students receive written records of advising sessions and annual assessments of reasonable academic progress. For the first two years in the program, a student's main advisor is the Graduate Director or, for students in the M.A. Creative Writing Program, the Creative Writing Director. The Director sees to it that students complete basic requirements, with advice about course selection in relation to the examinations, the dissertation or thesis project, and the job market. Students in the Ph.D. and M.A. programs also consult with the Assistant Graduate Director, who oversees the examination, dissertation, and defense stages in their curriculum.

The Graduate Awards Committee--consisting of the Graduate Director and the Assistant Graduate Director, the Creative Writing Director, an appointed member of the graduate faculty, and an advanced doctoral candidate elected by the graduate student body--makes an annual evaluation of funded students.

Students in the Ph.D. Program receive a second-year review in their fourth semester that makes a recommendation on continuation in the program.

In the third year, Ph.D. students form a Preliminary Examination Committee to supervise the final year of course work and the preliminary examination. After completing

exams, students form the dissertation committee, called the "Doctoral Advisory Committee". For the remainder of the student's curriculum, approximately four more years, the main advisor is the chair of the dissertation committee. The committee conducts the annual assessment of reasonable academic progress, and the chair is responsible for the written records of advising sessions.

Withdrawals

Official withdrawal in good standing from a degree program requires approval of the Graduate Director and the Dean of the Graduate School. The student must submit a formal request to the Dean fully stating the reasons for the withdrawal with the approval of the Graduate Director. The student's transcript will indicate official withdrawal with grades of "W" assigned to incomplete courses. Withdrawal without permission will result in grades of "F".

Leaves of Absence

A student may request a leave of absence by completing the form available in the Graduate English Office and submitting it there for approval. The reason for the leave should be stated as fully as possible; if necessary a letter may accompany the form.

A Leave of Absence does not extend the time limit for completing a graduate degree. While on a leave of absence, a student may not use any university facility or receive academic direction or guidance except related to the student's petition for continuing the leave or for advising-related to progress toward completion of the degree.

Leaves of absence cannot continue for more than one year except for medical reasons or other exceptional circumstances. Students who extend their absences beyond one year may be required to reapply for admission and to take additional coursework. Students who wish to apply for a leave of absence must take into account the time period allotted for the degree upon matriculation. The period of the leave will be counted as time elapsed toward the time limit for the degree.

Extensions of Time

Time limits for all programs are spelled out in the section on Reasonable Academic Progress. Before the expiration of the time limit, students unable to complete all degree requirements according to the program's limit are required to apply for an extension of time. An extension of time form is available in the Graduate English Office and should be submitted there for approval. To ensure currency, a student who requests an extension of time beyond that allowed for the degree may be required to retake coursework and/or examinations. See individual program requirements for additional details.

Reasonable Academic Progress

1. Ph.D. Program

Students maintain reasonable academic progress when they complete course work and the foreign language requirement within the first three years, the preliminary examinations and the dissertation prospectus within the next two years, and the dissertation within the final two years. The time limit for the doctoral program is seven

years. Students who have a dissertation well under way when they reach the seven-year limit may petition for additional time if necessary. Part-time students must arrange a detailed schedule with the Graduate Director. Students who elect the M.A. option must complete degree requirements within three years. The progress of all Ph.D. students is evaluated in the spring semester of their second year by the graduate faculty; students receiving unsatisfactory evaluations will be dismissed from the program.

2. M.A. Program in English

Students enrolled in the M.A. Program in English must complete all degree requirements, including 24 credits of course work, a foreign language requirement and a qualifying paper within two years. Students are expected to enroll full time. In exceptional circumstances, students may change their status to part-time for a semester, with the approval of the Graduate Director, but students will need to plan carefully to meet the program's time limit.

3. M.A. Program in Creative Writing

Master's students in creative writing must complete all degree requirements, including 30 credits of course work and a master's thesis, within two years. Students wishing to attend on a part-time basis will need to devise a schedule for completing degree requirements in consultation with the Graduate Director.

Dismissal from the Program Due to Lack of Reasonable Progress

Students whose progress lags behind the time limits for their program may be dismissed. To avoid dismissal, students are advised to consult with either the Graduate Director or Creative Writing Director to make arrangements for completing the program's requirements in a timely fashion.

Students who are dismissed due to lack of reasonable progress will be sent one letter by certified mail notifying them that they have been dismissed from the program. Students will have three weeks to respond in the form of an appeal to the English Faculty Appeals Committee or the Graduate Board. Please consult the appendix to this Handbook on Academic Appeals Procedures.

REQUIREMENTS FOR THE Ph.D. PROGRAM IN ENGLISH

For additional information, see Appendix 6: Sample Program of Study

Overview of Requirements

1. The Ph.D. in English requires at least 48 credits, including 6 credits of Dissertation Research (9999) and 42 credits (14 courses) of coursework. Of the coursework, 27 credits (9 courses) must be distributed as follows:
 - Introduction to Graduate Study (9001).
 - One course in concentrated textual analysis with a focus on a single author or a single text (group 1 in course descriptions).
 - Two courses covering periods and periodization (group 2).
 - Two courses in genre studies (group 3).
 - One course in critical methodologies (group 4).
 - One course in rhetorics, literacies, discursive practices (group 5). Composition Practicum (9087), which must be taken by all teaching assistants, may be used to fill this requirement.
 - One capstone course in advanced research. An advanced-level seminar may be used to fill this requirement.

A further five courses (15 credit hours) are elective, to be selected in consultation with the Graduate Director and (in the final year) the student's dissertation supervisor. At least one course satisfying any of the above requirements must also be in literature before 1800.

2. Pass the Second Year Review.
3. Demonstrate either a reading knowledge of two foreign languages or a superior knowledge of one.
4. Pass the preliminary examination for the Ph.D.
5. Write and orally defend a dissertation.

Independent Study

Ph.D. students who wish to enroll for a 3-credit Independent Study must submit to the Graduate Director a proposal written under the supervision of the instructor who has agreed to direct the Independent Study project. Proposals may not duplicate material covered in regularly offered courses nor should they be designed to allow early completion of a portion of the doctoral dissertation. The proposal should:

1. include a detailed statement of purpose explaining how the project will contribute significantly to the student's program of study;
2. outline specifically the procedure to be followed: what works will be read and discussed, how frequently the instructor will meet with the student, what works the student will be expected to produce, and how the student's work will be evaluated;
3. include a reading list and a full description of the amount and type of writing that the student will do;

4. if the Independent Study is intended to fill one of the doctoral program requirements, the substitution must be justified.

All proposals must come with the explicit approval of the faculty member doing the supervision, and must be submitted to the Graduate Director by December 1 (for spring semester) or by May 1 (for fall semester). The Graduate Director will determine (with consultation when necessary) whether or not the Independent Study will be approved.

Ordinarily, Ph.D. students may take only one independent study during the course of their graduate program. Any exceptions must be approved by the Graduate Executive Committee in the semester preceding that proposed for the independent study.

Continuous Study

Student must be registered every semester from the time of admission until the final awarding of the degree, unless the Dean upon recommendation of the English Department has granted a leave of absence. While studying for exams or preparing dissertation prospectuses, students may register for 1 credit of Preliminary Exam Preparation or Pre-Dissertation Research. After completing exams and obtaining approval for dissertation prospectuses, students should sign up for Dissertation Research. Students who are working on their dissertations are required to register for 1 credit hour of dissertation research each semester until the completion of their degree.

Second Year Review

All students are given a second year review, when the quality of their progress will be assessed by a committee of graduate English faculty approved by the Graduate Executive Committee. The review committee will consider course grades and faculty evaluations of course performance. The committee may require students to submit additional qualitative evidence of achievement, such as student papers. The criteria of satisfactory academic progress are as follows:

1. Student grades should indicate a consistent pattern of excellence in coursework.
2. Faculty assessments of the student's coursework must demonstrate a positive pattern of development in the student's work over the course of the three semesters. Problems appearing in first-term assessments should not reappear in third-term assessments.
3. Papers must demonstrate the ability to conceptualize research topics in a focused and critically informed way, to construct a nuanced critical argument, to utilize secondary sources effectively, and to write fluently and coherently. Students should demonstrate an increasing capacity to produce critical work approaching publication standards.
4. By their third semester, students should demonstrate professional potential. They should be successfully managing their assignments and meeting their course and program deadlines.

The committee will communicate the results of the review to the Graduate Director, who makes the final determination of satisfactory progress. The result of the review is then

communicated to the student by the Graduate Director, and a written summary of the committee's assessment becomes part of student's file. Students whose progress is judged unsatisfactory are dismissed from the Ph.D. program and allowed to continue only to the completion of the M.A. degree. Students have the right to appeal adverse decisions, and should follow the Academic Appeals Procedures in this Handbook.

Extensions of Time

The time limit (7 years) for the doctoral degree can be extended for a maximum of three years. Only students who have been elevated to candidacy are eligible for such extensions of time. Requests must be endorsed by the student's advisor, the Graduate Director, the College of Liberal Arts and the Graduate School. Requests for extensions beyond the three-year limit require the additional approval of the Graduate Board.

Every request for an extension of time must include a reasonably detailed, realistic plan for completing the degree within the time period covered by the requested extension of time. Specific dates by which remaining requirements are to be completed must be included. Appeals to the Graduate Board for extensions of time and explanations must also include such a plan along with all such plans submitted with previous requests for extensions of time and explanations of why previous plans could not be met.

Requests for extensions of time from students who have been at candidacy for five or more years will not be considered until the student has retaken and passed all written and/or oral examinations (other than the language examinations) required for candidacy.

Language Requirement

To satisfy the foreign language requirement for the Ph.D. degree, a student must demonstrate reading knowledge of two languages or superior knowledge of one. Acceptable languages include French, German, Latin, Italian, Spanish, Russian, or Old English. Other languages appropriate to the student's program of study may be accepted with the approval of the Graduate Director.

To demonstrate reading knowledge, the student may either pass a reading examination administered by one of the University's language departments, or satisfactorily complete 6 credits of course work in the language beyond the intermediate level. (Two semesters of Old English or Old Norse at the graduate level will meet the later requirement.) If previously completed course work is offered, the last course must have been taken no more than five years before the date of initial registration in the Ph.D. program. A grade of A or A- at the undergraduate level or B or better at the graduate level is necessary.

Superior knowledge may be demonstrated by satisfactory completion of 12 credits of course work beyond the intermediate level or by some other method to be arranged with the Assistant Graduate Director. Foreign students may count their own language, but not English, as a way of satisfying one of the language requirements for reading knowledge.

The language requirement must be satisfied before students take their first preliminary examination. No exceptions to this rule will be permitted.

Preliminary Examinations

The Ph.D. preliminary examinations, together with successful completion of course work, demonstrate special competence in two fields. Students define these fields by writing a protocol and presenting a reading list for each field. The examination has a written and an oral component and both are taken during the same semester. Before and during preliminary examinations, students register for English 9994, Preliminary Examination Preparation.

Choice of Fields

During the penultimate semester of course work, candidates should decide which two fields they will present for examination and should be considering the specific field of focus for the dissertation. In choosing fields for the examination, students will want to consider their general interests and strengths, their background preparation in graduate courses, their specific interests for the dissertation, the demands of the profession, and their professional goals. Students should consult with the Graduate Director and their professors in making these choices.

Preliminary Examinations Committee

During the last semester of course work students select their Preliminary Examinations Committee ("prelims committee") and begin work on the application. The committee consists of three members: a chair, who must be in English, and two other members of the graduate faculty representing the fields selected. Before deciding who to ask to serve on their committee, students should consult with their professors and the Graduate Director. Qualified individuals from outside the department may serve on a committee; in such a case, arrangements must be made through the Graduate Director, and the responsibilities of the member must be clearly defined.

The prelims committee guides the student in the preparation of the reading lists and protocols. It then prepares and evaluates the written exam and conducts the oral exam. The prelims committee may want to consult the student's academic history to determine the extent of the work that has already been completed in the fields chosen and the evaluations of that work as shown in the final grades and instructors' comments. The committee chair should prepare a calendar of deadlines and organize regular pre-examination meetings with the student.

Application

The application for the preliminary examinations has two parts: (1) the reading lists and (2) the protocol, a brief statement about the fields of study and their relationship to the student's professional aims. The parts of the application should be prepared in consultation with the prelims committee. Students may submit the application in their final semester of coursework or during the following semester. Applications forms are available in the Graduate English Office. The Graduate English Office will announce deadlines for applications. Five copies of the application must be submitted, accompanied by the application form signed by all members of the Preliminary Examinations Committee.

Reading Lists and Protocol

Preliminary examinations demonstrate preparation for teaching in an appropriate field and the student's familiarity with the broad background needed to undertake a dissertation. The goal is to arrive at a dissertation prospectus within six months of the exams. The Graduate English Office will make available standardized lists in many fields of study, some of them period-based and others organized around theoretical fields. Most students will select from these standardized lists to create lists of 50-75 works each with each list conveying competence in primary and appropriate secondary materials; students may further modify each list by substituting no more than fifteen works to address their individual concerns. Students may also select one standard list and devise a specialized list, which might well be in an emergent field; this list should be drawn up with the consultation of the student's committee and its underlying rationale explained in the protocol.

The protocol is a streamlined narrative of about 350-500 words justifying the composition of each list and describing how the two fields work together in terms of the candidate's professional aims in scholarship and teaching.

Approval of Application

The Subcommittee on Preliminary Procedures ("procedures committee") assists the Graduate Director in all matters of preliminary procedures and practices. It reviews exam applications and may approve the application as is, request minor changes, or request major revisions before final approval. If the committee recommends changes in the application, the student will be notified and will be expected to consult with his/her prelims committee and the Graduate Director in responding to the prelims committee's recommendations.

When the protocol is submitted, the procedures committee will determine whether or not a fourth reader is needed. A fourth reader might be necessary if only one member of the prelims committee has expertise in a field or if a committee member will be on leave during the examination period. If in the judgment of the procedures committee, a fourth reader is needed, the decision will be made at that time and in consultation with the student and his or her Preliminary Examinations Committee. In this case, the fourth reader will substitute for one of the three readers in evaluating the exam.

When the application has been approved, the student may sign up for the examination. Sign up deadlines will be approximately three weeks before the examination date.

Administering the Examination

Exams must be scheduled in such a way as to conclude both written and oral portions in the same semester. In exceptional cases, students may petition to reschedule the oral exam on an alternate schedule if they can show sufficient cause. (Examples of cause include unanticipated serious events intervening between the two parts of the exam, such as illness or a death in the family.) The student should write a letter to the Graduate Director stating the reason for the request and proposing an alternate date that is acceptable to all members of the prelims committee.

The written is a sequence of two daylong exams no more than one day apart. Each exam is on one field. Exams are supervised by the Graduate English office, and no

books or other assistance are allowed. Students may not use their own computers to take the exam. Contact the Graduate Secretary at least two weeks before the examination to make arrangements for the use of a non-networked computer.

Each written exam will be three hours in the morning and three in the afternoon. Students will be given a list of questions about the field and will select two on which to write essays. The student writes one essay in the morning, and one in the afternoon. At the end of the exam day, that part is finished and it may not be changed

The chair of the Preliminary Examinations Committee coordinates the construction of the examination, soliciting questions for the two fields from the members of the committee according to their expertise. The questions for each field will generally not exceed six. The heading for the examination should provide specific instructions, e.g., the number of questions to be answered, length and coverage expected in the answers. The committee chair is responsible for the final content of the examination. It should be given to the Graduate English Office at least two weeks before the examination is to be taken. The office will type and administer the examination.

Evaluating the Exam

The Written Exam

All members of the Preliminary Examinations Committee will read the entire written examination and issue a grade of Pass or Fail. Each reader completes a comment sheet, detailing the exam's strengths and weaknesses, which can serve in part as the basis for the oral exam. Within two weeks all comment sheets must be submitted to the Graduate Director, who will forward the complete written comments to the student and to all members of the prelims committee.

No extra or supplemental written work of any kind in support of the exam is permitted. If two members of the committee grade the exam as failed, the student will not pass the written examination. Students failing the exam retake the entire exam no later than the following semester. Students who fail the written examination twice will be dismissed from the program.

The Oral Exam

After passing the written exam, the student proceeds to a one-hour oral exam. The oral must be held no more than three weeks after taking the written examination. At the oral, students should demonstrate their competence in both exam fields. They will have the opportunity to discuss their written essays. At the conclusion of the oral exam, the student will be asked to leave the room while the committee consults on a grade for the oral exam. The exam must be graded Pass or Fail. If the student fails the oral exam, it may be retaken once no later than the following semester. Students who fail the oral examination twice will be dismissed from the program. If in the committee's opinion the student's combined performance on both the written and oral exams is exceptionally meritorious, the committee may acknowledge this by including the designation Preliminary Examinations Honors. The committee's decision will immediately be conveyed to the student. Within two weeks, the chair of the prelims committee will provide a written report of the full exam, to be placed in the student's file.

Dissertation

Doctoral Advisory Committee

During the semester after completion of the preliminary examinations, students form a dissertation committee, called the "Doctoral Advisory Committee," to advise her/him in preparing and submitting a dissertation prospectus and writing the dissertation. The dissertation committee includes at least three graduate faculty members at Temple. Two of these, including the chair of the committee, must be faculty in the English Department. The committee may be expanded to include graduate faculty from other Temple programs as well as from other universities. Students wishing to form a committee composed in an alternate manner need the approval of the Graduate Director and the Dean of the Graduate School.

Dissertation committees meet at least once a year to review the student's progress and to make suggestions concerning future research. A written record of this meeting, including the findings of the committee and the suggestions made, will be placed in the student's file and a copy given to the student.

Dissertation Prospectus

The dissertation prospectus consists of a brief plan and a preliminary working bibliography for the proposed dissertation. Normally it will define the problem to be addressed, explain how the dissertation will be situated within its general field and how it will be related to other associated areas and topics in the profession; it should demonstrate a critical understanding of the literature and scholarship in the field and promise a substantial contribution to scholarship on the topic. The prospectus is not expected to present a detailed plan for the dissertation. Generally it will be about 5-7 pages long, excluding the bibliography. A one-page abstract is also required when submitting final prospectus.

After exams but before approval of dissertation prospectus, students register for English 9998, Pre-Dissertation Research.

Students should meet with the entire dissertation committee before submitting the prospectus for approval. A form signed by all dissertation committee members must be submitted to the Graduate Director along with the prospectus. The prospectus will be distributed to all members of the graduate English faculty for comments. Any recommendations for changes must be presented to the Director within two weeks. These will be sent on to the candidate. If, after a two week period, there are no rejections or suggestions for significant revision, the proposal is considered accepted. If there are rejections or significant revisions, the Director will present the prospectus to the Graduate Executive Committee, which may: accept the prospectus, ask for revision, or reject the prospectus after consultation with the sponsoring dissertation committee. In cases of revision or rejection, the Graduate Executive Committee will transmit to the student a written summary of objections made to the prospectus. In these cases, another meeting with the student's committee must be held. After the dissertation prospectus has received its final approval, the student is advanced to candidacy for the Ph.D.

Once the prospectus is passed, the Chair of the Doctoral Advisory Committee schedules a conference of the entire dissertation committee. At this meeting the

candidate and faculty supervisors discuss the prospectus, issues and questions related to it, and arguments raised by it. The candidate should be able to defend the methods of scholarship and arguments proposed and to explain the contribution of the work to scholarship. The committee and candidate should also discuss thoroughly, and come to a consensus on, the methods and procedures to be followed in the course of research for and the writing of the dissertation. Finally, the committee should decide such matters as the course of research to be followed, time and methods of reporting to the faculty supervisors, and circulation of drafts, and distribution of responsibilities among members of the committee.

After approval of the prospectus and during every semester while working on dissertation, students register for English 9999, Dissertation Research. Students must register for at least 6 credits of Dissertation Research (even if they finish a dissertation in fewer than six semesters) and must be registered during the semester in which the dissertation is defended.

Nature of the Dissertation

The doctoral dissertation in English is a small book in which the candidate demonstrates his/her ability as a scholar and critic. The book may be a work of literary history, biography, intellectual history, critical theory, or critical assessment; it may be a series of clearly related essays in these areas. Alternatively it may be a critical edition of a significant literary text with a long critical introduction. Normally, the dissertation should be about 150-250 typewritten pages long, except when the student is preparing a critical edition. (Students working on foreign writers should normally know well the language of the writer in question. The student's advisor should, again normally, be conversant in the language.)

Specifications for the Dissertation

For information on formatting the dissertation, students should consult the Graduate School's "Dissertation and Thesis Handbook," available at the Graduate School's web site.

Defense of the Dissertation

When the dissertation is complete, students defend it orally before their Dissertation Examining Committee. Before an oral defense may be held, a majority of the members of the Dissertation Advisory Committee must stipulate in writing that the written dissertation or research project is of sufficient quality to be defended.

This committee is the dissertation committee supplemented by at least one outside examiner not previously involved with the dissertation writing or the Dissertation Advisory Committee. The outside examiner must be a member of the graduate faculty and may be either from Temple or another university. The advisor should ensure that the outside examiner is in place by the beginning of the semester in which the defense is to take place. Copies of the completed dissertation must be sent to all members of the Dissertation Examining Committee four weeks before the defense.

The Chair of the Dissertation Examining Committee must be a member of the graduate faculty but may not be the Chair of the candidate's Doctoral Advisory Committee.

Every dissertation defense must be publicly announced in writing at least ten days in advance and must be open to the academic community. The chair of the defense must be appointed at the time of public announcement.

Students planning to defend should notify the Assistant Graduate Director and the Graduate Secretary at least two weeks in advance so that the announcement can be made in time. Summer defenses will be scheduled no later than June 15th. The Graduate Director and the chair of the dissertation committee must approve exceptions to this rule.

At the oral defense, only the members of the Dissertation Examining Committee have the authority to decide whether or not the candidate passes or fails. A dissertation defense passes at the unanimous vote of the committee. Together, the dissertation itself and the candidate's performance in the oral examination form the basis of the committee's decision to pass or fail. The dissertation defense may be graded "Pass with Distinction," "Pass," or "Fail."

Doctoral candidates may pass the oral defense but still be required to revise the dissertation. It is the responsibility of the dissertation advisor to review and approve minor revisions to the dissertation. Dissertations requiring either minor revisions or no revisions must be submitted to the Graduate School in final form within four weeks of the concluded defense. If the dissertation is not received in the Graduate School within four weeks of the oral defense, the defense is nullified and a new oral defense must be scheduled. When major revisions are required, the defense should be suspended until the majority of the members of the Dissertation Advisory Committee agree that the dissertation has been sufficiently revised and is now defensible. At this point, the oral defense should be reconvened. Reconvened defenses must be announced in writing at least ten days in advance. Students and advisors should be aware of the four-week rule before they schedule a defense.

Job Placement

In the year prior to going on the job market, candidates should consult with the Assistant Graduate Director and their dissertation committee members about preparing for a job search. The Assistant Graduate Director chairs the doctoral program's Placement Committee, which helps with the preparation of the c.v., the cover letter, the dossier; and stages mock interviews. Candidates will find useful information in the department's "Job Placement Handbook."

REQUIREMENTS FOR THE M.A. PROGRAM IN ENGLISH

For a master's degree in English, students complete 24 hours of course work, including at least one advanced-level seminar. A maximum of 6 graduate credits can be transferred from another program. Students must also write one qualifying paper, typically a substantial revision of a paper submitted for a course, and demonstrate reading knowledge of one foreign language.

Students enrolled in the Ph.D. program have the option of terminating their degree with an M.A. once they have completed the same requirements. Students admitted to the M.A. program may apply to the Ph.D. in the second year of their M.A. study. The application must be submitted by the regular deadline for new students (now January 15) and will be considered in competition with other prospective students. It must include (1) the application form and financial aid form, as obtained from the Graduate Secretary, (2) the personal statement required of all applicants, (3) a writing sample, and (4) at least two new letters of reference from Temple faculty members. Transcripts and GRE scores which were submitted with the original M.A. application need not be submitted again, although (depending on initial GRE scores) it might be wise to re-take the general test and the subject test for literature early enough for the scores to reach Temple before decisions are made. Students admitted into the Ph.D. program will be allowed to transfer all of their Temple University coursework taken for the M.A. in English.

The Foreign Language Requirement

Students admitted to the terminal master's degree program are required to demonstrate a reading knowledge of a language approved by the graduate program. To demonstrate this knowledge, the student must either pass a reading examination, normally sponsored by a foreign language department at Temple, or satisfactorily complete 6 credits of course work in the language beyond the intermediate level.

If previously completed course work is offered, the last course must have been taken no more than five years before the date of initial registration in the M.A. program. A grade of A or A- at the undergraduate level or B at the graduate level is considered satisfactory.

Qualifying Paper

The Qualifying Paper demonstrates of the student's ability to write perceptively, lucidly, and at length (4,000-6,000 words) on a literary subject. Normally, the paper will develop out of work done in a graduate course. A sponsor on the graduate faculty must approve it for submission.

The paper is due in the Graduate English Office by the date specified in the Graduate English Calendar; it must be accompanied by a signed sponsorship form (available in the Graduate English Office). After submission to the Graduate Director, a member of the graduate English faculty other than paper's sponsor will review it. The reader may accept the essay, ask for revisions, or fail it. In the latter case, a second

departmental reader who, again, may accept the essay, ask for revisions, or fail it reads the essay. An essay that has been failed by two readers will not be accepted as an M.A. Qualifying Paper. With the permission of the Graduate Director, the student may revise the essay. An essay that has been revised at a reader's request must be resubmitted to the same reader, to certify that the objections have been met.

Specifications for the Preparation of the Qualifying Paper

The Qualifying Paper should be submitted in duplicate, on 8 1/2 x 11-inch paper, 20-pound weight. The paper must be typed double-spaced. A margin of 1 1/2 inches must be kept on the left side of the paper, a 1-inch margin on the right side and at the top of the page. The title page should include the title neatly spaced, the name of the writer, and the following statement: "A paper submitted for the Master of Arts degree at Temple University," followed by the date.

REQUIREMENTS FOR THE M.A. PROGRAM IN ENGLISH: CREATIVE WRITING

Degree Requirements

The Creative Writing Program requires 30 hours of course work. All students must:

1. take 12 hours of writing workshops selected from workshops in poetry and fiction.
2. take 9 hours of literature course work and 3 hours of elective credit. Note that students holding a Teaching Assistantship will be required to take the Composition Practicum instead of their elective. (An elective may be an additional literature course, workshop course, independent study course or, with the approval of the Creative Writing Director, a graduate course outside the English Department; a student may not take an additional tutorial course as an elective).
3. take 3 hours of Master's Manuscript Tutorial. In the Tutorial, students work with a member of the Creative Writing faculty to develop a book-length manuscript. Work done in tutorials can include poetry, fiction, non-fiction, translation, hybrid genres. The tutorial must be taken in the third semester of the program, unless special arrangements are made with the Director. Only fully matriculated Creative Writing students who have completed at least one Creative Writing workshop on the graduate level at Temple are eligible to sign up for a tutorial.
4. take 3 hours of Special Topics in Creative Writing. This course will normally be taken in the second semester; in exceptional circumstances, the course may be taken in the fourth semester with the approval of the Creative Writing Director.
5. pass the Creative Writing Comprehensive Examination offered between the third and fourth semesters.
6. submit a book-length manuscript of creative work judged satisfactory by its mandated readers.

In addition to the curricular requirements for the M.A. in Creative Writing, students are subject to the general requirements and regulations for all programs set forth in this Handbook, including policies on incompletes, grade point average, renewal of financial aid, leaves of absence, and reasonable academic progress.

Independent Study

A formal Independent Study course can be used as a replacement only for the elective or one of the required literature courses; it cannot be used to replace one of the workshop course requirements, the tutorial requirement, or the special topics course requirements. A student may contract for an Independent Study course with any member of the graduate faculty who agrees to it; the faculty member need not be a member of the Creative Writing faculty. The Graduate Executive Committee and the Creative Writing Executive Committee must approve Independent Study proposals during the semester prior to registration. See p. 6 for further details regarding the proposal.

Creative Writing Comprehensive Examination

The M.A. exam is given once a year, on the Friday immediately preceding the day on which the spring semester begins. The exam is based on two fixed and comprehensive lists of major works, one in poetry and one in fiction. Students are examined in their genre and are allowed to add from 6-12 works to the list.

The M.A. exam requires the student to write 3 essays. The essay topics are selected from a list of topics designed to allow students to focus on those areas of the reading list that they have prepared in depth and at the same time to require that they demonstrate a general knowledge of the genre that the list represents.

M.A. exams are set up for a blind reading by 2 graders (one member of the Creative Writing Assembly and one member of the English Department faculty at large) or 3 if the original readers do not agree on passing or failing it. The third reader, when required, is a member of the Creative Writing Assembly. Exams are graded "High Pass," "Pass," "Low Pass," "Fail." Students are allowed to see the reports on their exams.

Failure of the Comprehensive Examination

A student who fails the comprehensive exam must wait until the next scheduled exam, a year in the future, to take it again. IF A STUDENT FAILS THE EXAM ON THE SECOND ATTEMPT, S/HE IS DROPPED FROM THE CREATIVE WRITING PROGRAM. A student who has failed once may petition the Creative Writing Director to re-take the examination again earlier than the subsequent year.

The Book-Length Manuscript of Creative Work

The deadline for submission of finished manuscripts is the second Tuesday in April.

The M.A. manuscript must be evaluated and found satisfactory by two faculty readers who are members of the Creative Writing Assembly. One of the two required readers must be the faculty member with whom the student has studied in the required tutorial course. The readers decide on the manuscript within two weeks after it has been submitted.

While there is no absolute length requirement for the manuscript, students should consider a rough minimum of 50 manuscript pages of poetry or 100 manuscript pages of fiction as appropriate. Hybrid genres fall under the category of poetry in this program. While there is currently no provision for the submission of non-fiction or translation manuscripts, these will be considered through petition to the Creative Writing Executive Committee. Dual genre manuscripts (poetry and fiction) are allowed, but only if the Creative Writing Executive Committee judges them to be coherent.

Master's Manuscript Submission Extensions

A student may be granted an extension beyond the required date for manuscript submission. The Creative Writing Director, in consultation with the student's tutorial teacher, makes extension decisions.

Once an extension is granted, the student must sign a contract naming a specific date prior to which the manuscript must be submitted. The date must be no earlier than

the day after Labor Day and no later than the 15th of October of the subsequent semester. The procedures for reading the manuscript are as above.

Failure of the Master's Manuscript Submission

If one or both of the required readers should fail a manuscript, the manuscript fails. Readers who fail manuscripts must write a detailed explanation of their judgment, one that contains an outline of those changes that would make the manuscript acceptable. A student whose manuscript fails must be given a copy of these comments and must register for an additional tutorial course beyond the 30-credit program. S/He must wait one full semester, or one summer, before resubmission of the manuscript.

Once a failed manuscript is revised and resubmitted, the faculty member who failed it when it was first submitted will re-evaluate it. If the faculty member passes the manuscript, the manuscript passes. If the faculty member fails it for the second time, the Creative Writing Director and the members of the Creative Writing Executive Committee must read the manuscript. If at least two Executive Committee members (excluding the faculty member who failed it, should s/he be a member of that committee) fail it, the manuscript fails.

IF A STUDENT'S MANUSCRIPT FAILS FOR A SECOND TIME, THE STUDENT IS DROPPED FROM THE CREATIVE WRITING PROGRAM.

APPENDIX 1: Administration of the Graduate Program

The graduate program is administered by the Director of Graduate Studies, the Assistant Director of Graduate Studies, and the Graduate Executive Committee. The Graduate Secretary maintains its records in the Graduate English Office.

1. The Graduate Director is appointed by the Department Chair in consultation with the Department Executive Committee. The Assistant Director is appointed in the same manner, with the advice and consent of the Graduate Director.

2. The Graduate Executive Committee consists of 7 faculty members and 2 graduate students named by the Graduate English Association. The Graduate Director names two of the faculty members; the remaining members are elected, except for the chair of the department, who is an ex-officio member of the committee, the Assistant Graduate Director, and the Creative Writing Director. The Graduate Executive Committee develops the agenda for meetings of the Graduate Assembly and is responsible to this group in its guidance of the graduate program. The Executive Committee is responsible for approving the schedule of graduate courses and submitting the schedule to the Department Executive Committee for its approval. (A third, non-voting and non-participating student member may be allowed to attend meetings.)

3. There are 4 standing subcommittees of the Graduate Executive Committee. Their composition is as follows.

- The Subcommittee on Admissions consists of the Graduate Director, some members of the Graduate Executive Committee, other faculty chosen by the Graduate Director, and a doctoral candidate who has completed coursework and is elected each year by the Graduate English Association.
- The Second-Year Review Subcommittee is 2 members of the Graduate Faculty appointed by the Graduate Director and approved by the Graduate Executive Committee.
- The Subcommittee on Awards includes the Assistant Graduate Director, the Creative Writing Director, at least 1 member of the Graduate Faculty appointed by the Graduate Director and approved by the Graduate Executive Committee, and a doctoral candidate who is both beyond coursework and eligibility for departmental and university funding and is elected each year by the Graduate English Association.

Additional members of these committees, drawn from the graduate faculty, may be appointed, as they are needed by the Graduate Director with the approval of the Graduate Executive Committee. Student representatives on the committees have the same duties as faculty.

4. A file is maintained for every student as a cumulative record of progress through the program. These files contain such documents as admission records, transcripts, correspondence with and from the student, exams, qualifying papers, the approved dissertation prospectus and signed faculty comments on the student's performance in coursework and exams. Every student is entitled to a summary of such comments from a graduate advisor. Only graduate faculty and secretarial staff have full access to materials in the files, which are regarded as confidential.

Students may see materials which were deposited in their files after admission upon request.

APPENDIX 2: Administration of the M.A. in English: Creative Writing Program

1. The Director of the Creative Writing Program is appointed by the Department Chair in consultation with the Creative Writing Assembly and the Department Executive Committee.

2. Creative Writing Faculty are determined by achievement in the field of creative writing and by majority vote of the existed Creative Writing Faculty members. The Director will maintain a list of current Creative Writing Faculty.

3. The Creative Writing Executive Committee consists of 5 members of the Creative Writing Faculty. The Director appoints the members of the committee. The role of the Executive Committee is to develop the agenda for annual meetings of the Creative Writing Assembly and is responsible to this group in its guidance of the Creative Writing Program. The Committee also is responsible for deciding on admissions (in consultation with the Director of Graduate Studies and the Graduate Admissions Committee), composing comprehensive examination questions (in consultation with the Graduate Examination Committee), and arranging Master's Manuscript Committees. The Creative Writing Executive Committee's decisions are subject to confirmation by the Graduate Executive Committee.

4. The Creative Writing Assembly is made up of all Creative Writing faculty members and all the graduate students in the Creative Writing program. The Assembly will meet once annually in the Spring semester. All faculty and students can submit items to the meeting agenda.

APPENDIX 3: Guidelines for Awarding Financial Aid

Students are eligible for (but not guaranteed) awards in the course of their studies. All students desiring financial assistance, including those who currently hold university fellowships, must apply each year for an award. After four years, doctoral candidates may compete for Dissertation Completion Grants (see below). After all eligibility expires, students may be able to teach at Temple on a part-time, per-course basis.

Applications for awards are due at the end of January. The Graduate Awards Committee begins meeting soon after the deadline for financial aid applications, usually the beginning of February, and continues meeting throughout the spring. The committee will make every effort to meet an April 1 deadline for notification. Students will be sent letters notifying them whether they have definitely received an award, have been rejected, or have been placed on a waiting list.

Awards are made primarily on the basis of academic merit. The criteria used for evaluating applicants for awards include: the Temple transcript; reports submitted by professors at the end of every course; performance on Ph.D. exams; publication and other professional experience; where relevant, teaching performance; timely progress towards the degree, including whether or not the student has incompletes on his or her record. Students must submit a timeline indicating their projected completion of degree requirements with their applications for financial aid. Students must maintain a 3.5 GPA or above to be considered for an assistantship.

Any incomplete grades or an average of less than 3.5 may put a student out of competition for the awards described below. Further, a lack of timely progress toward the degree will severely disadvantage a student in the competition for funding.

Financial Aid Appeals Process

The Graduate Executive Committee considers student appeals to the decisions of the Graduate Awards Committee.

Types of Awards

Teaching Assistantships

Teaching Assistantships are the main form of award made each year by the committee. They carry a stipend and include full tuition remission plus health insurance benefits. Students who receive Teaching Assistantships may serve as research assistants, paper graders, course section leaders, or teachers of record. In their first semester of teaching, students are required to attend an orientation before the semester in which their assistantship begins and to fulfill any teaching responsibilities assigned by the department. Students are also required to register for a teaching practicum course unless they have taken a comparable course at another institution. In this case, they can petition the Graduate Director to have the practicum requirement waived. The terms of the teaching assistantship are governed by the contract negotiated by TUGSA. Inquiries about teaching load, benefits, and compensation should be directed to the graduate student union.

Teaching Assistants will usually teach composition. Occasionally, other courses become available to advanced graduate students. Students in the PhD program are eligible for such courses after attaining candidacy; students in the M.A. Creative Writing program are eligible in their second year in the program. Each spring, Teaching Assistants receive a sheet to indicate their teaching preferences for the coming year. The Graduate Director, the Creative Writing Director, and the Undergraduate Chair review these sheets. Following this review, students will be notified of their teaching assignments. The major criteria for being assigned to a literature or other advanced course include departmental needs and the student's position in the program, area of expertise, previous teaching opportunities, and previous teaching success in the program.

Subject to approval each year from the College of Liberal Arts, the Department has a limited number of Academic Internships for T.A.s. Students who are making reasonable progress in the program are eligible to apply for these non-teaching assignments. In the spring of each year, the Graduate English Office will publish a list of those internships requested by the department. Students interested in the internships should submit a letter. In that letter, students should specify their qualifications for the position, specify how they would contribute to the department through this academic internship, and specify how the work would aid them in their future career plans. The Graduate English Office will determine whether students are eligible based on progress within the program. The departmental officer responsible for supervising the internship will make the final selection.

Presidential and University Fellowships

A limited number of fellowships are available to incoming students. The Presidential and University Fellowships are a university-wide competition: all incoming students' applications are reviewed for eligibility. These awards offer fellowship years (no teaching responsibilities) in the first and fourth years, and offer a guarantee of teaching fellowships in the second and third years. The main criteria for consideration include: GRE scores, GPA and letters of recommendation. In rare cases, students currently in the program may be considered for this competition.

Future Faculty Fellowships

Newly admitted graduate students from under-represented groups in their discipline who show exceptional leadership and have a desire to enter the professorate are eligible. Nominees must be American citizens or resident aliens. These awards offer fellowship years (no teaching responsibilities) in the first and fourth years, and offer a guarantee of teaching fellowships in the second and third years.

Dissertation Completion Fellowships

Usually twice each academic year, the Awards Committee can nominate a student for university-wide Dissertation Completion Fellowships for six months of uninterrupted work on their dissertation. These fellowships are competitively available to students who have completed all degree requirements except the dissertation and are in the final stages of their dissertations. The award is for six months. Students who receive a Dissertation Completion Fellowship are not eligible for further aid from Temple

University, nor can they be hired as adjunct instructors until all requirements for the doctoral degree have been completed. Students may also nominate themselves for these awards.

APPENDIX 4: Statement of Academic Honesty

The following statement is taken from the Temple University Graduate Bulletin.

Temple University believes strongly in academic honesty and integrity; therefore, any kind of academic dishonesty is prohibited. Essential to intellectual growth is the development of independent thought and of a respect for the thoughts of others. The prohibition against academic dishonesty is intended to foster this independence and respect. Primarily, the two types of academic dishonesty include the following: Plagiarism and Academic Cheating.

Plagiarism is the unacknowledged use of another person's labor, ideas, words, or assistance. Normally, all work done for courses--papers, examinations, homework exercises, laboratory reports, oral presentations--is expected to be the individual effort of the student presenting the work. There are many forms of plagiarism: repeating another person's sentence as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking in the development of a thesis as though it were your own. All these forms of plagiarism are prohibited both by the traditional principles of academic honesty and by the regulations of Temple University. Our education and our research encourage us to explore and use the ideas of others, and as writers we will frequently want to use the ideas and even words of others. It is perfectly acceptable to do so; but we must never submit someone else's work as if it were our own, without giving appropriate credit to the originator.

Academic Cheating is, generally, the thwarting or breaking of the general rules of academic work or the specific rules of the individual courses. Some examples include falsifying data; submitting, without the instructor's approval, work in one course which was done for another; helping others to plagiarize or cheating from one's own or another's work; or actually doing the work of another person.

The penalty for academic dishonesty can vary from reprimand and receiving a failing grade for a particular assignment, to a failing grade in a course, suspension, or expulsion from the University. The penalty varies with the nature of the offense, the individual instructor, the department, and the school or college.

For more information about what constitutes Academic Dishonesty or about disciplinary and/or academic grievance procedures refer to the University's Statement on Academic Honesty and the Student Code of Conduct or contact the Student Assistance Center at 215 204-8531.

APPENDIX 5: Academic Appeals Procedures

Students may appeal any academic matter in which they feel they have been treated unfairly, after having first attempted to resolve the issue through communication with the instructor or Graduate Director. A student may rescind the grievance at any point, thus halting the process. All appeals are in accordance with the general principles set forth in the Graduate School and College of Liberal Arts policies.

Informal stage

1. The student should first attempt to resolve the issue through communication with the instructor and/or Graduate Director, who will try to resolve disputes between students and faculty during the informal stage.
2. A Student Ombudsperson is available to assist students in this process and should be consulted during the informal stage. Ombudspersons are appointed annually by the Graduate English Association to facilitate the resolution of disputes and advocate on the student's behalf. Information communicated to the Student Ombudsperson is confidential.
3. In the event the issue is not resolved informally, the student may initiate a formal appeal by notifying the Graduate Director in writing of the nature of the dispute no later than the semester following the disputed incident. The Student Ombudsperson may assist the student in preparing the written appeal.

Formal stage

4. The Graduate Director is responsible for carrying out the review according to the following procedures. This review and the response will be completed within twenty-one business days of receipt of the student's written appeal.
5. The Graduate Director forwards the appeal to the English Faculty Appeals Committee, which is charged with investigating, documenting, and deciding graduate student appeals. The Committee consists of three members of the graduate English faculty who are not serving on the Graduate Executive Committee and are not a party to the dispute. At least one of these must be eligible to direct dissertations according to the CLA criteria for graduate faculty. Members of the Committee are appointed annually by the Chair of the English Department.
6. As appropriate, the Appeals Committee will review all documents pertinent to the case and interview the parties involved. Students may have the Student Ombudsperson assist them in any interview with the Committee. After completing its investigation, the Committee will make a decision in the case that is binding on the Department.
7. The Appeals Committee communicates its decision on the grievance in writing to the student, the Graduate Director, and the Chair.
8. It also informs the student of the procedure to appeal the Department's decision.
9. Within ten days of notification by the English Faculty Appeals Committee, the student may further appeal the decision to the Associate Dean for Graduate Affairs in the College of Liberal Arts.

APPENDIX 6: Sample Courses of Study in the Ph.D. Program

The following charts plot general timelines for speedy completion of program requirements. Actual courses of study will vary with the availability of courses, teaching assignments, and other contingencies.

Entering with M.A. (Five Year Plan)

The following chart assumes the maximum of 15 transfer credits.

<p><u>Year 1: Courses</u></p> <p><i>Fall</i> 3 courses</p> <p><i>Spring</i> 3 courses</p>	<p><u>Year 1: Other</u></p> <p>Complete first foreign language</p>
<p><u>Year 2: Courses</u></p> <p><i>Fall</i> 3 courses</p> <p><i>Spring</i></p>	<p><u>Year 2: Other</u></p> <p>Complete second foreign language M.A. qualifying paper (if M.A. option is elected)</p> <p>Exam protocols and reading lists¹</p>
<p><u>Year 3</u></p> <p><i>Fall</i> Prelim exams</p> <p><i>Spring</i> Form dissertation committee Submit dissertation prospectus</p>	
<p><u>Year 4, 5</u></p> <p>Write and defend dissertation Job search</p>	

¹ With supervisor's permission, may be submitted for approval during final semester of course work.

Entering with B.A. (Six Year Plan)

<p><u>Year 1: Courses</u></p> <p><i>Fall</i> Introduction to Graduate Study 2 Courses</p> <p><i>Spring</i> 3 courses</p>	<p><u>Year 1: Other</u></p> <p>Complete first foreign language</p>
<p><u>Year 2: Courses</u></p> <p><i>Fall</i> 3 courses</p> <p><i>Spring</i> 3 courses</p>	<p><u>Year 2: Other</u></p> <p><i>Fall</i> M.A. qualifying paper (if M.A. option is elected)</p> <p><i>Spring</i> Complete second foreign language</p>
<p><u>Year 3: Courses</u></p> <p><i>Fall</i> 2 courses</p>	<p><u>Year 3: Other</u></p> <p><i>Fall</i> Form Prelims Committee Exam protocols and reading lists²</p> <p><i>Spring</i> Study for Prelims</p>
<p><u>Year 4</u></p> <p><i>Fall</i> Prelims Form dissertation committee</p> <p><i>Spring</i> Submit dissertation prospectus</p>	
<p><u>Year 5, 6</u></p> <p>Write and defend dissertation Job search</p>	

² With supervisor's permission, may be submitted for approval during final semester of course work.