

Graduate Handbook

Department of English

West Virginia
University

Updated February 13, 2019

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1 Graduate Study in English at West Virginia University

1.1 The M.A. Degree

The Master of Arts (M.A.) degree in English is designed for students who have shown an aptitude for sustained literary study, and who desire to pursue a more intensive and extensive academic training. The two-year M.A. program has five primary goals: (1) to extend the student's knowledge of the cultural, linguistic, and literary heritage of Great Britain, America, and other English-speaking lands; (2) to introduce students to the critical and professional discourses of academics in literary and linguistic studies; (3) to develop the student's research, writing, and analytical skills, which are necessary for professional success; (4) to provide professional training to prepare students to teach English at the post-secondary level; and (5) to counsel students to craft their program of study to meet their professional and personal needs.

The M.A. program meets these goals by providing a rotation of courses in literature, linguistics, theory, and pedagogy that require extensive reading, writing, research, and oral presentations. With small classes, students receive individual attention from the faculty, which facilitates student progress. M.A. students are eligible for teaching assistantships within the English Department, which provide training in pedagogy.

The knowledge and skills that students acquire in the M.A. program provide the requisite foundation to pursue doctoral work in English, with the ultimate goal of becoming a professional scholar and academic at a post-secondary institution. The academic training provided by the M.A. also is applicable for careers in secondary education, professional writing, and editing.

1.2 The M.A. in P.W.E. Degree

The M.A. in Professional Writing and Editing is a 30-hour degree that combines theories of writing with practice in real-world writing situations. Students will study professional writing theory, the history of rhetoric, editing, rhetorical analysis, new modes of digital composition, and writing ethics.

This degree prepares students for a variety of career options, including technical writing and editing, project management, writing consulting, writing instruction, and advanced graduate study in rhetoric and composition.

The degree is designed for both newly-graduated undergraduates and working adults who want more training in writing and editing.

1.3 The M.F.A. Degree

The Master of Fine Arts is the terminal degree in creative writing. M.F.A. students at West Virginia University come from all parts of the United States and from abroad. They study within a three-year academic/studio program that combines an apprenticeship to the craft with more traditionally academic elements. This approach seeks to train students in ways that reflect the realities of the writer/artist's evolving role in the academy and beyond. The academic/studio format allows students to take literature, professional writing and editing, and pedagogy courses in addition to workshops, as they hone their writing and prepare for a variety of careers.

1.4 The Ph.D. Degree

The doctoral program in English has five goals: (1) to build upon the broad foundations of the M.A. degree's focus on the cultural, linguistic, and literary heritage of Britain, America, and other English-speaking lands; (2) to help students to develop fluency in the critical discourses of the profession; (3) to help students to develop professional competency in three fields of research, as

dictated by the Examination for Formal Admission to Candidacy; (4) to help students to develop the research, writing, and analytical skills necessary for professional success; and (5) to provide professional training and counseling to prepare graduates to teach English professionally on the post-secondary level.

These goals are met by the various features of our program, which include course work, examinations, and both formal and informal instruction and advising regarding professional teaching and research responsibilities. Doctoral study culminates in the writing of the dissertation, which is designed to contribute to the critical and/or theoretical discussion in its field and to prepare the doctoral candidate for further research and publication as a professional scholar and teacher.

2 Admission to the Graduate Programs

2.1 Requirements for Admission

Applications to all graduate programs must be completed online at https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=wwugrad. Different programs require different supporting materials; please see below.

2.1.1 M.A.

Most students admitted to the M.A. program in English have completed an undergraduate degree in English or an allied field with a record of academic distinction. The Graduate Program recognizes, however, that not all people fit this profile and welcomes applications from individuals who can make a strong case that they will succeed in the M.A. program. The applicant must supply the following:

- academic transcripts from all postsecondary institutions;
- Graduate Record Examination (GRE) General Aptitude Test scores, taken within the last five years, preferably at or above the 60th percentile on the verbal and analytical-writing scales;
- a strong sample of critical writing in literary or cultural studies (approx. 8-10 pp.);
- three letters of recommendation; and
- a statement of purpose (approx. 1-2 pp).

Non-native English speakers must present TOEFL scores of at least 550 for the paper-based exam or 79 for the Internet-based exam; or IELTS scores of at least 6.5.

Applicants who have been away from school for a long period of time may wish to use the statement of purpose, in part, to explain their decision to return for an advanced degree in English. The M.A. Admissions Committee is responsible for evaluating all application materials and for making admissions decisions.

Please note: applicants who hold only a B.A. degree but intend to pursue a Ph.D. at WVU should apply directly to the Ph.D. program (see section 2.1.4).

2.1.2 M.A. in P.W.E.

Admission to the M.A. in Professional Writing and Editing program is based on academic record, three letters of recommendation, a statement of professional goals, writing samples, and a current résumé or C.V. Students with past or current experience as a writer or editor may submit their professional work as part of their writing sample.

However, applicants should all submit an academic research paper of at least 8-10 pages in length. In addition, applicants must submit their score on the Graduate Record Examination General Aptitude Test (at or above the 60th percentile on the verbal and analytical scales) taken within the last five years. In some cases, where students have graduated more than five years ago and can present at least two years of experience writing and editing on the job, we will consider requests to waive this requirement. Non-native English speakers must present TOEFL scores of at least 600 for the written exam or equivalent for the on-line version.

2.1.3 M.F.A.

Admission to the M.F.A. degree program in creative writing is based primarily on the excellence of a substantial writing sample in fiction, nonfiction or poetry (10-20 pages of poetry; 20 to 30 pages of prose). An admissions committee made up of members of the English graduate faculty with specialties in creative writing examines applications for excellence and promise. Normally, prospective candidates for the degree of Master of Fine Arts are expected to have completed a Bachelor's degree in English. Graduate Record Examination General Aptitude Test scores are required (recommended at or above the 60th percentile on the verbal and analytical scales), as are letters of recommendation and a personal statement. Non-native English speakers must present TOEFL scores of at least 550 for the written exam or equivalent for the on-line version.

2.1.4 Ph.D.

A student wishing to enter the Ph.D. program must hold (or anticipate holding upon matriculation) at least a B.A. degree (or the equivalent) in English (or an allied field). The English Department offers two tracks for admission to the Ph.D. program:

1. A student entering the Ph.D. program with a B.A. only will be guaranteed initial support at M.A. levels for two years (see section 9.2.1). Upon completion of 30 hours of required coursework, the student will be guaranteed five additional years of support at Ph.D. levels.

If at the time of application a student is judged not directly admissible to the Ph.D. program, admission to the M.A. program may be offered instead. At the conclusion of the M.A., the student may reapply for admission to the Ph.D. program. If the reapplication is successful, up to 30 hours of unrestricted course work for the Ph.D. may be waived at the discretion of the Ph.D. Program Supervisor.

2. A student entering the Ph.D. program with an M.A. degree in hand will be guaranteed five years of support at Ph.D. levels (see section 9.2.1). Up to 30 hours of unrestricted course work may be waived at the discretion of the Ph.D. Program Supervisor.

The applicant must supply the following:

- academic transcripts from all previous postsecondary institutions;
- Graduate Record Examination (GRE) General Aptitude Test scores, taken within the last five years, preferably at or above the 60th percentile on the verbal and analytical-writing scales;
- a strong sample of critical writing in literary or cultural studies (approx. 20-25 pp.);
- three letters of recommendation; and
- a statement of purpose (approx. 2-3 pp.).

Non-native English speakers must present TOEFL scores of at least 550 for the paper-

based exam or 79 for the Internet-based exam; or IELTS scores of at least 6.5.

The Ph.D. Admissions Committee is responsible for evaluating all application materials and for making admissions decisions.

2.2 Application Deadline

All application material for all graduate programs must be submitted no later than January 15 for admission the following fall. Decisions will be announced no later than March 15. Admitted candidates must inform the English Department no later than April 15 whether they intend to enroll the following fall.

3 Requirements for the M.A. Program

3.1 Course Work

M.A. candidates must successfully complete the following 30 hours of course work:

- ENGL 609 (College Composition Pedagogy), 3 hours. Required of all graduate teaching assistants in their first semester.
- Foundation course: either ENGL 680 (Introduction to Literary Research) or ENGL 682 (Recent Literary Criticism), 3 hours. Completion in the first year is recommended.
- Electives: 600- or 700-level courses in English (excluding ENGL 790), 18 hours. A maximum of 3 hours of ENGL 695 (Independent Study) may be counted toward this requirement. For students taking the M.A. thesis option, ENGL 698 (Thesis) replaces 6 of the elective hours (see section 3.2.1).
- Seminars: 700-level courses in English (excluding ENGL 790), 6 hours.

With the permission of the M.A. Program Supervisor, up to 12 hours of coursework in departments other than English may be applied to the requirements for the M.A. degree.

3.1.1 Independent-Study Courses

Independent-study courses are designed to give students increased flexibility in planning their programs of study. M.A. students may apply no more than 3 hours of independent study toward their required coursework.

An independent-study course is contracted between the student and the instructor. In the semester prior to taking such a course, the student meets with the instructor to agree on a reading list, the number and nature of the meetings, and the written work due. A course-approval form is completed and submitted to the Ph.D. Program Supervisor. The student then enrolls in ENGL 695 (Independent Study).

3.2 M.A. Thesis

A thesis is optional for the M.A. degree. Students choosing the thesis option take 6 hours of ENGL 698 (Thesis) in lieu of 6 of their elective hours (see section 3.2).

The critical thesis is a work of scholarship in the form of an extended research paper (usually 50-

75 pages). The thesis is directed by a regular member of the graduate faculty and two additional committee members. It is recommended that one member be from outside of the Department of English. Students must satisfactorily defend their completed projects before their committees and anyone else who wishes to attend. All theses must be filed electronically; see section 6.6.5.

3.3 Breadth Requirement

At least one course must be substantially devoted to pre-1800 and at least one to post-1800 literature. At least one course must be in American and at least one in British literature. “Doubling up” is allowed across categories but not within them; e.g., a student may take a Shakespeare course to fulfill both the pre-1800 and British requirements at once, but may not take a T.S. Eliot course to fulfill both the American and British requirements at once.

3.4 Foreign-Language Requirement

The foreign-language requirement for the M.A. is satisfied by earning an “A” or “B” in the fourth-semester foreign-language course at an accredited college or university (or its international equivalent) within the last five years; or by passing a translation examination administered by the WVU Department of World Languages. Translation exams are available in Spanish, French, German, Italian, Japanese, Chinese, Latin and Russian; use of a dictionary is permitted. The exam is offered once per semester and is graded Pass/Fail. Registration is required; deadlines are usually announced mid-semester.

3.5 Plan of Study

During the first semester in residence, M.A. students must file a Plan of Study in consultation with the M.A. Program Supervisor. A copy is kept in the student’s file, and the original is filed with the dean’s office.

The Plan of Study may be amended at any time in consultation with the M.A. Program supervisor.

All students are responsible for monitoring their progress toward the degree using DegreeWorks.

4 Requirements for the M.A. in P.W.E. Program

4.1 Courses

The following classes are specifically required and offered regularly:

- ENGL 601: Introduction to Composition Studies
- ENGL 602: Theory and Practice of Editing
- ENGL 605: Professional Writing Theory and Research

Students will individualize their master’s program by choosing two 600-level courses from an approved list of courses in related fields. Courses will fulfill the Professional Writing Electives if they focus on any of the following topics:

- Development and circulation of texts
- Humanities computing
- Communication
- Design and production of texts
- Language theory

- Online text production

4.2 General Distribution

Students must complete 9-12 hours of general English studies. Courses will include literature, writing, and/or linguistics courses offered by the Department of English and chosen in consultation with the student's advisor. These credits, with the 3-6 hours in the Practical Application section, must add up to 15 hours.

Students may not use the same course to fulfill the General Distribution and Professional Writing Electives requirements.

General distribution hours may often include requirements dictated by graduate teaching status, prior coursework, and departmental guidelines.

4.3 Practical Application

Students must either participate in an internship or write an M.A. thesis.

4.3.1 Internship (3 hours)

Students who choose the internship option will work for a local or regional company, program, or organization for 8-10 hours a week for 12-15 weeks. Students will engage in a variety of supervised writing tasks, including research, editing, proofreading, project management, and content development.

At the end of the internship period, students will submit a portfolio to the Professional Writing Coordinator that documents and reflects on their internship experience.

4.3.2 Critical Thesis (3-6 hours)

The M.A. thesis is a work of scholarship in the form of an extended research paper (usually 50-75 pages) on a topic in the field. The thesis is directed by a regular member of the graduate faculty and two additional committee members.

Students must satisfactorily defend their completed projects before their committees and anyone else who wishes to attend. All theses must be filed electronically; see section 6.6.5.

4.4 Plan of Study

During the first semester in residence, M.A. in P.W.E. students must file a Plan of Study. Students may amend their Plan of Study by consulting with their adviser. A copy of the document is kept in each student's file, and the original is filed with the dean's office. All students are responsible for monitoring their progress toward the degree using DegreeWorks.

4.5 Language Requirement for the M.A. in P.W.E.

The M.A. in P.W.E. requires that students demonstrate proficiency in foreign language, statistics, or computer programming in one of following ways:

- Completing a 204 (Intermediate II) or 200 (Intensive Intermediate) language course in a

modern foreign language with a grade of B or above or completion of the Graduate Student Foreign Language Exam administered by the Department of World Languages, Literatures, and Linguistics

- Earning a B or above in the second-year level of foreign language study at an accredited college or university (or its international equivalent) within the last five years
- Participating in a University-approved study abroad program of four or more weeks in a non-English-speaking host country will also fulfill the language requirement if, as part of the experience, students are required to study the language and culture of the host country. As part of the study abroad program, students must enroll in at least one three-credit-hour course and earn a grade of B or above.
- Completing STAT 201 (Applied Statistical Modeling) with a grade of B or above
- Completing CS 110 (Introduction to Computer Science) and its accompanying one credit hour lab with a grade of B or above

A student should state in the plan of study the means by which he or she plans to satisfy the language requirement. Graduate students who take undergraduate courses at WVU should note that course grades will be calculated into their GPA.

5 Requirements for the M.F.A. Program

5.1 Courses

M.F.A. students must successfully complete 45 hours, distributed as follows: fifteen hours of creative writing workshops (one in a genre other than the student's primary area of concentration); twelve hours of graduate-level English courses (non-creative writing); three hours of writing pedagogy; nine thesis hours; six hours to be determined in consultation with the Creative Writing faculty.

5.2 Program Requirements

The core of the program is the workshop, where students submit their own writing for discussion and critique. This writing will make up the bulk of the thesis. The non-creative writing courses will be the same as those taken by Ph.D. and M.A. students. There is no foreign language requirement.

In addition to course work, the student must write a thesis. This book-length manuscript (minimum of 48 pages in poetry, 150 pages in prose), ideally suitable for publication on its own, must be approved by a three-person committee composed of the thesis director and two readers. The student may write a novel, a collection of short stories or poems, or a work of creative nonfiction for the thesis, which consists of the creative work and a descriptive introduction. Final approval is granted following an oral defense. All theses must be filed electronically; see section 6.6.5.

5.3 Plan of Study

During the first semester in residence M.F.A. students must file a Plan of Study. Students may amend their Plan of Study by consulting with their adviser. A copy of the document is kept in each student's file, and the original is filed with the dean's office.

All students are responsible for monitoring their progress toward the degree using

6 Requirements for the Ph.D. Program

6.1 Course Work

Ph.D. candidates must successfully complete the following 54 hours of course work. For students entering with an M.A. in English or an allied field, up to 30 hours of these hours may be waived at the discretion of the Ph.D. Program Supervisor.

- ENGL 609 (College Composition Pedagogy), 3 hours. Required of all graduate teaching assistants in their first semester. May be waived if students have previously taken a course that the department recognizes as equivalent; in this case, a different 3-hour course must be substituted.
- ENGL 680 (Introduction to Literary Research), 3 hours. Completion in the first year is recommended. May be waived if students have previously taken a course that the department recognizes as equivalent; in this case, a different 3-hour course must be substituted.
- ENGL 682 (Recent Literary Criticism), 3 hours. Completion in the first year is recommended. May be waived if students have previously taken a course that the department recognizes as equivalent; in this case, a different 3-hour course must be substituted.
- Electives: 600- or 700-level courses in English (excluding ENGL 790, 798 and 799), 30 hours. A maximum of 6 hours of ENGL 695 (Independent Study) may be counted toward this requirement.
- Seminars: 700-level courses in English (excluding ENGL 790, 798 and 799), 15 hours. Of these hours, 3 must be in ENGL 782 (Current Directions in Literary Study).

Students entering without an M.A. in English or an allied field are advised to distribute 12 of their coursework hours as follows: at least 3 hours in American Literature; at least 3 hours in British literature; at least 3 hours in pre-1800 literature; at least 3 hours in post-1800 literature.

With the permission of the Ph.D. Program Supervisor, up to 12 hours of coursework in departments other than English may be applied to the requirements for the Ph.D. degree. Only 600- and 700-level courses passed with a grade of “B” or better may be applied to the 30 credit-hours requirement.

ENGL 790, 798 and 799 may not be applied to the 30 credit-hours requirement.

ENGL 636, ENGL 693 and all 700-level ENGL courses (except for ENGL 790, 798 and 799) may be repeated for credit, so long as the course titles and content are different.

Near the end of one’s program, the student must register for at least 12 hours of ENGL 798, Dissertation.

6.2.1 Independent-Study Courses

Independent-study courses are designed to give students increased flexibility in planning their programs of study. Ph.D. students may apply no more than 6 hours of independent study toward their required coursework.

An independent-study course is contracted between the student and the instructor. In the semester prior to taking such a course, the student meets with the instructor to agree on a reading list, the number and nature of the meetings, and the written work due. A course-approval form is completed and submitted to the Ph.D. Program Supervisor. The student then enrolls in ENGL 695 (Independent Study).

6.2 Portfolio

During the second year in residence, while coursework is still underway, each student must submit for approval a portfolio of academic work. The portfolio replaces the Preliminary Qualifying Examination (also Proseminar or “Prosem”), which is no longer administered.

In May of the first year, each student will meet with the M.A./Ph.D. Program Supervisor. The student may be asked to submit a self-evaluation in advance of this session. The purpose of the session will be to discuss the student’s progress so far, as well as strategies for preparing the second-year portfolio.

By 1 September of the second year, each student will submit a portfolio consisting of:

- a research paper (approx. 20 pp.) of his/her choosing, most likely stemming from a first-year course;
- a self-evaluation of his/her coursework, research, writing, teaching and department participation; and
- a plan of study, including possible dissertation field and list of primary sources.

A three-member committee, constituted in advance from the English graduate faculty, will evaluate all portfolios.

Approximately 2-4 weeks after submission, the student will meet with the entire Committee, which will provide oral feedback and a written follow-up report. The M.A./Ph.D. Program Supervisor will receive a copy of this report.

If a student’s portfolio falls significantly below the Committee’s expectations, the M.A./Ph.D. Program Supervisor will invite the student to revise and resubmit it by 15 January of the second year. The Committee will evaluate and provide a brief report on the resubmission.

If the resubmitted portfolio still falls significantly below the Committee’s expectations, the M.A./Ph.D. Program Supervisor will suggest that the student leave the program.

6.3 Foreign-Language Requirement for the Ph.D.

The foreign-language requirement for the Ph.D. is satisfied by earning an “A” or “B” in the fourth-semester foreign-language course at an accredited college or university (or its international equivalent) within the last five years; or by passing a translation examination administered by the WVU Department of World Languages. Translation exams are available in Spanish, French, German, Italian, Japanese, Chinese, Latin and Russian; use of a dictionary is permitted. The exam is offered once per semester and is graded Pass/Fail. Registration is required; deadlines are usually announced mid-semester.

6.4 Teaching Requirement for the Ph.D.

Doctoral students must teach successfully in the department. Concurrent with teaching, six hours of ENGL 790, Teaching Practicum (three for teaching composition and three for teaching literature) are required. This requirement can be waived for those candidates with teaching

experience approved by the department, or for those that do not wish to teach due to other obligations, by petitioning the Graduate Program Committee.

6.5 Examination for Formal Admission to Candidacy (Booklist Exam)

The coursework stage of the doctoral program is followed by the “Examination for Formal Admission to Candidacy”, known informally as the “Booklist Exam.” Its purpose is to ensure that the student is prepared to write the dissertation. It assesses the student’s ability to synthesize various sources and to identify problems in his/her area of inquiry. Having passed it, the student is designated A.B.D. (All but Dissertation).

Preparation for the booklist exam may not begin until 27 of the 30 hours of regular coursework (i.e., excluding ENGL 790, 798 and 799) are complete. Preparations may begin while the final 3 hours of regular coursework are in progress.

The booklist exam must be passed no later than two calendar years after coursework is complete. The booklist exam may not be taken during the same semester in which the booklist and preface are approved.

6.5.1 Preparation, Booklist and Preface

At the beginning of his/her preparations, the student should meet with the Ph.D. Program Supervisor.

The student should choose a booklist-committee chair, who must be a regular member of the English Department graduate faculty. In consultation with the chair, the student should constitute a four-member exam committee. One member is the chair, and one must be from outside the English Department (either at WVU or at another institution).

In consultation with the committee, the student should compile a list of approximately 75-100 core texts relating to the projected dissertation. Each committee member should contribute suggestions for approximately 5-10 of these texts. The student and committee together should jointly determine the balance of primary and secondary texts, according to the student’s needs and interests; as well as what constitutes a “text” (e.g., the *Complete Works of Milton* as opposed to *Paradise Lost* only; Derrida’s *Dissemination* as opposed to “Plato’s Pharmacy” only; etc.). The list should do all three of the following, in a ratio to be determined jointly by the student and committee:

- (a) Cover the most capacious version of the field as the student defines it (the novel, nineteenth-century American literature, etc.), i.e. including the texts everyone in the field would be expected to know;
- (b) Isolate specific conversations within that field or in the profession at large, however the student defines them methodologically or theoretically;
- (c) Carve out a space for the student within those fields, i.e. including texts that he/she anticipates will have more to do with the dissertation topic.

In consultation with the committee, the student should develop a preface of approximately 3-5 pages, typed double-space, addressing the three above-mentioned concerns. The list itself appears at the end of the document but is not included in the page count. The student is not expected to have read all the texts on the list before writing the preface.

Once the committee has approved the booklist and preface (multiple revisions may be called for), the student should obtain the signature of the Ph.D. program supervisor.

These documents should be placed in the student's file. The student may now schedule and begin studying for the exam itself.

6.5.2 Oral Exam

At least one week prior to the exam date, the student should submit a revised and expanded version of the booklist preface (approximately 6-8 pages, typed double-space, not including the booklist itself) to the committee. This version may reflect further insights gained and refinements made to the dissertation topic since the student began exam preparations.

The oral exam lasts two hours. Notes and other materials are permitted. The student is encouraged to open the proceedings with brief remarks drawing on (but not reciting) the revised booklist preface. Thereafter, the precise format of the exam (e.g., a strict rotation as opposed to a more free-flowing conversation among the participants) will be at the discretion of the committee. Questions will be designed, however, to ascertain the following: (1) Has the student demonstrated knowledge of the field? (2) Has the student demonstrated conversance with major debates in this field? (3) Has the student positioned him-/herself in relation to these debates?

Alternatives to the oral-exam format may be considered for a student with disabilities.

If unavailable in person, the external committee member may participate in the exam by telephone or video conference.

If the student's exam is deemed passing, the committee completes a signature sheet and places it in the student's file. The student is now designated A.B.D. and proceeds to the dissertation stage.

If the student's exam is not deemed passing, the student leaves the program and receives an M.A.

6.6 Dissertation Stage

After passing the booklist exam, the student proceeds to the dissertation stage. The dissertation prospectus must be approved within one semester (not including the summer) of the student's passing the booklist exam. All degree requirements, including the dissertation, must be completed within five years of the student's passing the booklist exam.

6.6.1 The Dissertation Committee

The booklist committee, including the chair, usually but not necessarily becomes the dissertation committee. If the student wishes a faculty member to continue, he/she should confirm that the faculty member is willing to do so. If the student wishes to replace a faculty member, he/she should consult the Ph.D. Program Supervisor.

The dissertation committee consists of no fewer than four members, one of whom must be from outside the English Department. The majority of the committee members must be regular members of the graduate faculty, including the chair of the committee. No more than one committee member may be a nonmember of the graduate faculty.

6.6.2 The Dissertation Prospectus

With the assistance of the dissertation chair, the student writes a prospectus containing a

general statement of purpose, a brief survey of the student's projected contribution to the scholarship on the subject, provisional chapter plans and a working bibliography. The prospectus should not exceed ten double-spaced pages (excluding the bibliography).

Once the prospectus has been approved by the dissertation chair, it will be passed on to the other members of the dissertation committee for suggestions and approval.

The entire dissertation committee must approve the prospectus within one semester (not including the summer) after the student's passing the booklist exam.

A student whose dissertation prospectus is not approved by March 31 of his/her fourth year in the Ph.D. program becomes permanently ineligible for an English Department dissertation fellowship, regardless of the year(s) in which he/she applies.

6.6.3 The Dissertation

With the guidance of the dissertation chair and committee, the student will research and write the dissertation, which is designed to be an original contribution to the scholarship in its field.

The student and the committee will establish a procedure for circulating the dissertation draft material. One of the following methods is suggested:

1. The student will submit drafts of individual chapters to the dissertation chair for revision and approval. Once all the chapters have been approved by the chair, a draft of the entire dissertation will be submitted to the rest of the committee members, who may then ask for further revisions.
2. The student will submit drafts of individual chapters to the dissertation chair for revision and approval. Once each chapter has been approved by the chair, it will be submitted to the rest of the committee members, who may then ask for further revisions.
3. The student will submit drafts of individual chapters to the dissertation chair and whichever committee members prefer to read such initial drafts. Once all the chapters have been approved by these committee members, a draft of the entire dissertation will be submitted to the remaining committee members, who may then ask for further revisions.

When the revisions are completed to the satisfaction of at least three of the four committee members, including the chair, the student may schedule the defense. A penultimate draft of the entire dissertation must be distributed to the committee members at least one month prior to the defense. Students planning on taking a December degree are advised to submit the penultimate draft no later than October 15. Students planning on taking a May degree are advised to submit the penultimate draft no later than March 15. Students planning on taking an August degree are advised to submit the penultimate draft no later than April 30.

6.6.4 The Defense

The **Eberly College Thesis and Dissertation Defense Date Declaration Form** (<http://eberly.wvu.edu/students/graduate/graduation-forms-and-process>) must be filed with the English Department graduate secretary at least two weeks prior to the defense itself. The defense date should be governed by the **Eberly College Thesis and Dissertation Defense Form** (<http://eberly.wvu.edu/students/graduate/graduation-forms-and-process>) filing deadline set by the Eberly College of Arts & Sciences, which in turn

is governed by the **Electronic Theses & Dissertations** filing deadline set by the university (<https://etd.lib.wvu.edu>). The Spring 2016 semester deadlines, for example, were as follows:

| | |
|--|-------------------------|
| Last day to submit penultimate draft to committee | Friday 18 March 2016 |
| Last day to file the Defense Date Declaration Form | Thursday 7 April 2016 |
| Last day to file the Defense Form (i.e., last day to defend) | Wednesday 20 April 2016 |
| Last day to file with Electronic Theses & Dissertations | Friday 29 April 2016 |

No defenses may take place in June and July.

The WVU Graduate Catalog states: “The student and all committee members are expected to be physically present for a defense. In extraordinary circumstances, and only with the approval of the college or school dean or designee, an individual may attend by audio or videoconference (with videoconferencing preferred). Anyone attending the defense electronically must remain available during the entire time of the defense.” (http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/#thesedisserationstext)

If a committee member needs to participate remotely, the student should have him/her send an e-mail to the Director of Graduate Studies for the Eberly College of Arts and Sciences. This message may double as a request for permission to have the committee chair sign the Dissertation Defense Form for the remotely participating member by proxy (please note: the Electronic Theses & Dissertations Form cannot be signed by proxy). The following template is suggested:

I am a member of [student's] doctoral thesis committee for [pronoun] project entitled [title]. Because of [very brief explanation], I will not be able to attend [pronoun] thesis defense in person and am making preparations to attend via [telephone/videoconference]. The defense is scheduled for [date].

I hereby grant permission to [committee chair], Ph.D., to sign for me in my physical absence on the date of the defense. This permission will be granted after I give my verbal approval during the committee deliberation on the day of the defense.

If you have any questions or concerns, please do not hesitate to contact me.

Thank you for allowing me to participate in this event via [telephone/videoconference].

The student, the committee chair, and the English Department graduate secretary should be copied on the message.

Although one member of the committee may dissent, three of the four must agree for the candidate to pass the defense.

The Eberly College Thesis and Dissertation Defense Form must be filled out by the candidate (typewritten only; no handwritten forms will be accepted), signed by all members of the committee (unless permission for a proxy signature has been obtained), initialed by the graduate secretary, and returned to the Eberly College Graduate Records Office by 4:00 PM on the next business day following the defense.

Graduation is expected to take place in the same semester as the defense.

6.6.5 Filing the Dissertation

The committee may suggest minor, final revisions prior to the filing of the dissertation. All dissertations must be filed electronically.

The Electronic Theses & Dissertation form must be signed by all committee members; proxy signatures are not allowed (faxed or scanned copies are acceptable).

Full instructions are available at the Electronic Theses & Dissertations website (<https://etd.lib.wvu.edu/>). Deadlines and formatting protocols are strictly enforced.

6.7 Ph.D. Advising and Plan of Study

During the first semester in residence, Ph.D. students must file a Plan of Study in consultation with the Ph.D. Program Supervisor. A copy is kept in the student's file, and the original is filed with the dean's office.

The Plan of Study may be amended at any time in consultation with the Ph.D. Program supervisor.

All students are responsible for monitoring their progress toward the degree using DegreeWorks.

7 Registration and Enrollment

Registration deadlines can always be found at <http://registrar.wvu.edu/>. Registration usually begins in late October for the Spring semester following, and in late March for the Fall semester following.

To maintain full-time status, students must register for at least 9 hours during each semester of the regular academic year. Students must maintain full-time status during any semester in which they are teaching or holding a dissertation fellowship. Students must register for at least 1 hour during any semester in which they wish to maintain privileges at the university libraries and other facilities. Students who have formally advanced to candidacy (i.e., have passed the booklist exam) must register for at least 1 hour during each semester of the regular academic year.

To maintain active-student status, students must register for at least 1 hour during every third semester of the regular academic year. Students who fail to maintain this status may need to seek readmission.

Students who will be teaching composition should register for ENGL 790.1 (Teaching Practicum), 3 credits. Students who will be teaching literature, creative writing or P.W.E. should register for ENGL 790.2 (Teaching Practicum), 3 credits. Students who will be teaching in both categories should register for both sections of ENGL 790. ENGL 790 contributes to one's full-time status but not to one's required coursework.

Ph.D. students preparing for and taking the booklist exam should register for ENGL 799 (Graduate Colloquium). Ph.D. students who have passed the booklist exam should register for ENGL 798 (Dissertation). Both ENGL 798 and ENGL 799 are variable-unit courses that may be taken for up to 6 hours each.

Ph.D. students who would not otherwise reach the 9 hours required to maintain full-time status (i.e., who have concluded their coursework and/or their teaching) may register for some combination of ENGL 798 and/or ENGL 799.

Students must register for ENGL 799, 1 credit, for the semester (regular or summer) in which they plan to graduate.

8 Graduate Courses

A full listing of English graduate courses may be found in the WVU Graduate Catalog, <http://catalog.wvu.edu/graduate/eberlycollegeofartsandsciences/english/#courseinventory>. A schedule of courses offered in a particular semester may be found on the website of the Registrar, <http://registrar.wvu.edu/courses>.

600-level (survey or author/topic/genre) courses are introductory and do not presuppose background in the subject beyond that ordinarily possessed by a beginning M.A. student. Student work will generally culminate in a research paper appropriate for presentation at a scholarly conference (approx. 10 pp.).

700-level (seminar or current-directions) courses are narrowly focused and may presuppose some background in the subject. Students work will generally culminate in a research paper appropriate for submission to a scholarly journal (approx. 20 pp.).

Courses will be offered on roughly the following rotation. This guide should be understood as highly tentative and subject to change.

FALL

ENGL 601 (Intro to Comp & Rhetoric) *or* ENGL 605 (Professional Writing Theory & Research)
ENGL 609 (College Composition Pedagogy)
ENGL 609 (College Composition Pedagogy)
ENGL 618 (Creative Writing: Fiction)
ENGL 618 (Creative Writing: Nonfiction)
ENGL 618 (Creative Writing: Poetry)
ENGL 682 (Recent Literary Criticism)
ENGL 6xx (Author/Topic/Genre Course)
ENGL 6xx (Survey Course)
ENGL 6xx (Survey Course)
ENGL 7xx (Seminar)
ENGL 7xx (Seminar) *or* ENGL 782 (Current Directions in Literary Study)

SPRING

ENGL 602 (Editing) *or* ENGL 606 (Humanities Computing)
ENGL 618 (Creative Writing: Fiction)
ENGL 618 (Creative Writing: Nonfiction)
ENGL 618 (Creative Writing: Poetry)
ENGL 6xx (Author/Topic/Genre Course)
ENGL 6xx (Survey Course)
ENGL 6xx (Survey Course)
ENGL 680 (Introduction to Literary Research)
ENGL 7xx (Seminar)
ENGL 782 (Current Directions in Literary Study)

In most cases, at least one course in American, one in British, one in pre-1800 and one in post-1800 literature will be offered every semester.

9 Financial Matters

9.1 Expenses

A full schedule of tuition and fees may be found at <http://tuition.wvu.edu/graduate>.

The following figures apply to non-resident, full-time graduate students in the Eberly College of Arts & Sciences for the 2018-19 academic year, and are subject to change in future years. Students may apply for residency re-classification by consulting <http://admissions.wvu.edu/forms-and-procedures/residency-reclassification>. Enrollment at WVU, however, is not by itself sufficient to confer West Virginia residency; in most cases, students should expect to pay non-resident rates for the duration of their program. Students pay the per-semester rate if enrolled for 9 or more hours (i.e. during the regular academic session), or the per-credit-hour rate if enrolled for fewer than 9 hours (e.g., during the summer session).

Per semester:

| | |
|--------------------|-----------------|
| University tuition | \$12,231 |
| College tuition | \$675 |
| University fees | \$657 |
| TOTAL | \$13,563 |

Per credit hour (up to 9 hours):

| | |
|--------------------|----------------|
| University tuition | \$1,359 |
| College tuition | \$75 |
| University fees | \$73 |
| TOTAL | \$1,507 |

9.2 Financial Aid

9.2.1 Graduate Teaching Assistantships

In most cases, an offer of admission to the graduate programs in English carries a guaranteed position as a graduate teaching assistant (G.T.A.). For teaching in the English Department, G.T.A.s receive a stipend, a partial waiver of tuition and fees, and health insurance.

G.T.A.s teach four sections per year (two per semester), normally ENGL 101 (Composition and Rhetoric). Depending on the student's program, the student's progress and departmental need, there may be opportunities to teach ENGL 102 (Composition and Rhetoric) and other courses. For example, some G.T.A.s in the M.F.A. program will have occasion to teach courses in the undergraduate Creative Writing sequence; some G.T.A.s in the Ph.D. program will have occasion to teach courses in the undergraduate Literature or Professional Writing & Editing sequence. Some G.T.A.s may have one section reassigned for other work such as tutoring.

All new G.T.A.s must attend a two-week pedagogy workshop, which begins the August 1 before their first year of teaching. Participants in this workshop receive an additional one-time stipend of \$1,000.

All new G.T.A.s must take ENGL 609 (College Composition Pedagogy) during their first semester of teaching. This course will immerse G.T.A.s in theoretical and philosophical discussions about teaching. If students have previously taken a course that the department recognizes as equivalent, this requirement will be waived, but the 3 associated hours must be satisfied by another course.

Every G.T.A. must be registered for a minimum of nine credit hours each semester. Three of those hours must be of ENGL 790 (Teaching Practicum). Grading for ENGL 790 is P/F (Pass/Fail). A grade of F may be given in cases when students neglect to attend assigned meetings throughout the semester, do not keep up with professional development responsibilities, or fail to fulfill teaching responsibilities.

Students who teach during summer term must apply in advance for summer waivers of University tuition by contacting the Graduate Secretary. (Note that students will still be responsible for University fees and College tuition.)

M.A. and M.A.-P.W.E. students receive two years of support, contingent on satisfactory progress toward the degree. The current G.T.A. stipend is \$16,000. University tuition is waived; students are responsible for college tuition and university fees.

M.F.A. students receive three years of support, contingent on satisfactory progress toward the degree. The current G.T.A. stipend is \$16,750. University tuition is waived; students are responsible for college tuition and university fees.

Ph.D. students receive five years of support, contingent on satisfactory progress toward the degree. Recruitment fellowships count toward these five years; dissertation fellowships do not. The current G.T.A. stipend is \$18,500. University tuition is waived; 100% of college tuition is refunded over the course of the semester; students are responsible for university fees.

Ph.D. students holding only a B.A. at the time of admission are compensated at M.A. levels (i.e., \$16,000 per year for two years, plus university tuition waivers) until they have completed 30 hours of required coursework. Thereafter, they are compensated at Ph.D. levels (i.e., \$18,000 per year for five years, plus university tuition waivers and college-tuition refunds).

9.2.2 Doctoral Recruitment Fellowships

Outstanding applicants to the Ph.D. program may be nominated by the Ph.D. Program Supervisor for a university-wide recruitment fellowship. A committee composed of WVU Graduate Council members selects the recipients. A Ph.D. student's five-year funding guarantee includes any recruitment fellowship awarded, with the G.T.A. stipend tenable for the remainder. For example, a Swiger recipient would hold the fellowship for the first, second and third years of the Ph.D. program, then serve as a G.T.A. in the fourth and fifth years. Details about recruitment fellowships may be found at <http://graduate.wvu.edu/funding-and-costs/fellowships-and-scholarships>.

The Arlen G. and Louise Stone Swiger Fellowship is tenable for up to three years. It includes an annual stipend of \$25,000, a waiver of all tuition and fees, and health insurance.

The W.E.B. Du Bois Fellowship for African-American/black students is tenable for up to three years. It includes an annual stipend of \$19,000, a waiver of all tuition and fees, and health insurance.

The University Provost Fellowship is tenable for up to three years. It includes an annual stipend of \$17,000 (the English department provides an additional \$400), a waiver of university and college tuition, and health insurance. University fees are the student's responsibility.

9.2.3 Fellowships for Continuing M.A. Students

The university offers Carl Del Signore Foundation Graduate Scholarships of \$500 each to “students who are engaged in research activities leading to a research-focused master’s degree (i.e., must complete a thesis).” Applications are due in January; instructions may be found at <http://graduate.wvu.edu/funding-and-costs/fellowships-and-scholarships/carl-del-signore-foundation-graduate-scholarships>.

9.2.4 Fellowships for Continuing Ph.D. Students

9.2.4.1 Dissertation Fellowships: English Department

The English Department offers at least three one-year dissertation fellowships each year to doctoral candidates who complete all program requirements in a timely manner. The Stephen F. Crocker Dissertation Fellowship and two Jackson Family Dissertation Fellowships each carry an award of \$17,400 and are open to any eligible doctoral candidate regardless of field of specialization. The John C. and Mildred W. Ludlum Dissertation Fellowship (\$17,400); eligibility, however, is restricted to doctoral students who have made a commitment to British literature.

To establish eligibility for a dissertation fellowship, a candidate must have had the dissertation prospectus approved by the entire dissertation committee no later than March 31 of the candidate’s fourth year in the Ph.D. program. A candidate whose prospectus is not approved by March 31 of the fourth year will permanently lose eligibility for a dissertation fellowship, regardless of the year of application. The dissertation-fellowship application, consisting of the dissertation prospectus, a CV and a short cover sheet, is due in early April. For the narrow purpose of the dissertation-fellowship application, the candidate may revise the dissertation prospectus without seeking the approval of the dissertation committee. All fellowship applications will be reviewed anonymously by a committee of faculty members. A candidate whose initial application is unsuccessful may reapply in subsequent years, but no candidate may hold more than one dissertation fellowship.

Dissertation-fellowship recipients must maintain their status as full-time students by registering for a minimum of 9 hours per semester during the fellowship year. These hours may be made up from some combination of ENGL 798 (Dissertation, 1-6 hours) and ENGL 799 (Graduate Colloquium, 1-6 hours). Students should bear in mind that at least 12 cumulative hours of ENGL 768 are required for graduation. Dissertation fellows must request a waiver of university tuition from the Graduate Secretary; college tuition will be refunded 100% as for G.T.A.s; university fees will be the student’s own responsibility. The English Department will provide fellowship recipients with a salary supplement to purchase health insurance; students not currently working as G.T.A.s do not receive health insurance automatically.

The Crocker Dissertation Fellowship is supported through the Loyalty Permanent Endowment Fund of the WVU Alumni Association. The Jackson Dissertation Fellowships are supported by the Jackson Family Endowment.

Dissertation-fellowship recipients will be invited to make a public

presentation of their research, usually in the fall semester after the fellowship year.

9.2.4.2 Dissertation Fellowships: University

The university will allocate one one-year Outstanding Merit Fellowship for Continuing Doctoral Students to the English Department on a rotating basis. It will have the same criteria, compensation and effect as a departmental dissertation fellowship (see section 9.2.4.1). Selection for the Outstanding Merit Fellowship operates on a somewhat earlier schedule than do departmental fellowships; application deadlines will be announced accordingly (usually in March).

9.2.4.3 Summer Fellowships

The English Department offers two Rudy Almasry Summer Fellowships and one Blaydes Family Summer Fellowship each year to doctoral candidates who complete all program requirements in a timely manner. The Almasry Fellowship gives preference to students toward the beginning of the dissertation stage, and carries a stipend of \$5,000 per student; recipients are not permitted to teach during the summer of the award. The Blaydes Fellowship gives preference to students toward the end of the dissertation stage, and carries a stipend of \$ 1,000; the recipient is permitted to teach during only one session of the summer of the award.

Application criteria and procedures are identical to those for departmental dissertation fellowships (see section 9.2.4.1).

Students holding summer fellowships are required to take at least 1 credit hour for the 12-week summer session. If no other course is being taken, ENGL 799 (Graduate Colloquium) may be taken as a placeholder course. A waiver of university tuition must be requested in advance from the Graduate Secretary; college tuition and university fees are the student's responsibility.

Recipients of summer fellowships may also hold dissertation fellowships, either in the same year or in different years. No student, however, may hold more than one dissertation fellowship.

9.2.4.4 Summer Humanities Internships

Three awards of \$4,000 each are available to students at any stage of the Ph.D. program who wish to pursue summer internships in furtherance of their professional goals. Applications will be due in March for internships either that the students have identified on their own or that faculty members have proposed. The application consists of a statement of intent, a CV and, for a non-faculty-proposed internship, a letter of invitation from the sponsor. A committee of faculty members will evaluate each application on the merits of the student, not of the project itself; in other words, a student who is strongly suited to a moderately interesting internship will always receive preference over a student who is weakly suited to a highly interesting internship. A student may hold internships (for either identical or different projects) in multiple years, but may apply for and hold only one internship per year. Recipients are permitted to take, but may not teach, courses for the duration of the award. They must enroll in ENGL 695.3, 1 hour, for the 12-week summer term; and should request a tuition waiver from the Office of Graduate Education and Life.

9.2.5 Graduate Assistantships and Research Assistantships

Graduate students regularly staff the variety of special projects and centers that the English Department comprises, including:

- Appalachian Prison Book Project (research assistant)
- Center for Writing Excellence (various)
- Eberly Professor of English (research assistant)
- ENGL 496 (undergraduate senior-thesis course) (mentor)
- Jackson Professor of English (research assistant)
- *Kairos* (journal) (editorial assistant)
- *Victorian Poetry* (journal) (editorial assistant)

Eligibility criteria, duties and compensation vary; positions may carry a partial release from teaching duties, a stipend, or both. Most require current G.T.A. status. All positions will be announced in the early spring; applications are due in late March.

9.2.6 Support for Travel

Graduate students are encouraged to participate in scholarly development activities early and often. Support for conference- or other research-related travel is available from a variety of sources, including:

- [Office of Academic Affairs] Doctoral Student Research Program, for non-conference, dissertation-research travel; Ph.D. students only (up to \$800 per award)
- [Office of Academic Affairs] Doctoral Student Travel Program, for conference travel; Ph.D. students only (up to \$400 per award)
- [ECAS] Graduate Student Travel Assistance Program, for conference-presentation travel (up to \$300 per award)
- [English Department] Dot Sedley Graduate Student Travel Fund, for conference-presentation travel; M.A., M.F.A. and P.W.E. students only (up to \$500 per award)

Students who anticipate the need for travel support should apply as soon as possible (e.g., upon acceptance to a conference), but no later than one month prior to departure. All forms may be found at <http://eberly.wvu.edu/students/graduate/graduate-and-doctoral-travel-and-research-programs>. Applications for the Sedley Fund should use the form for the Graduate Student Travel Assistance Program. Completed applications should be submitted to the department chair and are reviewed on a rolling basis.

9.2.7 Other Employment

Per university regulations, students holding Graduate Teaching Assistantships or dissertation fellowships may not hold employment elsewhere at WVU in excess of 100 hours per semester.

10 Student Health Care

All WVU students are required to carry health insurance during any semester in which they are registered for 6 or more hours (1 or more hours for international students). Students will be enrolled by default in

WVU Aetna Student Health Insurance unless granted a waiver; minimum criteria apply. Details are available at <http://studentinsurance.wvu.edu/>.

WVU Aetna Student Health Insurance is provided at no cost for current G.T.A.s and recruitment fellows (copays and other fees may apply at the point of service). Dissertation fellows will need to purchase health insurance but will receive a stipend supplement to cover the cost (\$1,448 for the 2015-16 academic year). The policy year runs from mid-August to mid-August.

To find a health-care provider on campus, visit <http://well.wvu.edu/>.

11 Graduate Student Activities and Opportunities

11.1 English Graduate Student Union (EGSU)

The English Graduate Student Union (EGSU), formerly the English Graduate Organization (EGO), serves as English graduate students' advocate and liaison to the English Department and to the WVU administration. It fosters professional development and community within the English Department by organizing scholarly and social events. EGSU encompasses all graduate degree tracks (M.A., M.A.-P.W.E., M.F.A., Ph.D.), and all full- and part-time English graduate students are automatically members. Meetings are held monthly, and elections are held in the spring for officers to serve in the following academic year. See <http://englishgrad.studentorgs.wvu.edu/>.

11.2 Electronic Discussion Lists

The English Department maintains WVUENG-L, an electronic discussion list for announcements affecting faculty, staff and graduate students; as well as WVUEGS-L, for announcements affecting graduate students only. Subscription to both is strongly recommended; contact the Graduate Secretary.

11.3 Appalachian Prison Book Project

Founded in 2004 by Prof. Katy Ryan, The Appalachian Prison Book Project (APBP) is a nonprofit organization that sends free books to women and men imprisoned in six states in the Appalachian region: West Virginia, Virginia, Maryland, Ohio, Kentucky, and Tennessee. APBP receives hundreds of letters each month from people in prison and has mailed over 17,000 books. It facilitates two book clubs in federal prisons, one for men and one for women. To become involved, visit <https://apisonbookproject.wordpress.com/>.

11.4 Center for Black Culture and Research

Established in 1987, the Center for Black Culture and Research aims to provide critical support to WVU students, particularly African American students and students of color with issues concerning recruitment and retention; to provide the university community with cultural and social events that are unique to the African World experience; to provide a forum for the study, research and examination of African people and societies; to provide an educational, social and cultural support system for African and African American Students, faculty, staff, and community members; to support the development of the state of West Virginia through education, extension and public service activities; and to serve as an intellectual source for the study and research of African and African American culture and life. See <http://cbc.wvu.edu>.

11.5 Certificate in Disability Studies

The 15-hour graduate Certificate in Disability Studies prepares students, as citizens, to cope with the complex economic and social issues related to disabilities by learning directly from persons with disabilities and their families. Students will be trained to enter the workforce with the knowledge, skills, and experience needed to provide state-of-the-art services to persons with disabilities and their families, and to interact with co-workers who have disabilities. Through the certificate program, students collaborate with, and learn from experts in the disability arena, including pediatric neurologists, geneticists, speech-language pathologists, audiologists, special education leaders, social workers, physical and occupational therapists, and others. These professionals, who are experienced clinicians, researchers, and educators, provide didactic instruction, clinical instruction, and mentorship to students. Students will also have the opportunity to gain leadership and management skills that prepare them to enter the workforce with increased professional independence. The certificate program exposes students to social justice issues, Appalachian concerns, principles of practice, and cultural diversity while developing their expertise in rural practice environments. As part of the certificate program, students have the opportunity to observe clinics that serve those with disabilities and their families. For details, see <http://cedwvu.org/students/certificate.php>.

11.6 Certificate in University Teaching

The optional, 15-credit Certificate in University Teaching helps to prepare graduate students for teaching at the college level. The certificate draws on university-wide resources to combine pedagogy training, diversity issues in higher education, mentored teaching experience, educational assessment and research, and a capstone teaching portfolio. Together, the program components will develop students' ability to design and teach their own courses while implementing effective classroom techniques, assessment, and reflection. By completing the certificate, students will be ready to compete in the academic job market and enter faculty careers. For requirements, see <http://tlcommons.wvu.edu/GraduateAcademy/UniversityTeachingCertificate/>.

11.7 Certificate in Women's and Gender Studies

Any student admitted to a graduate degree program at West Virginia University may earn a Graduate Certificate in Women's & Gender Studies. The graduate certificate will consist of 15 hours of graduate-level work in women's studies, using those courses approved by the Women's Studies curriculum committee as primary or component courses for the program. Component courses are those where at least one-third of the course content deals with women's/gender issues and where students have the option to focus assignments on women's/gender issues. For details, see <http://womensgenderstudies.wvu.edu/students/graduate-programs/graduate-certificate>.

11.8 Cheat River Review

Founded in 2013, the *Cheat River Review* is an online creative-writing journal edited and featuring work by M.F.A. students. Published once in the fall and once in the spring, it accepts original poetry, fiction, flash fiction and creative nonfiction. See <http://cheatriverreview.com/>.

11.9 Folger Institute Seminars

The Folger Institute is an internationally renowned center for research in early-modern humanities at the Folger Shakespeare Library in Washington, DC. Through its cross-disciplinary conversations, the Institute gathers scholarly communities to stimulate fresh research in the Library collections and establish new teaching agendas for early modern fields. Programming includes faculty seminars on specialized early modern subjects, weekend workshops on research methods, and academic conferences on field-changing topics. Graduate students in relevant fields are encouraged to apply to the seminars, for which academic credit and financial aid is available. See <http://www.folger.edu/folger-institute>; or contact the English Department representative to the Folger, Prof. Christine Hoffmann, cehoffmann@mail.wvu.edu.

11.10 Graduate Colloquium

The Graduate Student Colloquium is hosted every spring by the English Graduate Student Union. It provides an opportunity for advanced undergraduate and graduate students across the country to present their research in a conference setting, helping them to make their work stronger on the basis of the feedback they receive, as well as to develop their professional presentation skills. It also provides an opportunity for participants to learn about the work of their colleagues and engage in professional dialogue that promotes future collaboration. See <http://englishgrad.studentorgs.wvu.edu/colloquium>.

11.11 Summer Seminar

The weekend-long Summer Seminar in Literary and Cultural Studies takes place every June. It affords an intellectually and geographically diverse assembly of graduate students, teachers and researchers the opportunity for intensive study of a specialized topic under the leadership of a distinguished scholar. Recent seminar topics and leaders include “Access/ibility in Digital Publishing” (Rebecca Kennison, Karl Stolley and Melanie Yergeau), 2015; “Scanning the Distances: Beauty and Terror in Late Work from Emily Dickinson to Susan Howe” (Marta Werner), 2014; and “Romantic Science and the Romantic Imagination” (Richard Sha), 2013. Registration is required; a position for a graduate assistant is sometimes available. See <http://english.wvu.edu/centers-projects/summer-seminar>.

11.12 Writing Contests

Graduate students are encouraged to submit their writing to two department-sponsored contests. The James Paul Brawner Expository Writing Contest awards one cash prize each for first (\$75), second (\$50) and third (\$25) place; each student may submit one example of expository writing from any class taken at WVU during the current academic year. The Russ MacDonald Graduate Creative Writing Contest, funded by the James Paul Brawner Endowed Writing Award Fund, generally awards one cash prize (\$50) each in fiction, creative nonfiction and poetry; each student may submit one entry in one category (a poetry entry should be 3-5 poems, a prose entry no more than 25 pages). Usually, writing contests are announced in January, with submissions due in March and winners selected in April.

11.13 Writing Studio

The Graduate Writing Studio, located in G02 Colson Hall, assists any Master’s or doctoral student in the development of the professional skills necessary to complete their graduate programs successfully and prepare for future positions within and beyond the university. Professional and friendly consultants work one-on-one with writers on all aspects of their academic and professional writing, from getting started to revising and editing; from seminar papers and dissertation writing to grant proposals; from presentation planning and delivery to article drafts and job applications. The Graduate Studio also offers writing groups, writing retreats, and occasional workshops. See <http://speakwrite.wvu.edu/writing-studio>.

12 Program Completion and Graduation

Students are permitted to continue in a program for a maximum of eight years under their original application. Students who have been inactive for two or more years must reapply for admission. The application fee will be assessed for reapplication.

Ph.D. students must register for ENGL 799 (Graduate Colloquium), 1 credit, for the semester (regular or summer) in

which they plan to graduate.

Students must apply for graduation during the semester in which they plan to graduate, whether or not they plan to participate in commencement ceremonies. This process is separate from the filing of the electronic thesis or dissertation. Complete instructions may be found at <http://registrar.wvu.edu/degree-certification-diplomas/graduation>.

The application deadline for May graduation is usually in early March; for August graduation, late June; for December graduation, early October.

Graduation for a Ph.D. student is expected to take place in the same semester as the dissertation defense.

Participation in commencement exercises is optional and does not itself constitute graduation. Commencement exercises, including the graduate hooding ceremonies, take place in May only. Only students receiving their degrees in May are allowed to participate. Graduate degree recipients are traditionally hooded by their respective advisors or program directors.

13 Administration of the Graduate Program

13.1 The Graduate Program Committee

The Graduate Program Committee (GPC) reviews, and advises the department Chair on, policy issues of concern to the graduate program as a whole. It is composed of the Supervisors of the individual graduate programs, the Associate Chair, the Eberly and Jackson Professors, an at-large member of the regular graduate faculty appointed by the department Chair, and one student representative from each graduate program elected by the English Graduate Student Union (EGSU). GPC meetings are held at least once per semester of the regular academic year. Students interested in addressing the GPC or placing items on its meeting agenda should begin by contacting their EGSU representatives.

13.2 Program Administrators

Chair, English Department: Brian Ballentine
Interim Associate Chair, English Department: Timothy Sweet
Supervisor, M.A./Ph.D. Program: Adam Komisaruk
Supervisor, Creative-Writing Program: Glenn Taylor
Supervisor, P.W.E. Program: Brian Ballentine
Director, Center for Writing Excellence: Laura Brady
Coordinator, Writing Studio: Nathalie Singh-Corcoran
Coordinator, Undergraduate Writing Program: Thomas Sura