



English Department

SYRACUSE UNIVERSITY

ENGLISH GRADUATE HANDBOOK

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ENGLISH GRADUATE OFFICE

Terri A.G. Zollo | Graduate Studies Coordinator | **English Graduate Office**

Syracuse University | 420 Hall of Languages | 100 University Place | Syracuse, NY 13244-1170

t: 315.443.2174 | f: 315.443.3660 | e: tazollo@syr.edu

english.syr.edu

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All of the following forms can be obtained thru Terri A.G. Zollo and/or online via our webpage

- *Registration Forms*
- *Pre-Plan your schedule*
- *Add/Drop Form*
- *Audit Form*
- *Graduate Scholar Exchange Program, Policies and Procedures*
- *Graduate Scholar Exchange Program Form*
- *Dossier Proposal Form Cover Sheet*
- *Dossier Hearing Form*
- *Ph.D. Oral Examination Proposal Cover Sheet*
- *Ph.D. Oral Examination Results Form*
- *Petitions*
 - Independent Study Form*
 - Petition to the Faculty*
 - Petition to the Graduate Committee*
 - Request for Incomplete*
- *Certification of Full-Time Status*
- *Graduate Internal Admission Application*
 - Instruction for Completing the Internal Admission Application*
- *Graduate Program/Plan Transfer Form*
 - Students Records Transfer Scenarios*
- *Program of Study*
- *Request for Examination*

I DEGREE PROGRAMS AND REQUIREMENTS

1.0 OVERVIEW OF DEGREE PROGRAMS

<u>M.F.A./CW</u>	<u>M.A./ENGLISH</u>
48 credit hours distributed as follows:	30 credit hours (10 courses) of coursework in English
42 hours of coursework	3 hours (1 course) of ENG 631 required as part of the 30 credit hours
* 3 workshops	
* 3 forms courses (ENG 650)	
* 4-5 ENG courses	9 hours (3 courses) of the 30 credit hours must be seminars (ENG 730s)
* 2-3 electives courses	
* Essay Seminar (ENG 799)	
6 thesis hours (ENG 997)	Dossier and Hearing (2 nd year)
<u>Ph.D./ENGLISH (w/BA)</u>	<u>Ph.D./ENGLISH (w/MA)</u>
72 credit hours beyond the B.A. (54 hours of coursework; and 18 diss. credit hours [ENG 999])	54 credit hours beyond the M.A. (36 hours of coursework; and 18 diss. credit hours [ENG 999])
21 delineated credit hours:	21 delineated credit hours:
- 3 hours (1 course) 631	- 3 hours (1 course) 631
- 9 hours (3 courses) 630's	- 9 hours (3 courses) 630's
- 9 hours (3 courses) 730's	- 9 hours (3 courses) 730's
33 hours (11 courses) remain as electives, of which 6 hours (2 courses) may be taken outside the department or as independent studies. For students preparing to sit the timed portion of the Field Exam, 6 hours (2 courses) of electives may be taken as ENG 996 (exam prep).	15 hours (5 courses) remain as electives, of which 6 hours (2 courses) may be taken outside the department or as independent studies. For students preparing to sit the timed, written portion of the Field Exam, 6 hours (2 courses) of electives may be taken as ENG 996 (exam prep).
Field Exam	Field Exam
Language Requirement	Language Requirement
Qualifying Exam	Qualifying Exam
Prospectus Hearing	Prospectus Hearing
Defend Dissertation	Defend Dissertation

1.1 M.F.A. IN CREATIVE WRITING

The basic requirement for the degree is 48 hours of coursework, which includes 3 credit hours for the Essay Seminar and 6 credit hours for the thesis.

1.1a Courses

Students must complete 48 credit hours, (42 hours of coursework, including the Essay Seminar, and 6 hours of thesis credit for the preparation of a thesis) over a period of three years.

Students for the degree are expected to include 9 credit hours of creative writing workshops and 9 credit hours of “Forms” courses (ENG 650) taught by Creative Writing faculty. The rest of the coursework will be split between 12-15 credit hours in English Department courses and 6-9 credit hours of elective work outside the department. The elective work can be taken in another artistic medium—in language, history, philosophy, religion; or in whatever area would best benefit the student's writing.

M.F.A. students cannot count more than one “open workshop” towards their degree coursework requirements.

M.F.A. students cannot count more than one 500-level course towards their degree coursework requirements.

The maximum hours of Salt Hill credits you can count towards your degree are 6 credit hours; First 3 hours are under the sponsorship of the Director of Creative Writing and the second half of the 3 hours must be done with a faculty sponsor. Student may petition 3 hours of the 6 as an elective.

A second-year degree essay addressing some aspect of the work of a major writer (to be written as part of the Essay Seminar) is also required.

The M.F.A. thesis will be a book-length manuscript of poetry or fiction, and students will work closely a creative writing faculty member while preparing the manuscript. Students take 6 hours of thesis to complete this project.

1.1b Essay Seminar

This seminar will address some aspect of the work of a single major writer. The emphasis will be on one writer's understanding in depth of the work of another writer: What was the nature of that writer's craft and how did it develop? The seminar will see each student essay through several drafts, with the final essay being about 5,000 words. The completion of this degree essay will take the place of the dossier as the culminating intellectual experience for M.F.A. candidates.

1.1c Thesis

The thesis is to be a collection of poems or stories commensurate in quality with materials published by major magazines or presses. Thesis credit may, technically, be earned at any time in a student's career, but it usually comes in the third year. The thesis itself is to be prepared in consultation with a member of the creative writing faculty who must approve it.

Should there be disagreement about the merits of the thesis, either the student or the faculty (or both) may seek the advice and action of the Director of Creative Writing. The Director may choose a second reader to mediate the difference or consult with the Director of Graduate Studies and the Chair of English to consider other options.

The thesis should be completed and approved at least one month before the time the candidate expects to receive the degree. Check with the Graduate Studies Coordinator for the deadline date for submission of the approved thesis during the final semester of study.

After the thesis has been approved, the candidate submits a pdf of the final version to the Graduate Studies Coordinator.

Process for Binding MFA Thesis Projects (optional)

1. Create a PDF of the final version of the project
2. Go to <http://thesisondemand.com/> (HF Group/Acme Binding)
3. Enter **13244** for School Zip Code
4. Click **Get Started Now**
5. Upload PDF & Enter Document details
Choose the following options:
Spine Printing Options*: Last name, year
Front Printing Options*: No front printing
Lettering Color*: White
Buckram Cover Color*: Black
Cover Material*: Buckram Choose Color Above (\$0.00)
Printing Style: Single Sided
Paper Color/Type/Size*: #60 White
Don't check box about signature pages
Copies Desired: 1
6. On step two, choose:
Color Printing Options*: Print Document in Black & White Only
7. **For shipping, select**: UPS Ground
8. Enter Billing Information
9. Enter Library's Shipping Information:
Patrick Williams
jpwill03@syr.edu
Bird Library
222 Waverly Avenue
Syracuse, NY 13244
315-443-9520
10. Click Submit.

Once the bound copy is received by the library, it will be cataloged and put on the shelf with the rest of the collection. Please be advised that there is a fee for the student to have their MFA Thesis cataloged at Bird Library.

For instructions on the preparation of the thesis, please refer to the *Format Guidelines for Theses and Dissertations*. This publication is available through the Graduate Studies Coordinator, the Graduate Enrollment Management Center, 303 Bowne Hall, or found online at <http://gradsch.syr.edu/assets/PDF/FormatGuidelines.pdf>. If you have any questions, concerns, or would like to view a thesis in its final form, please contact the Graduate Studies Coordinator.

1.1d M.F.A. Time Completion Limitation

M.F.A. students who does not finish by the August graduation date in their third year of study are required to file a petition to the Creative Writing Committee for a time extension or they will be withdrawn.

M.F.A. students are required to do the following:

- a) file a petition to the Creative Writing Committee requesting for a time extension
- b) this petition should include the anticipated month/year
- c) the petition must also provide a reason/rationale for the extension
- d) the petition must provide us w/ a detailed plan of completion
- e) you must also provide a letter from your thesis advisor indicating what work you have done on your thesis

Petitions must be filed no later than the August date of graduation for their class. Failure to file a petition will result in automatic withdrawal status that is you will be "withdrawn" from the program. In the event that a petition is filed, and you do not meet your detailed plan of completion, you will be withdrawn. Withdrawal is subject to appeal. However, the withdrawal status will be overturned only in the case of exceptional or exigent circumstance. The time frame in which a student can petition the Creative Writing Committee is two academic semesters after the semester of the withdrawal letter.

1.2 MASTER'S IN ENGLISH

The minimum requirement for the degree is 30 hours of coursework in English (ENG 600-730) and successful completion of the dossier.

1.2a Courses

The minimum coursework requirement for the degree is 30 credit hours (10 courses) in English courses numbered 600 or higher. Three hours (1 course) of ENG 631 is a required part of the 30 hours (ENG 631: Critical Theory is an overview of the major issues in critical theory and of the debates over the understanding of meaning, subjectivity, textuality, and historicity). The remaining 27 credit hours (9 courses) of coursework required for the degree must be in graduate English courses numbered 600 or higher (typically, ENG 630s and ENG 730s) and must include at least 9 hours (3 courses) of ENG 730. Students may take additional courses in English or in other departments above and beyond the minimum credits required for the degree.

In special cases, the student may petition the Graduate Committee to have courses from other departments (500 level or above) or independent studies in English count as part of the 30 credit hour requirement for the degree. The Graduate Committee will grant that petition if the student demonstrates how these courses form an integral part of his or her study in English. M.A. students may not take an independent study until their second year of coursework. With permission from the Graduate Committee, students may count a total of 6 credit hours (two courses) of independent studies and/or courses in other departments (500 level and above) towards coursework requirements, and may take no more than one such course in a given semester. Graduate-level courses in language instruction may not be used to meet the total minimum number of coursework credit hours.

1.2b The Dossier

The Dossier Hearing is the culminating intellectual experience for students in the M.A. program. It is the moment when work in specific courses enters into broader debates within the department and the discipline. The dossier is composed of three papers initially written for courses taken with three different faculty members and revised in light of their presentation as a culminative work. The student selects papers that will produce a dossier that locates the student's range of intellectual projects within the disciplines of literary and cultural studies and critical theory.

In the semester prior to the proposed Dossier Hearing, the student selects three course papers for revision and inclusion in the dossier. Each paper must be sponsored by a different faculty member. At least two of these faculty must be from the English Department. The student asks each faculty member to sponsor the paper (typically written for that faculty member, but not always) and to serve on the dossier committee. The student also asks one of the faculty to serve as convenor. The student then works with these three faculty members to revise course papers for inclusion in the dossier.

When all three committee members have agreed to serve on the dossier committee, the student petitions the Graduate Committee to approve or deny (and resubmit) the plan for the dossier. The *Dossier Proposal Cover Sheet* requests a brief rationale for selecting three particular papers, a summary or abstract of each paper's critical and/or theoretical content, a projected date for the hearing, and the signature of the faculty convenor, who will chair the defense and also make certain that the entire dossier proposal is in order.

Students may request the Graduate Committee for a change in the composition of the dossier committee at any time prior to the submission of the completed dossier.

Under the supervision of the dossier committee, the student revises the three course papers and prepares a brief critical comment (about 4-8 pages) that introduces the dossier and that defines and critiques the intellectual project represented by these three papers. This introduction is designed as a way for the student to analyze the intellectual framework(s) governing the papers and his or her M.A. work as a whole. All dossiers are expected to conform to the current MLA style manual. After the student has his or her Dossier hearing, the final M.A. Dossier is to be sent to the Graduate Studies Coordinator as a pdf.

Dossier Hearings may be held at any time during the semester within the following guidelines:

- a. Students may expect that the full-time faculty in the department will be available for advising and sponsorship of dossier papers within the limits of their expertise and taking into account their other commitments. Students working with a faculty member scheduled to go on leave must plan the revision and scheduling of the dossier with that future leave in mind.
- b. Students are expected to present drafts of the dossier papers early enough in the semester to allow for responses and revisions. Faculty members will read and comment on up to two revisions of papers they are sponsoring, not counting any revisions done in the course for which the paper was originally due. Students are responsible for working out a viable revision schedule with each faculty sponsor and for all final revisions of their dossier papers.
- c. The Dossier Proposal must be submitted to the committee for its approval or disapproval no later than the week after Spring Break, although the hearing itself may be any time before the end of the semester.

- d. The completed dossier is typically submitted to the committee for its approval or disapproval at least two weeks in advance of the scheduled hearing date in order to give the committee ample time to read and respond to it.

Dossier Hearings are normally not held after classes end. If the final dossier is not acceptable to the committee and the committee refuses to schedule the oral defense, the student has one opportunity to resubmit, but only within the following two semesters.

1.2c The Dossier Hearing

The hearing, chaired by the convenor, is a conversation about the strengths, weaknesses, implications, assumptions, problems, and prospects of the work in an accepted dossier.

The candidate opens the hearing with a 10-minute presentation of the dossier and the issues the candidate sees for discussion in it from which the examining committee can draw additional questions and responses. The hearing normally lasts 45 minutes to an hour.

1.2d Scheduling the Dossier Hearing

The Dossier Hearing will NOT be scheduled unless the student's Dossier Proposal has been approved by the Graduate Committee. Once the student's Dossier Proposal has been approved by the Graduate Committee, the Graduate Studies Coordinator will distribute Time Worksheets to the student's convenor and committee members. The student's Dossier Committee will be instructed not to submit their Time Worksheets until the student has met all final revisions. Upon receipt of the committee's Time Worksheets, the student's hearing date will be determined and the student and his/her committee members will be notified.

1.2e Results of Hearing

The voting reflects the Dossier Committee's judgment as to the quality of the dossier and the performance of the candidate at the Dossier Hearing. The voting on the acceptability of the oral examination is done in executive session of the committee. The committee must be unanimous in its approval for the candidate to pass the examination; otherwise the dossier is not accepted.

When approved by the committee, each member records his or her approval by signing the *Dossier Hearing Form*. The committee convenor returns the *Dossier Hearing Form* to the Graduate Studies Coordinator.

The examining committee reports one of the following results:

- HIGH PASS
- PASS
- LOW PASS
- NOT PASS

A high pass is not a pre-requisite to further graduate study in the department at Ph.D. level, but an unsatisfactory performance may lead the Graduate Committee to deny a Ph.D. application or to accept it only provisionally. If a student fails the Dossier Hearing, he or she has one more opportunity to pass the hearing. Under certain circumstances, the second attempt may be premised on condition that the student first satisfactorily revise the dossier according to the committee's recommendations after that failed hearing.

1.2f M.A. Time Completion Limitation

The Graduate Committee approved the following at its meeting on October 18, 2006.

M.A. students who do not graduate in August of their 2nd year of study must meet the following requirements:

- a) file a petition to the Graduate Committee requesting a time extension
- b) the petition should include the anticipated month/year of completion
- c) the petition must provide a reason/rationale for the extension
- d) the petition must provide a detailed plan of completion
- e) the petition must be accompanied by letters from the student's Dossier Committee indicating what work the student has done on his/her papers

Petitions must be filed no later than the August date of graduation for the student's class. Failure to file a petition will result in automatic withdrawal status; that is, the student will be "withdrawn" from the program. In the event that a petition is filed, and the student does not meet his/her detailed plan of completion, s/he will be withdrawn. Withdrawal is subject to appeal. However, the withdrawal status will be overturned only in the case of exceptional or exigent circumstances. The time frame in which a student can petition the Graduate Committee with such an appeal is two academic semesters after the semester of the withdrawal letter.

1.3 Ph.D. IN ENGLISH

For students entering the Ph.D. program straight from completing a B.A. degree, the minimum coursework requirement for the degree is 72 hours in graduate English courses (ENG 630/631/690/730); for students entering with an M.A. degree, the minimum coursework requirement is 54 hours in English courses (ENG 630/631/690/730). All students must successfully complete five additional requirements: the Field Examination, the Language Requirement, the Qualifying Examination, the Prospectus Defense, and the Dissertation Defense. Degree candidates who are not yet dissertating are also required to attend a variety of annual workshops, lectures, and programs sponsored by the English Graduate Program.

1.3a Schedule/Credit hours for a student admitted into the Ph.D. program with a B.A.

[Students who are admitted with a BA receive a 5-year financial package.]

Total Credit Hours = 72 hours (i.e. 54 hours of coursework credits; and 18 dissertation credit hours [ENG 999]): Of the 54 hours of coursework, 21 are delineated credit hours: i.e., 3 hours (1 course) of ENG 631, 9 hours (3 courses) of ENG 630, and 9 hours (3 courses) of ENG 730. 33 credit hours (11 courses) remain as electives, of which up to 6 hours (2 courses) may be independent studies and/or courses at or above the 500-level outside the department. In this context, electives are understood to be other ENG 630 and ENG 730 courses, ENG 690s (independent studies), and up to two courses in other departments. Students who are not waived out of sitting the timed, written portion of the Field Exam may take 6 credit hours (2 courses) of ENG 996 for Field Exam study.

YEAR 1

Fall	3 courses = 9 non-dissertation credit hours 1 course (3 credit hours) ENG 631 2 courses (6 credit hours) ENG 630 (1, 2)
Spring	3 courses = 9 non-dissertation credit hours 1 course (3 credit hours) ENG 630 (3) 2 courses (6 credit hours) ENG 730 (1, 2)
Summer	No courses; work on language requirement; revise paper/prepare for Field Exam
	TOTAL CREDIT HOURS YEAR 1 = 18 credit hours of coursework

YEAR 2

Fall	3 courses = 9 non-dissertation credit hours 1 course (3 credit hours) ENG 730 (3) 2 elective courses (6 credit hours) ENG 630/730/690-IS/or other dept course
Spring	3 courses = 9 non-dissertation credit hours
	Students waived out of the timed, written portion of the Field Exam: 3 elective courses (9 credit hours) ENG 630/730/690-IS/or other dept courses
	Students preparing to sit the timed, written portion of the Field Exam: 1 course (3 credit hours) ENG 630/730/690-IS/or other dept courses 2 exam prep courses (6 credit hrs) ENG 996 (No grade, but credits are earned towards degree)
	TAKE TIMED, WRITTEN PORTION OF FIELD EXAM
	All students: SUBMIT FIELD EXAM ESSAY: APRIL 15TH
Summer	No courses; work on language requirement; prepare for Qualifying Exam
	TOTAL CREDIT HOURS YEAR 2 = 18 credit hours of coursework TOTAL CREDIT HOURS YEARS 1 + 2 = 36 credit hours of coursework

YEAR 3

Fall	3 courses = 9 non-dissertation credit hours 3 elective courses (9 credit hours) ENG 630/730/690-IS/or other dept courses
Spring	3 courses = 9 non-dissertation credit hours 3 elective courses (9 credit hours) ENG 630/730/690-IS/or other dept courses
Summer	6 dissertation credit hours (ENG 999); meet language requirement; prepare for Qualifying Exam
	TOTAL CREDIT HOURS YEAR 3 = 18 credit hours of coursework; 6 credit hours of ENG 999 dissertation
	TOTAL CREDIT HOURS YEARS 1 + 2 + 3 = 54 credit hours of coursework; 6 credit hours of ENG 999 dissertation

YEAR 4**Fall TAKE QUALIFYING EXAM; MEET LANGUAGE REQUIREMENT**

Register for 9 hours of ENG 999 dissertation

Spring HOLD PROSPECTUS HEARING

LANGUAGE REQ IS TO BE COMPLETED BY PROSPECTUS DEFENSE.

Register for 3 hours of ENG 999 dissertation

TOTAL CREDIT HOURS YEAR 4= 12 credit hours of ENG 999 dissertation

TOTAL CREDIT HOURS YEARS 1 + 2 + 3 + 4 = required 72 credit hours for the degree completed (54 credit hours of coursework, plus 18 credit hours of ENG 999 dissertation)

YEAR 5**Fall-Spring**

Write dissertation

Register for GRD 998, zero credit hours ("Degree in Progress") to maintain full-time status

DEFEND DISSERTATION**1.3b Schedule/Credit Hours for a student admitted into the Ph.D. Program with an M.A.**

[Students who already have an M.A. are admitted with a 4-year financial package, but a fifth year of funding is available for students in good standing who need it.]

Total Credit Hours = 54 hours (i.e. 36 coursework credit hours; and 18 dissertation credit hours [ENG 999]): Of the 36 hours of coursework, 21 are delineated credit hours: i.e., 3 hours (1 course) of ENG 631, 9 hours (3 courses) of ENG 630, and 9 hours (3 courses) of ENG 730. 9 credit hours (3 courses) remain as electives, of which up to 6 hours (2 courses) may be independent studies and/or courses at or above the 500-level outside the department. In this context, electives are understood to be other ENG 630 and ENG 730 courses, ENG 690s (independent studies), and up to two courses in other departments. Students who are not waived out of sitting the timed, written portion of the Field Exam may take 6 credit hours (2 courses) of ENG 996 for Field Exam study.

YEAR 1

Fall 3 courses = 9 non-dissertation credit hours

1 course (3 credit hours) ENG 631

2 courses (6 credit hours) ENG 630 (1, 2)

Spring 3 courses = 9 non-dissertation credit hours

1 course (3 credit hours) ENG 630 (3)

2 courses (6 credit hours) ENG 730 (1, 2)

Summer No courses; work on language requirement; revise paper/prepare for Field Exam

TOTAL CREDIT HOURS YEAR 1 = 18 credit hours of coursework

YEAR 2

Fall 3 courses = 9 non-dissertation credit hours

Students waived out of the timed, written portion of the Field Exam:

3 elective courses (9 credit hours) ENG 630/730/690-IS/or other dept courses

Students preparing to sit the timed, written portion of the Field Exam:

1 course (3 credit hours) ENG 630/730/690-IS/or other dept courses

2 exam prep courses (6 credit hrs) ENG 996 (No grade, but credits are earned towards degree)

TAKE TIMED, WRITTEN PORTION OF FIELD EXAM

Spring 3 courses = 9 non-dissertation credit hours

1 course (3 credit hours) ENG 730 (3)

2 elective courses (6 credit hours) ENG 630/730/690-IS/or other dept courses

SUBMIT FIELD EXAM ESSAY: APRIL 15TH

Summer No courses; work on language requirement; prepare for Qualifying Exam

TOTAL CREDIT HOURS YEAR 2 = 18 credit hours of coursework

TOTAL CREDIT HOURS YEARS 1 + 2 = 36 credit hours of coursework

YEAR 3

Fall **TAKE QUALIFYING EXAM; MEET LANGUAGE REQUIREMENT**

Register for 9 hours of ENG 999 dissertation

Spring **HOLD PROSPECTUS HEARING**

LANGUAGE REQ IS TO BE COMPLETED BY PROSPECTUS DEFENSE.

Register for 9 hours of ENG 999 dissertation

TOTAL YEAR 3 = 18 credit hours of ENG 999 dissertation completed.

TOTAL YEARS 1 + 2 + 3 = Required 54 credit hours for the degree completed (36 credit hours of coursework, plus 18 credit hours of ENG 999 dissertation)

YEAR 4

Fall-Spring Write dissertation
Register for GRD 998, zero credit hours ("Degree in Progress") to maintain full-time status.

DEFEND DISSERTATION

Students in good standing who follow this track of the Ph.D. program will have a fifth year of funding (through a teaching stipend) to finish the dissertation if they need it.

1.3c Ph.D. Program Requirements and Schedule:

- Introduction to Critical Theory (ENG 631): This course offers students an introduction to the leading theoretical arguments and modes of inquiry underwriting the study of literature and culture. It is offered in the fall semester and is required for all entering students. For new admits to the PhD program who completed their MA at Syracuse University, and therefore already took ENG 631 as part of their MA requirements, repeating ENG 631 is optional.

- During the first two years of coursework, students will be required to take at least three graduate pro-seminars (630) and three graduate seminars (730), in addition to other electives that will comprise the minimum number of cumulative hours.
- Graduate pro-seminar (ENG 630) breadth requirement: ENG 630 courses are reserved for a general introduction to a comprehensively defined field or period that places British or American literary, cultural, and cinematic texts in historical and critical perspective, providing master's and doctoral candidates with essential preparation for advanced work in a variety of specialized seminars (ENG 730s). "A comprehensively defined field or period" means a field or period tagged to primary hiring rubrics in the discipline of English and to customary exam fields. To fulfill the graduate pro-seminar (ENG 630) breadth requirement, students will need to take at least one pro-seminar from each of the two divisions (British and American Literature and Culture).
- Graduate seminar (ENG 730): ENG 730 courses are reserved for focused study in a particular topic, genre, movement, or critical problem. Introductory background in the larger field or period framing the seminar focus is assumed. All graduate seminars require a 20-25 page critical essay.

1.3d Ph.D. Program Electives

Any ENG 630 and ENG 730 courses that students take in excess of the prescribed number will be considered electives. In addition, students may, without petition, take up to two elective courses in the following categories: Independent Studies in English (ENG 690s); courses in other departments numbered 500 and above. No more than one such course may be taken without petition in a given semester. In addition, students may not take Independent Studies until their second year of coursework; graduate-level courses in language instruction may not be counted for degree credit. In exceptional circumstances, a student who wishes to exceed the two course limit on Independent Studies and /or courses outside the department may petition the Graduate Committee to do so. The student must submit the petition before taking the course in question and must demonstrate how this course forms an integral and necessary part of his or her study in English.

1.3e Field Examination:

Basic overview: This first examination in the progress toward the Ph.D. degree has two parts: a 3-hour written examination, which students entering with a B.A. take at the end of the spring semester, 2nd year, and students entering with M.A. take at the end of the fall semester 2nd year; and a Field Exam Essay, which all students submit by April 15th of their 2nd year in the doctoral program. The 3-hour written examination is designed to provide Ph.D. students with an opportunity to display background in one of four fields connected to set, general reading/viewing lists: British Literature, American Literature, Film and Screen Studies, and Critical Theory. This part of the exam is meant to test students' ability to interpret, analyze, and critique texts. In preparing, students should consider the relation of texts to the broad lines of theoretical, historical, and/or formalist inquiry that organize the history of the field in question. The Field Exam Essay represents what students take to be their best 20-30 page critical essay drawn from their first three semesters of Ph.D. coursework at Syracuse. The essay should be revised in relation to the written feedback of the faculty member for whose course the essay was originally submitted. The purpose of the Field Exam Essay requirement is to establish whether or not students can write a satisfactory article-length essay that demonstrates the ability to craft a critical essay and to perform some original thought in it.

A. Exam Description, Preparation, and Waivers

1. Three-hour written examination

- a. Students will take a three-hour closed book examination on a reading/viewing list in ONE of the following four fields: British Literature, American Literature, Film and Screen Studies, and Theory. The student's examination field will be selected in consultation with the faculty advisor in accordance with the student's research plans for the Ph.D.
- b. The creation of set, general reading/viewing lists for each of the four examination fields will be decided, respectively, by the Coordinators in British Studies, American Studies, Film and Screen Studies, and Theory, in consultation with faculty with relevant expertise. The four set, general reading/viewing lists will be provided to students upon entering the program so that they can begin to prepare for the exam well in advance.
- c. The exam is based on 60-70 texts selected by the student from the set, general reading/viewing list for his/her chosen examination field and submitted to the Graduate Committee for approval by the end of the semester preceding the semester in which the examination is to be taken. A 'text' should be understood as a single title (a novel, non-fictional prose work, sequence of poems, a film) or a group of shorter works (essays, poems, stories) placed together under a heading or associated with one author or genre. The student's choice of texts must span the full historical extent of the field, include at least three texts from three different periods or sections on the list, and reflect diversity of author or director identity, and, in the case of literature and film, genre. The Director of Graduate Studies will clarify any questions about what constitutes a 'text.'
- d. The location and method of taking the exam will be announced in advance. During the exam, the student may have and refer to a copy of the reading/viewing list, on which titles and author's or director's names appear. No other notes or study points may be used. Scratch paper and pens will be provided.
- e. Typically, the exam will take the following two-part format, though examiners have some flexibility in establishing the format. Students can expect to know the exam format in advance upon inquiry:

Part I. (1 ½ hours). Passages and Film Clips

Goal: The goal of this portion of the exam is to assess the student's skill as a close reader of language (for film, language includes: cinematography, editing, sound, and mise en scène) and his or her knowledge of historical periods, schools, movements, and conceptual/theoretical genealogies. A series of passages or clips may be provided and identified, one of which

the student may be asked to analyze and interpret. Students may be asked to arrive 30 minutes before the beginning of the exam period to view any specific film clips or read any specific passages associated exam questions.

Part II (1 ½ hours). Questions

Goal: The goal of this portion of the exam is to assess the student's ability to range across historical periods, schools, eras, movements, or conceptual genealogies.

- f. **Waivers:** At the end of the annual admissions process, members of the Graduate Committee will decide in each admitted student's case to waive the student out of taking the 3-hour written part of the Field Exam in ONE of the following three examination fields: British Literature, American Literature, and Film and Screen Studies, on the condition that the student completes a minimum number of ENG 630/730/690-IS courses at Syracuse in the field for which the exam has been waived (the Graduate Committee can stipulate no more than five but possibly as few as zero courses for the purposes of such waivers). The 3-hour written examination in Theory cannot be waived, except upon petition, should a student choose to be examined in this field. Students who switch exam fields post-acceptance can petition the Graduate Committee for an exam waiver for their new field based on coursework. Students who accept waivers will NOT be allowed to count 6 hours (two courses) of ENG 996 (exam prep) towards their required credit hours of coursework.

2. Field Exam Essay

- a. Students should submit what they believe to be their best, revised 20-30 page critical paper drawn from their first three semesters of Ph.D. coursework in English at Syracuse. The paper need not be located in a student's intended field of study. Before submission, the student should revise his/her paper based on a detailed, written reader's report provided by the faculty member for whose course the essay was originally submitted (see section b below).
- b. Faculty are required to include the following boilerplate language in all of their graduate syllabi, and all students and faculty are required to abide by the policies articulated therein: "Any Ph.D. student in his/her first three semesters of coursework should work with the professor on the final paper for this course with the expectation that it may become the paper that s/he will submit for the Field Exam Essay requirement. The professor is required to provide such students with a detailed, written reader's report on the essay in a timely manner after the course ends. The report will be written with an eye towards how the student should revise the essay if s/he wishes to submit it for the Field Exam Essay requirement. If the student does submit the essay as the Field Exam Essay, it must be accompanied by this reader's report. The report implies neither sponsorship of the essay nor the expectation that it will satisfy the Field Exam Essay requirement. Faculty supervision of the Field Exam Essay writing ends with this initial report and a follow-up meeting about it.

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- c. Field Exam Essays, accompanied by the faculty reader's report in relation to which they were revised, are due on April 15th of a student's second year of Ph.D. study, and are turned in to the Graduate Coordinator.
 - d. Students cannot be waived from the Field Exam Essay requirement.
- B. Exam Composition and Evaluation
- 1. Three-hour written examination
 - a. All exams in a given field for a given sitting of the exam will be composed and graded by a committee of three, appointed by the Graduate Committee, comprised of field specialists and/or other faculty members with relevant expertise.
 - b. When evaluating the three-hour written examination, examiners will look for evidence of the student's ability to interpret, analyze, and critique texts. Examiners will also look at students' answers for evidence of historical range, soundness and development of argument, and a broad knowledge and understanding of the examination field. In preparing for the exam, students should consider the relation of their selected texts to the broad lines of theoretical, historical, and/or formalist inquiry that organize the history of the field in question.
 - c. The evaluation committee must render a pass/fail grade for each exam *as a committee decision*. The examiners will notify the student of the results of their evaluation of the three-hour written portion of the Field Exam within two weeks of the test sitting.
 - d. Students may retake the three-hour written examination once. Students who receive a failing grade on the retake will lose Ph.D. status but will have a terminal M.A. in English automatically granted to them if they have completed 30 credit hours of graduate coursework.
 - 2. Field Exam Essay
 - a. All Field Exam Essays in a given year will be graded pass/fail by an anonymous five-person faculty evaluation committee that must submit its grade as a committee by May 15th of the exam year. This committee will be appointed each year by the Graduate Committee from among the English faculty. The evaluation committee will have made available to it the faculty reader's report in response to which the essay was revised before submission. Given the size of the evaluation committee, and given the absence of any expectation of faculty sponsorship of Field Exam Essays, it is acceptable for faculty who wrote a reader's report for one or more essays being submitted that year also to serve on the evaluation committee.

- b. Examiners will evaluate each Field Exam Essay for evidence of an article-length paper that satisfactorily demonstrates the ability to craft a critical essay and to perform some original thought in it. As evidence of the ability to craft a critical essay, examiners may look for the following qualities in the paper: connections to a current scholarly discussion or debate, sound research skills, logical coherence, clear and effective presentation, and conceptual self-reflexivity (including intellectual self-location and the definition of major terms and theoretical premises).
- c. Results on the Field Exam Essay will be given to the student by May 16th. Students have only one chance to receive a passing grade on the Field Exam essay. Students who receive a failing grade on the Field Exam Essay will lose Ph.D. status but will have a terminal M.A. in English automatically granted to them if they have completed 30 credit hours of graduate coursework.

1.3f Ph.D. Qualifying Examination and Language Requirement

1. A three-hour Ph.D. oral examination, to be taken after the third year of coursework for those entering with a B.A., typically in the fall of the seventh semester. For those entering with an M.A., this exam will be taken after the second year of coursework, typically in the fifth semester. Students will be examined on two fields.
 - The first exam area will focus on the literary, critical, and/or cinematic/media texts of a major period.
 - The second exam area may focus on a particular topic, genre, or mode of inquiry to establish the student's competence for writing the dissertation. Its scope and rational will be determined by the student in consultation with the faculty exam committee.
 - A combined reading list for the exams will be composed by the student in consultation with the faculty exam committee and will be approved by the Graduate Committee.
2. The exam committee will consist of three faculty members chosen by the student with the approval of the Graduate Committee.
3. Proven reading competency in an ancient or modern language appropriate to the student's course of study will be required and may be completed at any time before the Dissertation Prospectus defense. There will be various ways to satisfy this requirement and students should consult with the Director of Graduate Studies about them at the start of their program.

1.3g Ph.D. Qualifying Exam Guidelines

The student should submit to the Graduate Committee a statement of intent that identifies the three examiners and gives the titles of the two parts of the examination: Part A, the major area of specialization, and Part B, the selected topic, genre or mode of inquiry. This statement of 500 words or less should also give a brief account of the focus of each exam and the relation between them. The student should include the reading list for each part with the statement of intent.

One of the examiners directs the constitution of the reading list for Part A. This list may overlap with, but should not reproduce, the Field Exam Reading List. Final decision about overlap is made by that examiner. A second examiner directs the constitution of the reading list for Part B. This list may also overlap with portions of the Field Exam Reading List. Final decision about overlap on this list is made by the second examiner. A third examiner, who will chair the examination, may suggest additions or substitutions or may yield to the other two examiners' recommendations. Each member of the examining committee will read and approve both lists. The student selects all three examiners. Each of the two reading lists will contain 40-60 titles. When essays or other short works are included on the exam lists, the usual formula will be 6 such items = one "title."

Exams will be given in September, January and April. Students must submit their exam proposals to the Graduate Committee for approval according to one of the following timetables: a) students taking the exam in September must submit proposals by April 15th; b) students taking the exam in January must submit their proposals by September 15th; c) students taking the exams in April must submit their proposals by January 15th. The examiners and the student will turn in time sheets to the Graduate Program Coordinator, who will set the exam day and time.

The oral will last three hours. Although the reading lists will be constructed individually, in the oral examination itself examiners may move between the lists, rather than examining the student on the lists in order. This will be up to the examiners and it may hinge on the way conversation develops at the oral, rather than on any pre-exam decision. Student knowledge of the relevant Field Exam Reading List can be assumed for the purposes of comparison or to provide examples.

The exam will be graded on a pass/pass with distinction/ fail basis and will reflect a majority decision. At the conclusion of the exam, the examiners will consult and inform the student of the result. In case of failure, the exam may be retaken once at the next scheduled sitting of the exam, in September, January or April.

Student Guidelines for the Ph.D. Oral Qualifying Exam

1. The function of the Ph.D. qualifying exam is to determine the student's preparation to go on to the dissertation stage. In the exam, students are expected to demonstrate sufficient mastery in their chosen fields of study, both through a demonstration of concrete and specific knowledge of the texts on the exam lists and through a demonstration of the ability to make connections between and among these texts and relevant historical and theoretical contexts. Students may also be asked to demonstrate the following: a) an ability to offer informed and well-reasoned oral responses in his or her chosen fields of expertise; b) an ability to move from specific texts and textual features to plausible and significant historical and theoretical claims; c) a corresponding ability to call on specific texts and textual features to substantiate more general historical or theoretical claims; d) an ability to situate his or her claims within the larger histories of academic discussion to which the exam reading lists refer; and e) an ability to go beyond the relevant previous critical discussion and pose plausible and significant independent claims about material on the reading lists.
2. Students must submit their exam proposals to the Graduate Committee for approval according to one of the following timetables: a) students taking the exam in September must submit proposals by April 15th; b) students taking the exam in January must submit their proposals by September 15th; c) students taking the exams in April must submit their proposals by January 15th.
3. The three-hour length of the oral examination covers the following phases: a) the initial gathering of the student and the examiners; b) a brief discussion between examiners without the student present; c) roughly two hours of questioning and discussion; d) conferral among examiners without the student present; and e) the examiners' announcement of the exam results and discussion of their evaluation with the student.
4. During the exam, all three examiners may ask questions from both reading lists on which the student is to be examined. Examiners may also hold students responsible for the range of knowledge indicated on the relevant Reading List for Part A of the Field Exam, whether or not taking this exam was waived in their case.
5. During the exam, the student may have and refer to a copy of both reading lists, on which titles and authors' names appear. No other notes or study points may be used; scratch paper and pens will be provided.

6. The exam will be given on a Pass/Pass with Distinction/ Fail basis, with the final decision of the three examiners reached by collective deliberation and a majority vote. Students who fail this exam must retake it at the next scheduled exam juncture, in September, January or April.

1.3h Additional Requirements:

- English Colloquium (attendance required of Ph.D. students)
A colloquia series will offer graduate students a common intellectual experience and provide students and faculty with an informal setting for interdisciplinary and transdisciplinary exchange.
- Workshops (required of Ph.D. students)
A yearly four-part workshop will be coordinated by the DGS. These workshop sessions are designed to aid in 1) preparing for exams, 2) giving a conference paper, 3) writing the Ph.D. prospectus, and 4) publishing an essay. While students are required to attend all four of these workshops while in coursework, they are encouraged to attend each workshop at the most appropriate moment in their course of study.

1.3i Dissertation Committee, Prospectus, and Hearing

Upon passing all qualifying exams and the language requirement, the student is formally admitted to Ph.D. candidacy and chooses a dissertation director, who must be a tenured, full-time member of the department faculty. The candidate and the director work together to develop a topic for the dissertation. The candidate selects two other readers from the department faculty who agree that the project is workable. These three readers form the dissertation committee. A student may expect that the full-time faculty in the department will be available to direct or serve on the dissertation committee within the limits of their expertise and taking into account their other commitments. Under special circumstances arising from the dissertation topic, and with the consent of the dissertation director and Director of Graduate Studies, one of these readers may be from another department.

Under the director's supervision and with the agreement of the other two readers, the candidate prepares a dissertation prospectus and defends it in a formal prospectus hearing. The dissertation prospectus will be limited to 10-20 pages, including a sample bibliography of no more than two pages.

The panel for the prospectus hearing consists of the following people: the dissertation director (who conducts the hearing), and the second and third reader. All three members of the panel must be present at the hearing.

At least one week in advance of the prospectus hearing, the student must confirm the date and the hearing panel with the Graduate Studies Coordinator. A copy of his or her prospectus must also be submitted to the Graduate Studies Coordinator a week prior to the hearing.

The hearing panel may approve the prospectus as it stands, require changes or disapprove it. The dissertation director must submit a brief report of the prospectus hearing to the Graduate Studies Coordinator for the student's file of record. The hearing is open to all department faculty.

1.3j M. Phil.

Following a successful prospectus defense, the PhD candidate may apply for a M.Phil. as an intermediate degree at any point before completing and defending her dissertation and obtaining the PhD. The Graduate Coordinator will assist the candidate in filing the appropriate paperwork with the Graduate School.

It may be conferred upon a student who has satisfactorily fulfilled all Ph.D. requirements but the dissertation. The following requirements apply: (1.) The student must be enrolled in the Ph.D. program; (2.) The student must have reached all but dissertation (ABD) status, in accordance with program requirements, and such designation must appear on the student's advising transcript; (3.) The student must complete a diploma request to receive an M.Phil. degree; and (4.) The M.Phil. must be registered with NYSED.

An intermediate degree between the master's and the doctor of philosophy, awarded by the Graduate School upon the recommendation of the academic unit. Note that not all departments have registered this degree with NY State. ["Master of Philosophy" Degree under SU "Academic Rules"](#)

Courses numbered 500-599 may not make up more than one-half of the Syracuse coursework. http://coursecatalog.syr.edu/content.php?catoid=4&navoid=395#Degree_And_Certificate_Programs

1.3k Dissertation Research

Once the prospectus has been approved, the candidate goes on to research and to write the dissertation, in continued consultation with the director and two other readers. The dissertation is expected to be substantial scholarly work (18-30 credit hours).

Ph.D. candidates who have not completed their work at the end of five years must show evidence on an annual basis that they are making progress on their dissertations, normally by obtaining a letter from the director. In the absence of such evidence, a student may be asked to retake the Qualifying Examinations or be terminated (subject to appeal procedures).

1.3l Request for Dissertation Defense

When the candidate, the dissertation director, and the two other readers agree that the dissertation is complete and ready for defense, a defense is scheduled and an examining committee appointed.

The examination committee consists of six voting members: the dissertation director and the two other readers; at least two other faculty of the department who are familiar with the candidate's field; and a chair.

The examination committee must have a minimum of three members of the English Department; when appropriate to the dissertation topic, and with the consent of the dissertation director, one or both of the additional two faculty may be from another department. In special cases, one of the two extra-departmental committee members may be from another institution. The chair must be a tenured or tenure-track faculty member from Syracuse University but outside of the department. (The chair may be faculty emeritus). An endeavor should be made to obtain a chair who has an interest in the topic of the dissertation.

All committee members should be full-time tenured or tenure-track faculty members of Syracuse University (or, in the case of no more than one reader, another accredited University).

Prior to the PhD candidate filing their *Request for Exam* form with Graduate School, which is now electronic, the candidate must inform the Graduate Studies Coordinator of your advisor and all committee members in either September for a December graduation; January for a May Graduation; or April for a June graduation; or June for an August graduation. Request for Exam form, http://www.syr.edu/gradschool/em/current_whatyouneed.html

Once the Graduate Studies Coordinator is notified of your anticipated defense, you, along with your committee members will receive time worksheets in which committee members will have two weeks to submit their time worksheets to the Graduate Studies Coordinator. Time Worksheets are not to be submitted to the Graduate Studies Coordinator unless all revisions have been met and the dissertation is ready to be defended. If they do not submit their worksheets, then the defense will not be scheduled. The defense time, date and place will be determined by the Graduate Studies Coordinator once time schedule worksheets are submitted and the candidate along with committee members will be notified.

The online *Request for Examination* form serves as formal notification to the Graduate School that the English Department supports the candidate's request to proceed with the defense. After you submit the electronic Request for Examination form, you will receive an email with a pdf attachment of your Request for Exam. You **MUST** print out the pdf and have it signed by your advisor and academic unit chair before your request will be processed. Please send the signed copy to the English Graduate Coordinator, 420 HL, at least three weeks prior to the proposed defense date. If you have any questions about the form please call 315.443.2543 or email degrecert@syr.edu.

The Graduate School sends confirmation of the defense to all committee members, lists it in *The Record* and posts it in the Graduate School. The Graduate School generates a Committee Approval page which lists the members of the Oral Examination Committee and is sent to the Chair of the Oral Examination for signatures at the conclusion of the defense. It is bound into the final thesis for publication.

Under no circumstances may an oral examination be conducted until the candidate has completed **all** other requirements for the Ph.D.

1.3m Distribution of Dissertation

The candidate must submit copies of the final version of the dissertation in appropriate form to all members of the examining committee, including the chair of the oral examination and to the English Graduate Office, at least **two full weeks** before the scheduled date of the examination. **This deadline is strictly enforced.** If the full committee does not receive copies in time, the candidate is required to petition the committee and the Graduate School for permission to proceed with the scheduled defense. The defense may be canceled if all committee members do not have a copy of the dissertation in time. It is **required** that one electronic copy of the dissertation be deposited with the English Graduate Office in care of the Graduate Studies Coordinator two weeks before the defense.

This may be reviewed by anyone who wishes to attend the defense and serves as an "archival copy" which will be retained in the English Graduate Office.

Instructions on the preparation of the dissertation can be found on-line at <http://www.syr.edu/gradschool/em/pdfs/Masters%20theses%20format%20guidelines.pdf> If you have any questions, concerns, or would like to view a dissertation in its final form, please contact the Graduate Studies Coordinator. Check with the Graduate Studies Coordinator or the Graduate School for the deadline for submission of the approved dissertation during the final semester of study.

1.3n Ph.D. Time Completion Limitation/Withdrawal Policy:

Ph.D. candidates who are not able to complete the dissertation in five years are required to submit a Plan for Completion of the degree to the Graduate Committee by November 1st of their final year of funding. The Plan for Completion must include:

- 1) An outline of the work that has yet to be approved, and a detailed schedule for its completion.
- 2) The anticipated date (month and year) of completion, up to two years from the date of the plan's submission.
- 3) A letter from the candidate's Advisor indicating her/his support for the Plan, as well as the nature and extent of the work the candidate has accomplished at the date of the Plan's submission.

The result of the Graduate Committee's decision on the submission will be delivered by December 15th of the same semester.

Failure to file a Plan for Completion will result in withdrawal from the program. Withdrawal is subject to appeal within a time-frame of two academic semesters.

In the event that a candidate is not able to finish the degree in the time-frame outlined in the Plan for Completion previously agreed upon with the Advisor and submitted to the Graduate Committee, the candidate will be withdrawn from the program. Prior to withdrawal, the candidate may, however, file a petition for extension to the Graduate Committee.

This petition must include:

- 1) a reason/rationale for the extension
- 2) a detailed plan of completion
- 3) the anticipated date, that is the month and year, of completion
- 4) a letter from the candidate's Advisor indicating her/his support for deferred completion and the nature and extent of the work the candidate has accomplished at the date of the petition
- 5) In the event that the extension would take the candidate beyond the Graduate School's regulations for continuity of study (5 years from the completion of the qualifying exams), written approval from the Dean's Office of Graduate School is required

Withdrawal is subject to appeal. However, the withdrawal status at this stage will be overturned ONLY in the case of exceptional or exigent circumstance. The time frame in which a student can petition the Graduate Committee is two academic semesters after being withdrawn.

1.4 DISSERTATION DEFENSE**1.4a Role of the Oral Examination Chair**

The chair of the oral examination serves as the representative of the Dean of Graduate School at the examination, presides over it, and ensures that regulations and declared policies of the Graduate School are followed.

1.4b Dissertation Examination

The dissertation defense examination, but **not** committee voting, is open to all members of the University community. Times and places of the examinations are publicly announced, and attendance and participation of graduate students and faculty are encouraged. The defense usually lasts approximately two hours. The oral examination focuses on the dissertation but may also include questions on related topics.

A majority of the committee must vote to approve the dissertation and the candidate's performance on this exam in order for the candidate to receive the degree.

Finally, doctoral candidates should remember that the final oral examination should be scheduled at least four weeks in advance of graduation and that the dissertation should be complete and ready for submission to Graduate School at least two weeks before the oral exam.

1.4c Voting Results of Dissertation

The voting reflects the committee's judgment as to the quality and originality of the research, the quality of the dissertation, and the performance of the candidate at the examination. The voting on the acceptability of the oral examination is done in executive session of the committee. A majority of the committee must vote favorably for the candidate to pass the examination.

The result of the vote, with signatures of approval, is reported by the chair to the Dean of the Graduate School, together with appropriate comments. Members of the committee may make their approval conditional upon certain changes in the dissertation being made by the candidate.

The report of the examining committee indicates one of the following results:

- **PASS**
- **PASS WITH MINOR REVISIONS (Generally Editorial)**
For editorial changes, the committee may refer final approval of the dissertation to the dissertation director. If approval hinges upon making substantive changes, committee members may withhold their signatures of approval until the required changes have been made.
- **PASS WITH MAJOR REVISIONS (Substantive)**
In cases where substantive revisions are required, the chair and the director, on behalf of the committee, should ensure that revisions are successfully completed. At the discretion of the committee, other members of the committee may participate in the oversight of the revisions as well.
- **NOT PASS**
If the candidate does not pass the examination, he or she may be invited to schedule a subsequent examination.

1.4d Absent Committee Member

It is recognized that there are circumstances that might cause the absence of a committee member. **No** examination will be conducted unless at least 5 committee members, including the chair of the defense, are present. Committee members forced to be absent must submit questions and comments in writing to the chair of the oral examination prior to the defense.

The Graduate School must be advised of any absent members. Graduate School approval is required for any committee substitutions occurring after the oral examination is scheduled.

1.5 Electronic Dissertation Submittal Checklist

PLEASE READ THIS CHECKLIST IN ITS ENTIRETY. THIS CHECKLIST WILL HELP YOU THROUGH THE SUBMITTAL PROCESS OF YOUR DISSERTATION.

Before you begin: Review the [Syracuse University UMI ETD website](#) so that you understand what is involved in preparing and submitting an electronic dissertation/thesis. You can establish a login and password at the Proquest submission site, however, submit only your final, approved dissertation/thesis. When you are selecting your publishing options, you will be presented with information regarding the Traditional Publishing Options (ProQuest publishing options) and Open Access Publishing options (through SU's Institutional Repository- SURFACE). The Open Access Publishing option is **optional** for you to choose to have your work available as open access through SURFACE. This means your work will be discoverable by search engines like Google and accessible worldwide. To learn more about SURFACE click here: [SURFACE](#)

[Review the format Guidelines for Doctoral Dissertations](#)

Title Pages: An [unsigned title page](#) must be included in your final dissertation pdf. An original [signed title page](#) is to be signed and dated by your advisor and delivered to the Graduate School, 207 Bowne Hall. When signing your title page, your advisor is confirming that you have completed all of the revisions and/or requirements that were requested at the time of your defense. It is very important that the completion date on your title page appear as the month and year that you will graduate; e.g. June 2013, August 201X, December 201X or May 201X.

Copyright Page: A [copyright page](#) must be included in your dissertation immediately following your Title Page.

Convert your dissertation to pdf: Once your advisor has approved your final dissertation you will need to convert your dissertation/thesis to an Adobe pdf file (or possibly multiple files). If you do not already know a method for doing so, there is an easy to use converter at the ETD Administrator site that you can use once you log in.

Carefully review your converted pdf document to ensure there were no errors in the conversion (i.e. missing pages).

Submit the final, approved copy of the dissertation:

Go to the [Syracuse University UMI ETD website](#) and follow the instructions there for submitting a dissertation/thesis. You should have your credit card handy so that you can pay Proquest online. You can start the process, logout, and login again later; your work will be saved. If you have any questions or encounter problems, [contact Proquest electronically](#) or by phone: 1.877.408.5027 (9am-6 pm E.S.T.). You may also check the Best Practices or FAQs pages on this website.

After you have submitted: You will receive an email acknowledging receipt of the dissertation. The document will then be reviewed by the ETD administrator in the Graduate School before it is approved and transmitted to Proquest/UMI. If there is something wrong with the file(s), someone will email you.

II COURSES

2.1 GRADE RECORDS

Students should keep track of their grades. They should make sure they receive written confirmation of each registration and final grade for each course. If they do not receive an accurate confirmation, it might mean they were registered incorrectly or a final grade was not submitted. The representative in the Registrar's Office, or the Graduate Studies Coordinator, can verify this information. Any incompletes or outstanding grades will delay a thesis or dissertation defense and degree certification.

2.2 FIRST SEMESTER RESPONSIBILITIES

2.2a Documentation

If a degree was earned at a traditional U.S. institution, students should make sure the English Graduate Office and the Graduate Enrollment Management Center have a degree-bearing transcript on file. Official documentation for coursework of degrees received outside the U.S. usually includes official records of courses taken (with grades or marks earned) as well as the official degree certificate or diploma. Students may be required to present original copies for our records.

Documentation of all post-secondary coursework should be provided. If a student has completed a degree just prior to admission into the S.U. program, he or she should have that prior institution send two **final** degree-bearing transcripts. One should be sent to the Graduate Studies Coordinator, English Graduate Office, 401 Hall of Languages, and the second copy to the Graduate Recorder, Graduate Enrollment Management Center, 303 Bowne Hall. For degrees obtained outside the U.S., students must provide acceptable documentation of the degree, such as a certificate.

2.2b Transfer Credit

Graduate credit coursework earned at another accredited graduate school may be transferred toward an S.U. degree. A student must formally submit this request to the Director of Graduate Studies (for the M.A. program) or the Director of Creative Writing (for the M.F.A. program), preferably within the first 12 credit hours of study at S.U.

To request transfer credit, a student submits a *Petition to the Faculty* form, specifying which courses are to be transferred and the number of credit hours to be considered toward degree requirements. The appropriate committee will review this petition, which must be submitted along with a course description which places this coursework in context and with an official transcript. A student should remember that all coursework must clearly be graduate level work, the grades achieved must be the equivalent to B or better, and it must comply with all time limitations. No transfer credit will be awarded for coursework taken on a pass/fail basis. No transfer credit will be awarded for coursework that has been taken as part of another awarded degree.

A maximum of 9 credit hours of transferred work can be included in a Master's degree program. No transfer credits are permitted at the doctoral level.

2.2c Scholar Exchange Program

The Scholar Exchange Program is a cooperative agreement between the Graduate Schools of Syracuse University, Cornell University, and the University of Rochester. The program makes it possible for qualified matriculated graduate students to take advantage of special courses, seminars, laboratory facilities, library resources, and research opportunities that are not available on their home campus.

How does it work?

If your application is approved, you may register for coursework at one of the participating institutions. Tuition is paid to your home school (the University in which you are matriculated). You are registered for the course at both your home school and the host school (the institution teaching the course). Your home graduate school registers you under a special Scholar Exchange Course prefix that notes the course, grade, and institution of instruction on your graduate transcript.

Qualifications for participation:

- Be a matriculated graduate student in good standing
- Obtain the required signatures and follow the procedures below.

What courses may I take?

- graduate level only (undergraduate level courses may not be taken in this program)
- offered for a letter grade (no pass/fail courses are allowed)
- courses that your advisor approves as required by and appropriate to your program of study that are not available in your home school

Procedures

How to Apply:

1. Fill out the Graduate Scholar Exchange Program application
2. Obtain the signatures from: your advisor and the course instructor
3. Submit the application to your home graduate school for approval
4. Your graduate school will forward your application to the graduate school of the institution teaching the course.
5. You will receive an approval letter with instructions to register for the approved course. If you do not receive a letter, contact the graduate school in your home institution.

Plan ahead! Students are advised to begin the application process six weeks before the semester. Obtaining signatures can be time consuming.

Registration:

- Register for the course at the institution of instruction
- Inform your graduate dean's office that you have successfully registered for the course so that you may be registered for the credit at your own institution.

Please note: Institutions may not grant permission during the Summer Session.

Payment:

Tuition is paid to your home school. Only special course fees are paid to the school teaching the course. Typically, if you hold a tuition scholarship, courses taken under the aegis of the Scholar Exchange Program may be charged to your tuition account. You must abide by the registration

dates of both your home and host institution. They may not be the same. You are subject to all late fees that apply. This is not flexible. Late fees may be very expensive! Check the deadlines on the University Registrar Websites (Cornell University, University of Rochester, Syracuse University).

Grade Reporting:

Request that an official transcript be sent to your home graduate school once a grade has been posted. It is very important to direct the transcript to the attention of the contact person for the Scholar Exchange Program (as noted below). This is required for your grade to be recorded on your transcript and count toward your degree.

Other Key Points About the Program:

Permission to participate is given on an individual course basis. Typically only one course per semester may be taken on the exchange program up to a total of nine credits. Participation in this program is not guaranteed and all participating institutions have the right to accept or reject applications as they deem appropriate.

Contact Information:**Cornell University**

Anne Haessner, Interim Registrar
Student Services
Records Team
The Graduate School
143 Caldwell Hall
Ithaca, NY 14853-6201
Tel: (607) 255 5820: Fax: (607) 255 1816

University of Rochester

Pat McLane, Assistant to Dean
University of Rochester
257 Wallis Hall, P.O.Box 270-015
University of Rochester Road, Rochester, NY 14627-0015
Tel: 1 (585) 275 9093: Fax: 1 (585) 244 9617

2.3 COURSE NUMBERING

Typically six to eight courses carrying graduate credit in literature and theory are offered each semester.

- **ENG 630** (Graduate Pro-seminar): An introduction to a comprehensively defined field or period that places British or American literary, cultural, and cinematic texts in historical and critical perspective, providing master's and doctoral candidates with essential preparation for advanced work in specialized seminars.
 - **ENG 730** (Graduate Seminar): A focused study in a particular topic, genre, movement, or critical problem. Introductory background in the larger field or period framing the seminar focus is assumed. All graduate seminars require a 20-25 page critical essay.
 - **ENG 650** (Forms) Focus on the aesthetic and structural choices of other writers, with an aim of discovering the authors' intentions.
-

- **Creative Writing Workshops** (715-721) are open only to students in the Creative Writing Program.
- **ENG 799 MFA Essay Seminar** These essays will address some aspect of the work of a single major writer. The emphasis will be on one writer's understanding in depth the work of another writer: what was the nature of that writer's craft and how did it develop? The seminar will see each paper through several drafts, with the final essay being about 5,000 words.
- **Independent Study** Independent Study (690 and 990) may be arranged with a member of the English department faculty. An Independent Study Form, available in the English Department office, must be completed and approved by the appropriate program director before beginning work on the Independent Study. Students should realize, however, that direction of Independent Study is overload for the faculty member involved, and that no faculty member is obliged to accept students for Independent Study. Both faculty members and students are expected to comply with University rules and guidelines concerning Independent Studies. The University expects Independent Studies to involve 50 minutes of contact weekly for each credit earned (or 2 1/2 contact hours per week for a 3 credit course). Contact hour requirements can be met in various ways, including meetings, email correspondence and classroom time. Meetings held in connection with an Independent Study must be held in a faculty member's office or another appropriate public setting.

Note to MA's & Ph.D.'s regarding Independent Studies: M.A. and Ph.D. students are not permitted to take Independent Studies in the first year of coursework. M.A. students in their second year of coursework must petition the Graduate Committee for approval of an Independent Study in advance of taking it.

- **ENG 996 (QE/LANG) Graduate Readings** To be used for exam study, and where necessary, study to meet language requirement.
- **Thesis Credit** (ENG 997) is **only** for students in the Creative Writing Program preparing a thesis. There are no grades given for thesis credit, which may be taken at any time during graduate work, but usually are taken at the end. Thesis credits are often accumulated through the use of remitted hours during the summer. Students should be sure to earn all thesis hours before their remitted tuition expires.
- **Dissertation Credit** (ENG 999) is **only** for students in the Ph.D. program. Credit may be taken in advance of passing the Qualifying Exams (with the consent of the Director of Graduate Studies), but the bulk of the required hours should be completed under the direction of the dissertation director. Dissertation credits are often accumulated through the use of remitted hours during the summer. Students should be sure to earn all dissertation hours before their remitted tuition expires.

2.4 FULL-TIME STATUS

2.4a Acquiring Status as a Full-Time Graduate Student

The University publication titled *“Academic Rules and Regulations”* includes a description of the circumstances under which a graduate student may be considered full time. This status is often important for deferring educational loans and for becoming eligible for certain privileges at SU. If acquiring full-time status is important to you, you should consult the full document.

All graduate students holding a fellowship, assistantship, or associateship in a given semester will be considered full-time students for that semester by virtue of their holding that award. There is no minimum number of credits for which they must register in order to attain full-time status; however, those not registering for credit-bearing courses or thesis/dissertation credits **MUST** register for GRD 998 ("Degree in Progress") for zero credits.

Graduate students who hold a full-tuition scholarship and are registered for 12 credit hours of coursework are also considered full-time students. (Refer to "Zero Credit Registration" below for more information or go to <http://gradsch.syr.edu/full-time.htm>). Below is the excerpt that defines full-time for graduate students.

27.0 Full-Time Graduate Status
See also section 17.0-17.2.

27.1 ACADEMIC YEAR

Satisfaction of any of the following criteria will confer full-time status on a graduate student during a given semester:

- (1) Registration for 9 credits for Spring or Fall (or 6 credits during a given summer session) in a program approved by the student's graduate advisor.
- (2) Appointment as a graduate assistant or by holding a SU fellowship.
- (3) The student's academic unit (department, program, or college, as appropriate) certifies that the student is pursuing a full-time program of study by virtue of an appropriate combination of activities chosen from among the following: study for preliminary, qualifying, or comprehensive examinations; study to satisfy language or tool requirements; work on a dissertation or thesis; undertaking an internship that equates with at least 9 credits of coursework; other special circumstances, as specified and justified by the academic unit.

Under circumstances (2) or (3) above, if the student is not registered for any coursework, including registration for Master's thesis or doctoral dissertation credits, he/she must be registered for GRD 998 ("Degree in Progress") and must submit a Certification of Full-Time Status form to his or her department in order to reflect that registration.

2.4b What is "Zero Credit" Registration?

Zero credit registration is registering for GRD 998, "Degree in Progress" at zero credit hours.

Zero credit registration may be the only registration on a student's record for any given semester, or it may be in combination with other coursework. If he or she is enrolled in a graduate degree program and is not registering for coursework (i.e., scheduled classes, independent study, or other courses, including thesis or dissertation, which carry credit hours), he or she **must** register for zero credit hours.

If students hold an assistantship or fellowship and have taken all coursework, including thesis or dissertation credits, required for their degree, registration for zero credits is required and appropriate. Instead of registering for dissertation credits beyond what is required for their degree program, students register for "zero" credit. Zero credit carries no tuition fees.

2.4c When is Zero Credit Registration Appropriate?

It is appropriate to register for zero credits when you are actively engaged in work toward your graduate degree which is not reflected in credit hour registration. Some examples include:

- completing a thesis, final project, dossier, or dissertation when you have already registered for the number of hours required for your degree
- pursuing independent research off-campus or out of town
- completing work for a course in which you hold a grade of "incomplete."

If you are enrolled in a graduate degree program and are not registering for coursework (i.e. scheduled classes, independent study, or other courses, including thesis or dissertation, which carry credit hours), you must register for zero credit hours.

Why?

This option allows you to maintain an active student status without tuition cost. It also entitles you to use all campus resources during this time, such as the libraries and computers.

What if I am an awarded student?

If you hold an assistantship or fellowship, and have taken all coursework, including thesis or dissertation credits, required for your degree, registration for zero credits is required and appropriate. Instead of registering for dissertation credits beyond what is required for your degree program, register for "zero" credit.

Is there a fee?

Zero credit carries no tuition fees, but you are still responsible for the student activity fee.

How and When?

You may register for zero credits by internet during graduate registration time periods only. Please be sure to file a "Full-Time Certification Form" (<http://gradsch.syr.edu/assets/PDF/FTForm-RevJan04.pdf>). Web registration: <http://sumweb.syr.edu/registrar>. Registration Help Line: (315) 443-9497

What do I need to remember?

Please keep in mind the academic and financial deadlines for adding and dropping courses. You must clear all outstanding holds from your record before you can register for zero credits.

Remember students must always maintain a current registration. If they are not registered for coursework, they should register for GRD 998, "Degree in Progress" at "zero" hours to keep their registration current. This includes their final semester. Students should be sure to earn all required thesis (ENG 997) and dissertation (ENG 999) hours before their remitted tuition expires.

III GRADUATE APPOINTMENTS, FELLOWSHIPS, AND AWARDS

3.1 APPOINTMENTS: ELIGIBILITY AND RESPONSIBILITY

Several different kinds of appointments are available to graduate students in English:

3.1a Eligibility for Appointments

M.A. candidates may hold appointments (assistantships) up to four semesters; and M.F.A. candidates (fellowships and/or assistantships) for up to six semesters; doctoral candidates may hold them (fellowships and/or assistantships) up to ten.

Re-appointment to an assistantship or initial appointment for persons who have previously held fellowships requires:

- an overall graduate grade average of at least B (including incompletes which would count as an F);
- no more than two incompletes;
- successful completion of the appropriate exams

3.2 UNIVERSITY FELLOWSHIPS

These are awarded by the Department of English to outstanding students. These awards go to new students in the form of multi-year "packages," in which fellowships and teaching assistantships are held in alternate years. The fellowships consist of an academic-year award stipend and a full-tuition scholarship for 30 credits for the academic year. Applications should be filed by **January 9**. Fellows who have used up their fellowship eligibility--or do not wish to continue as fellows--may apply for an assistantship in the Department by notifying the Coordinator of Graduate Studies by **January 9**.

3.3 AFRICAN AMERICAN STUDIES FELLOWSHIPS

Up to six African American Studies Fellowships are awarded annually by the Dean of the Graduate School upon the recommendation of the African American Studies Fellowship Committee. Students need not be African American Studies majors. No more than three nominations (rank-ordered) for African American Studies Fellowships will be accepted from an individual academic unit. Applications should be filed in the English Department by **January 9th**.

African American Studies Fellowships are intended for U.S. citizens or permanent resident graduate students whose graduate study requires the integration of African American/Pan African studies and who will make an intellectual contribution to the life of the Department of African American Studies.

Awards are normally made for a **single year** only. On an exceptional basis, the African American Studies Fellowship Committee will consider the nomination of a truly outstanding individual for a multi-year award (1st year Fellowship; 2nd year Teaching Assistantship in the Department of African American Studies; 3rd year Fellowship). It is therefore important that graduate programs nominating candidates for African American Studies Fellowships make every effort to support their candidates in subsequent years. No student may hold an African American Studies Fellowship for two consecutive years; a prior award winner may subsequently reapply and will be considered on a competitive basis with new applicants, but second awards are only made on an exceptional basis.

All students who hold these awards must be in residence on the Syracuse University campus during the fellowship year and be actively engaged in coursework toward the completion of their degree requirements. No awards will be given to students who are registered for research or dissertation credit only. All who hold the awards must take at least one graduate course with the Department of African American Studies per semester.

3.4 CREATIVE WRITING SCHOLARSHIPS

The department awards nine of these: The two Cornelia Carhart Ward Scholarships (Fiction), two Elise G. Mead Scholarships (Poetry), and five Creative Writing Scholarships. These fellowships include an academic-year award stipend and a full-tuition scholarship for 24 credits for the academic year (12 credit hours per semester). These are awarded to new students and are **not** renewable.

3.5 TEACHING ASSISTANTSHIPS

The department offers these appointments to both new and continuing students. Teaching assistants may be appointed for a semester or an academic year. Renewal of an assistantship depends on good performance in teaching and other duties and in academic work. Any teaching assistant assigned to the Writing Program is supervised by Writing Program faculty and is subject to Writing Program policies. These awards include an academic-year award stipend and a full-tuition scholarship for 24 credits for the academic year (9 credit hours in the fall; 9 in the spring; and 6 in the summer).

3.5a Writing Program Teaching Assistantship Responsibilities

Incoming graduate students who will be holding teaching assistantships in the Writing Program at any point during their program of study must enroll in CCR 632: Studies in Writing Pedagogy the first semester of their first year. MA students will concurrently work for 10 hours per week as a Writing Consultant in the Writing Center their first semester, and then 20 hours per week in the second semester of the first year. As instructors assigned to teach in the Writing Program during their second year, teaching assistants have full responsibility for no more than 60 students per year, in three sections. They are expected to attend regular staff meetings and workshops, to participate in advisory group sessions that meet approximately every two weeks, and to stay on campus through the end of each semester. There will also be ongoing mentorship and review of each teacher's performance.

3.5b English Department Teaching Assistant Responsibilities

Graduate students holding teaching assistantships in the Department of English for the first time are required to attend both Graduate School TA Orientations and Department TA Orientations during the two weeks before classes start. They are also required to meet with Lecture Course Instructors for mentoring throughout the term and to stay on campus through the end of each semester.

3.6 SUMMER FELLOWSHIPS AND REMITTED TUITION

The department offers several modest summer fellowships to persons who have held teaching assistantships during the preceding academic year. The awards are made by The College of Arts & Sciences, on the advice of the Graduate Committee (for M.A./Ph.D. students) or the Creative Writing Committee (for M.F.A. students), which invites applications during the spring semester. The strongest applicants--in terms of seniority, overall academic performance, and proposed summer project--are recommended for awards.

Summer Fellowships (for teaching assistants) provide support for some students; others **may** be appointed as teaching assistants or to other responsibilities in the department during the summer.

However, it is not possible to provide financial support for all students, and it is usually April before arrangements can begin to be made.

Graduate assistants who have completed a full year of service in the preceding academic year are entitled to 6 hours of remitted tuition in Summer Sessions; assistants who have completed one semester of service are entitled to 3 hours.

3.7 FUTURE PROFESSORIATE PROJECT

Developed by the Graduate School at Syracuse under grants from FIPSE and The Pew Charitable Trusts, this project seeks to integrate additional preparation for teaching into the graduate experience to help advanced Ph.D. students successfully make the transition to becoming assistant professors. The project has invited departments across campus to offer faculty mentorship, professional development seminars, and new teaching opportunities to their Ph.D. students.

The English Department joined this project in the fall of 1995. Typically in their third and fourth years, Ph.D. students become teaching associates in English and teach one lower division undergraduate course in English and Textual Studies a semester. These courses relate both to the ETS major and to the Ph.D. student's area of interest and expertise. The students select a faculty mentor to work with, offer teaching seminars during the semester, meet to talk about professional issues, produce a teaching portfolio, and earn a Certificate in University Teaching.

The teaching seminars are open to all interested students and faculty in the department. The project complements the work of the Graduate Committee, which offers an annual series of workshops on exams, prospectus writing, and publishing and which provides mock interviews and other assistance to student's as they enter the job market.

3.8 PREPARING FUTURE FACULTY

The Pew Charitable Trusts has awarded the Association of American College and Universities and the Council of Graduate Schools to launch this career development program for advanced Ph.D. students. This project introduces graduate students to the day-to-day realities of teaching at various kinds of institutions of higher education. Students benefit from such opportunities as teaching apprenticeships, attendance at faculty and department meetings, faculty mentors at other institutions, etc.

3.9 DEPARTMENT AWARDS, GRANTS, FELLOWSHIPS, PRIZES AND HONORS

The English department and the University offer several prizes and honors each year to recognize outstanding accomplishments by graduate students.

3.9a Graduate Student Travel Grants:

Graduate students may apply for partial support to cover travel expenses to attend professional meetings and conferences.

Guidelines for awarding travel funding for graduate students.

1. To strive for substantive support of students' participation in conferences, the graduate committee will award funding of \$350-500 per conference, the exact amount to be determined according to the budget included with the proposal.
 2. Due to limited resources, priority will be given to PhD students who have passed their oral qualifying exams.
 3. To insure that students make sagacious decisions about the conferences they attend, the graduate committee urges students to discuss with their advisor their intent to propose papers in advance of submitting a proposal; as part of this discussion, the student should seek the advisor's advice about choice of paper, the importance or not of a particular conference, the timely relation (or not) of attending the conference in relation to the student's progress within the program and toward the degree, and so forth.
-

4. To insure that students make sagacious decisions about the conferences they attend, the graduate committee urges students to discuss with their advisor their intent to propose papers in advance of submitting a proposal; as part of this discussion, the student should seek the advisor's advice about choice of paper, the importance or not of a particular conference, the timely relation (or not) of attending the conference in relation to the student's progress within the program and toward the degree, and so forth.
5. The student's advisor will write in support of the funding request, confirming that s/he has approved or reviewed the paper and that the conference will benefit the student's progress and/or professional development in his or her field; additionally, the advisor will provide information about the kind of conference (local, national, or international; a one-off on a special topic or approach, or an annual meeting of a professional society; and so forth).
6. The funding request will also include the paper abstract and an itemized budget (conference registration; hotel or other lodging; meals; travel costs; any other miscellaneous costs pertaining to the individual conference, such as a banquet or exhibition/screening fees). If actual expenses are not available or predictable, the IRS per diem for meals and its formula for mileage reimbursement (if the student is driving to a conference) can be used as a guideline for determining the budget.
7. Due to limited resources, the graduate committee will strive to award each PhD student substantive support for attending two conferences within the five years of his or her financial support package. This support can be for presentations at two conferences or for presenting at one conference and attending the MLA conference when the student goes on the job market and interviews for jobs.

Eligibility Requirements: To qualify, graduate students must be matriculated, registered as a full-time student (i.e., registered for 12 credit hours as a graduate student, hold a graduate appointment, or be otherwise certified as full-time), have completed at least one semester of graduate study at SU, and be in good academic standing. Travel support is only available for presentation of work at a conference. A maximum of one award may be made per student per semester. Ordinarily a student will not receive more than \$350 for travel per academic year. Students having received no award that academic year will be given preference over students who have received funding already. Special consideration for additional funding will be given for long distance travel, when the graduate committee's budget allows. We ask that students apply as early as possible for funding.

Application Process: Please submit the proposal form electronically (i.e. as an e-mail attachment) to Terri A.G. Zollo, tazollo@syr.edu. In addition, you must submit written evidence that your work has been accepted for presentation to the Conference. Please note: *Original, not a xerox of an original, receipts are REQUIRED in order for reimbursement.*

The student will be notified by e-mail of the proposal's approval or denial. If the proposal is approved, the Department will prepare a travel voucher on behalf of the student using a departmental account; the University will then issue a check to the student for travel support from the Department.

Additional funding may also be available through the Graduate Student Organization at <http://gradorg.syr.edu/forms/#Travel%20Grant>.

3.9b TA Summer Fellowships:

Conditions and Terms:

- 1) Graduate students who have served as full-time teaching assistants for one or two semesters during the academic year are eligible to apply for summer support in the form of a one-month TA Summer Fellowship.
- 2) MFA/CW Applicants must be in the 3rd year of their appointment.
- 3) Applicants must be making satisfactorily progress towards degree.
- 4) Students accepting these one-month awards MUST enroll in Summer Sessions for three graduate credit hours (including dissertation ENG 999, exam prep ENG 996, or thesis ENG 997 hours). In the event that you have completed all coursework, you should register for zero credits (GRD 998).

Payment:

Students will be paid in June. Checks will be available in the English Graduate Office, 420 HL. The stipend is \$750.00. Fifteen awards will be issued. Please note, however, that if you happen to be chosen as part of the Writing Program's "Summer Team" with a two-month stipend, you will not be eligible for any additional fellowship support.

Your proposal should define a scholarly or creative project you wish to pursue during the summer, perhaps in connection with an independent study course (for which you must make arrangements with a member of the faculty), or in preparation for your doctoral exams or your thesis or dissertation work. The proposal should be no longer than one page. Also, please be sure to include contact information, where you are in your program, and what kind of previous summer funding you have received.

Applications must be submitted electronically to Terri A.G. Zollo, tazollo@syr.edu Deadline: April 1st.
Instructions for the Student: Complete the Application Form, including the Proposed Budget, and Proposal Narrative (not more than 2 paragraphs).

3.9c SCT Sponsored Fellowship:

Cornell Sponsored Summer Session (deadline: February). The College of A & S and the Department of English, Syracuse University, will sponsor one graduate student to attend and participate in the Summer Session of School of Criticism and Theory (from June 18th through July). In addition to the six week course, there are several three week courses that you will be eligible to participate in. Please see Terri Zollo for complete information on summer sessions this year as well as instructions for applying. Detailed application information and printable application forms may be found at the following web address:
www.arts.cornell.edu/sochum/sct/.

The sponsored graduate student will be selected by the Graduate Committee at the end of February; among the criteria for selection will be an evaluation of the student's proposal, stage of program and progress toward degree. Students who have completed their program of study in the spring are not eligible. The sponsorship will be announced March 1st when the Director of Graduate Studies forwards the materials to Cornell. The sponsorship covers full tuition and includes \$1,400 dollars in travel and/or material costs.

3.9d Creative Writing Awards:

In Creative Writing, annual prizes for outstanding work by graduate students include the Raymond Carver, Hayden Carruth, Loring Williams (Academy of American Poets), Delmore Schwartz, and the Jeremy Lake Memorial prizes in poetry and in fiction, the Raymond Carver, the Peter Neagoe, and the Stephen Crane prizes in fiction. All are awarded in competitions held each spring.

3.9e James Elson Teaching Award:

The James Elson Prize recognizes outstanding teaching by a graduate assistant in a course in the English department.

Eligibility: at least two years Teaching in ETS courses (usually, completion of FPP). Students nominated for Outstanding TA Award may also apply for the Elson Teaching award.

Submit completed portfolios (or copies) according to the instructions (listed below) for the Outstanding TA Award--however, Elson applicants need only submit resume of courses and other teaching, statement of teaching philosophy, and sample syllabi and copies of student evaluations for two (2) ETS courses. Award will be announced in April.

Instructions: Nominees should prepare a teaching portfolio containing evidence of teaching experience and competence. Each portfolio must include a table of contents, a description of specific teaching responsibilities at Syracuse University, a resume of other teaching and related experiences, student evaluations, a curriculum vita, and a teaching philosophy or reflective statement about teaching. Other evidence may also be included, such as: work samples, syllabi, quizzes, exams, assignments, classroom observations by faculty or peers, videotapes of class sessions or presentations, and teaching awards.

3.9f Graduate School Prizes:

The Graduate School makes several awards each year for outstanding doctoral dissertations and for excellence in master's-level work.

From a university-wide competition, four awards--including a cash prize and certificate--are made at the doctoral dinner each May for outstanding Ph.D. dissertations. For consideration for this award, an approved copy of the dissertation must be submitted by March 1. On the recommendation of the College, up to three Graduate School Master's Prizes may be awarded each year to M.A. and M.F.A. students in Arts and Sciences. This prize honors excellence in scholarship and research.

3.9g Outstanding TA Awards:

The Outstanding Teaching Award was instituted to recognize TA's who have made a distinguished contribution to Syracuse University by demonstrating excellence as classroom teachers, laboratory or studio instructors, recitation instructors, assistant to senior faculty members for a major course, or in another significant instructional capacity. An awards presentation and reception is held and presided over by the Dean of Graduate School and the Vice President for Undergraduate Studies. Awardees receive a gift and certificate of merit. (Teaching Fellows are employed by the TA Program as staff for the summer orientation program and other activities sponsored by the Program throughout the academic year).

3.9h HASTAC:

HASTAC (Humanities, Arts, Science, and Technology Alliance and Collaboratory - <http://www.hastac.org/>) describes itself as “an interdisciplinary community of humanists, artists, social scientists, scientists, and technologists that are changing the way we teach and learn.” At its heart is an active online community of individual working at the intersections of technology, teaching, and the humanities. HASTAC also organizes an annual conference (in a different location each year), concerned with this same set of questions.

HASTAC Scholars Program: During the Spring semester, if funds are available, the graduate committee will solicit applications for HASTAC scholars from graduate students (in any of the three programs) and form a subcommittee from the department at large of faculty with suitable expertise to select them. Based on the recommendation of the subcommittee, the graduate committee will name up to two HASTAC scholars annually. Applications should include a brief statement (no more than 300 words) of how the applicant will take advantage of HASTAC program and indicate the faculty who would serve as the applicant’s mentor. HASTAC fellows are expected to participate in the HASTAC online community—through blogging or organizing a “HASTAC forum.” Additionally, HASTAC scholars are encouraged to participate in local groups and activities relevant to HASTAC’s areas of interest (new media, digital humanities, online pedagogy, and so on) through, for instance, the College’s Digital Humanities working group, local THATCamps, and so on.

IV ADMINISTRATION OF THE GRADUATE PROGRAM**4.1 SUPERVISION OF THE GRADUATE PROGRAM**

The department's graduate programs are supervised by the Chair of the department, the Director of Graduate Studies and the Graduate Committee (for M.A./Ph.D.), and the Director of Creative Writing and the Creative Writing Committee (for the M.F.A.). The Graduate Committee consists of the Director of Graduate Studies, five members of the faculty and one doctoral student. The Creative Writing Committee consists of the Director of Creative Writing Students, Coordinator of Creative Writing, the Creative Writing faculty and one M.F.A. student. Students’ questions and problems should be brought to the attention of the Director responsible for their program. In some situations, students may wish to petition the appropriate committee for variances in degree requirements or other matters. These petitions may be initiated by a letter to the Director.

4.2 STUDENT ADVISING

The Director of Graduate Studies is the advisor of record for graduate students in the M.A./Ph.D. program, and the Director of Creative Writing is the advisor of record for graduate students in the M.F.A. program. Students should consult with the Director of their program during each registration period. Of course, other faculty members are also available for advising. It is expected that students will seek out those advisors they find most compatible with their needs and interests.

4.3 EVALUATION OF STUDENTS

The Department, through the Graduate and Creative Writing Committees, seeks to be aware of graduate student progress and problems. Each student's performance is evaluated annually by the Graduate Committee or Creative Writing Committee. To assist with this evaluation, students in the Ph.D. program are required to submit an annual progress report to the Director of Graduate Studies by the end of April each year. The forms for this progress report will be sent out to students annually.

For most students, their annual review is routine. For students not making good progress, however, the Committee **may** recommend that an assistantship or other appointment be discontinued or, in extreme situations, that a student be dropped from the program (subject to appeal) if one or more of the following conditions exist:

- 1) A student has failed to maintain a B average for more than one semester.
- 2) A student has accumulated more than two incompletes in regular graduate courses.
A student carrying more than two incompletes will not be allowed to register for further course work until the incompletes are removed.
- 3) A full-time M.A. student has not passed the dossier within three years of admission, or if a full-time doctoral student has not passed all the Qualifying Examinations and/or the language requirement within three years of beginning work towards the doctorate.
- 4) A student has failed any graduate examination on a second try.
- 5) A doctoral candidate has not completed the dissertation within five years of passing the Qualifying Examinations.

4.4 FULL-TIME STATUS

Syracuse University considers a person a full-time student, and the Registrar can confirm full-time status directly, if a student is matriculated in a graduate degree program and meets one of the following criteria for the semester in which verification of full-time status is requested: 1) he or she is registered for 12 credits, or 2) he or she holds an appointment as a graduate assistant and is registered for 9 credits.

If a student does not meet either of the criteria listed above, their academic unit can recommend them for full-time status if they are: 1) studying for preliminary examinations, 2) studying for a language or tool requirement, or 3) working on their thesis or dissertation. The *Certification of Full-Time Status* form must be filled out, verified, and signed by the Director of Graduate Studies (for M.A./Ph.D. students) or the Director of Creative Writing (for M.F.A. students) and endorsed by the Graduate School before it is brought to the Registrar. If you have any questions regarding the requirements for full-time status, please direct them to the Graduate Studies Coordinator.

4.5 INTERNAL TRANSFER FROM THE M.A./C.W. TO THE M.F.A. PROGRAM

Until a few years ago, the department offered an M.A. in Creative Writing. This has now been replaced by the M.F.A. in Creative Writing.

Any student who was admitted to the prior M.A. in Creative Writing and is successfully pursuing its requirements but has not yet fulfilled all the degree requirements may petition to transfer to the M.F.A. However, making this transfer requires the written support of the Creative Writing faculty. A student who is thus admitted to the M.F.A. from the M.A. is ineligible to receive departmental support.

Under no circumstances will a person who already holds the M.A. in Creative Writing from Syracuse be accepted into the M.F.A. program. After a master's degree is conferred, it cannot be changed or amended in any way.

4.6 INTERNAL ADMISSION TO THE DOCTORAL PROGRAM

If a student who is a master's candidate wishes to apply to the doctoral program, he or she may do so through standard admission procedures. The department encourages outstanding master's students to apply to its doctoral program. Both internal and external applications are read and evaluated by all members of the Graduate Committee during the admissions process.

M.A. candidates considering application to a doctoral program should bear the following in mind:

- 1) A letter of application, giving a specific description of an intellectual project, must be submitted to the Director of Graduate Studies no later than January 9 (for doctoral work to begin in August). "Intellectual Statement of Purpose": Write a statement of no more than 800 words outlining the intellectual history and pedagogical experience that inform your decision to pursue graduate study in English. In what historical period(s), body of texts, and/or mode(s) of inquiry might you specialize and why? What relevant experience beyond that of a student do you bring to this course of study? What do you plan to do with your degree? Be specific in your responses.
- 2) The applicant should also ask three members of the department who are familiar with his or her work to submit letters of recommendation to the Graduate Committee.
- 3) Doctoral applicants are expected to have high GRE verbal scores and at least an A- average in M.A. coursework.
- 4) Strong performance on the Dossier weighs heavily with the Graduate Committee. A "high pass" may be awarded after a student's dossier hearing; but such a mark is **not** a prerequisite to further graduate work and continuance into the Ph.D. program. Unsatisfactory performance on the Dossier may lead to denial of the application admission.
- 5) It is most desirable that applicants fulfill the M.A. requirements **before** applying for a doctoral work, though it is expected that the dossier will have yet to be defended. An applicant who has not met all M.A. requirements when applying will be admitted only on the condition that he or she completes them **before** starting the Ph.D. program.

4.7 POLICIES FOR HOLDERS OF AWARDS/APPOINTMENTS

For further information please refer to "*Graduate Appointees: Their Benefits and Responsibilities*" which is available through the Graduate Studies Coordinator or the Graduate School. This publication provides valuable information to graduate appointees and answers many common questions about University benefits.

V UNIVERSITY FORMS

5.1 PETITIONS

Petitions allow the University to be responsive to individual needs and are required for a variety of reasons. Some common types of petitions are the *Independent Study Proposal* and *Request for an Incomplete*. Other requests should be submitted via a *Petition to the Faculty* form.

5.2 PETITION TO THE FACULTY

All petitions are contracts between the student and the University and require the approval of the Director of Graduate Studies and the Graduate Committee (for M.A./Ph.D. students) or the Director of Creative Writing and the Creative Writing Committee (for M.F.A. students) and the Graduate School. To ensure that these petitions will be processed properly, students should state their request clearly and completely. If requesting that a rule be waived, they should make reference to the specific rule, state a rationale for the waiver, and provide appropriate documentation.

5.3 REQUEST FOR INCOMPLETE

The purpose of the "*Request for Incomplete*" is to serve as a contract between instructor and student outlining the required work to complete the course. The grade of Incomplete will not be posted to the student's record via the *Request for Incomplete* form; the instructor must report this grade on a grade-reporting form. A grade of Incomplete should not be submitted without the student's knowledge or consent. The following steps are required:

- a. In consultation, both student and instructor must complete their respective portions. The instructor must complete the course requirements section, provide the deadline date for removal of incomplete, and state a grade, if the work is not complete on time
- b. The academic unit through which the course is being offered should review, sign, and date the form.
- c. The department, instructor, and student copy should be removed and distributed by Student Records Office (106 Steele Hall).

5.4 INDEPENDENT STUDY

The student must initiate a proposal for Independent Study. It is the student's responsibility to take the following actions:

- a. In consultation, the student and faculty sponsor must fully complete all sections, sign, and date this form. This contract acts as the syllabus and remains the only record of required work.
- b. The Program Director and departmental Chair review, sign, and date the form.
- c. The student brings to Student Records all copies of the completed form.

Note to M.A.'s and Ph.D.'s:

M.A. and Ph.D. students are not permitted to take Independent Studies in the first year of coursework. M.A. students in their second year of coursework must petition the Graduate Committee for approval of an Independent Study in advance of taking it.

Please note: Graduate Students are not permitted to choose the Pass/Fail option.

5.5 REMOVAL OF INCOMPLETE/MISSING GRADE/CORRECTED GRADE

Grade changes are initiated by the course instructor. These forms are numbered and controlled. The departments are responsible for the distribution of these forms to their instructors and are accountable for their use. This form must never be hand-carried by a student.

- a. The instructor should consult departmental records or the student data system to verify the accuracy of all course information--for example, the semester of instruction and the grade which was originally recorded on the system must be correct
- b. The instructor and the chair of the department of instruction sign this form.
- c. The department will mail all copies directly to Student Records.

Please note: Any grade changes which are exceptions to *Syracuse University Academic Rules and Regulations* (see section 5.6), such as changing an NA to a letter grade, or an NA to a grade of Incomplete, must be accompanied by a letter of explanation from the instructor.

VI FINAL SEMESTER

Syracuse University has four degree-granting dates a year: May, June, August, and December. In their final semester, students consult with the Graduate Studies Coordinator or Graduate School for the Graduate School deadlines which apply to the degree date for which they are applying.

Students should make sure they have filed a *Program of Study* and *Diploma Request Card*, and that other documentation required for the degree has been forwarded to, and approved by, the Graduate School. If a student is required to write a thesis or dissertation, he or she should check with the Graduate Studies Coordinator or special Graduate School publications for specific procedures and deadlines.

The following documents must be in order for a student to be cleared for graduation and/or defense:

6.1 DIPLOMA REQUEST CARD

Within the first month of the semester in which at students plan to receive the degree, they should file a *Diploma Request Card* via MySlice.

On the *Diploma Request Card*, the student should specify his or her name as it should appear on the diploma, The degree program, the degree awarding date, and a permanent address to which the diploma can be mailed. This is the only notification that the Graduate School receives which informs them that a student's ready to graduate. This triggers the clearance process for degree certification and is critical if the student is to receive the degree on time. Check with the Graduate Studies Coordinator or the Graduate School for deadline filing date in the final semester.

6.2 PROGRAM OF STUDY

The *Program of Study* (<http://gradsch.syr.edu/assets/PDF/ProgramofStudy.pdf>) is a document which details all coursework (including transfer credit) and thesis and/or dissertation credits required for the degree. Once a student has completed this form it must be endorsed by the Director of Graduate Studies (for M.A./Ph.D. students) or the Director of Creative Writing (for M.F.A. students) and returned to the Graduate Studies Coordinator who then submits it to the Graduate School for final approval. A signed copy will be sent to the English Department once the *Program of Study* has been approved by Graduate School.

Consult the Director of Graduate Studies, Director of Creative Writing, or the Graduate Studies Coordinator for specific degree requirements. All incompletes and outstanding grades must be resolved. Check with the Graduate Studies Coordinator or the Graduate School for the filing deadline date in the final semester.

6.3 GRADUATE CHECK

Schedule an appointment with the Director of Graduate Studies, Director of Creative Writing, or the Graduate Studies Coordinator regarding plans for fulfilling remaining requirements and all graduation-related questions and concerns.

6.3a Deadline Dates

If a student has applied for a specific degree date and would like to change this, he or she should advise the Graduate Studies Coordinator and his or her Graduate Recorder. We try to be as flexible as possible to accommodate special situations. The student may be asked to submit a new *Diploma Request Card*.

6.4 CAREER PLANNING/PLACEMENT SERVICES

Students should avail themselves of the benefits of all of these. Students should read mail, publications, and general flyers so that they will not miss out on seminars, workshops, etc., that will be scheduled throughout their final year.

6.5 COMMENCEMENT

Commencement takes place only once per year--during May. All master's students who have received degrees the preceding December, or who expect to receive degrees the current May or following June or August may participate in Commencement. Doctoral candidates must obtain special permission to participate in May Commencement unless all degree requirements for the doctoral degrees have been met (including submission of the final dissertation to the Graduate School). To receive commencement information in May, a candidate must file his or her *Diploma Request Card* by the deadlines indicated for a May degree.

6.6 DOCUMENTATION OF S.U. DEGREE

A degree-bearing transcript can be obtained eight weeks after the degree awarding date. If a student's prospective employer wants something to prove that he or she obtained the degree, but does not want a transcript or a copy of grades, the student can request a degree statement from the Student Records Office (106 Steele Hall).

Sometimes the process of clearing a student for graduation is delayed due to late grades or other required documentation. If a student has special concerns, such as visa deadlines, he or she should contact the graduate recorder who will try to be of assistance in expediting certification.

The four official degree-granting dates per year are in May, June, August, and December. Only these four dates appear on your transcript. The degree-bearing transcript is the official record from S.U. and may be obtained from the Transcript Office in 109 Steele Hall.

A diploma will be available between four and five months after the degree-awarding date. It will be mailed to the address indicated on the *Diploma Request Card*. Contact the Diploma Office (443-2222) to revise this address. Special arrangements may be made with the S.U. Bookstore to have a diploma mounted and mailed.

VII GRIEVANCE PROCEDURES

Syracuse University is committed to providing an environment where the individual rights of all persons are protected and where concerns regarding these rights are promptly dealt with and resolutions reached in a fair and just matter. Syracuse University's Student Grievance Procedures ensure that all students and student organizations are afforded an opportunity to resolve their grievances in a timely manner.

Any student or recognized student organization may file a grievance in writing with the Dean of Student Relations when it is alleged that a right enumerated in the Statement of Student Rights and Responsibilities has been violated by any agent of the University.

The Office of Student Affairs will act as a resource center for students unless otherwise involved in the case, at which time another resource will be provided.

Every effort will be made to resolve grievances informally, i.e., by mutual agreement of all parties involved. Students are encouraged to attempt to resolve their grievance within the administrative structure of the organization, or with the agent, through mediation and/or consultation, before filing a grievance with the Office of Student Affairs.

If a suitable solution cannot be reached through ordinary means, the Dean of Student Relations will make a good faith effort to assist the student in resolving the grievance informally and confidentially.

If informal resolution of the grievance is not possible and no other suitable agency exists for resolution of the grievance, the Vice President for Student Affairs will convene an Ad Hoc Grievance Committee. The Committee will consist of at least five (5) members and be selected by the Vice President from students, faculty and staff of the University as appropriate.

The Ad Hoc Grievance Committee will employ the procedural guidelines in place within the University Judicial System. Decisions of the Ad Hoc Grievance Committee will be forwarded to the Chancellor of the University with recommendation for further action.

VIII SEXUAL HARASSMENT POLICY

8.1 UNIVERSITY POLICY AND THE LAW

The Syracuse University Sexual Harassment Policy, which covers activity both on- and off-campus, provides the following definition of sexual harassment:

Unwelcome behavior of a sexual nature that relates to the gender or sexual identity of an individual and that has the purpose or effect of creating an intimidating or hostile environment for study, work, or social living.

Institutions of higher learning across the country have adopted similar policies in response to court actions that recognize two forms of sexual harassment under **Title VII of the Civil Rights Act of 1964**:

Quid pro quo

The "quid pro quo" (literally, "this for that") claim involves harassment in which a supervisor or teacher demands sexual favors in exchange for job or academic benefits over which that person has some control or influence.

Hostile environment

The "hostile environment" claim involves unwelcome behavior of a sexual nature that creates an intimidating environment for study, work, or social living. This claim includes intentional behavior, as well as behavior that has the reasonably foreseeable effect of interfering with an individual's ability to work or study.

This policy is consistent with the University's strong commitment to academic freedom and to social interaction between faculty members and students. Both inside and outside the classroom, the University welcomes discussion of controversial subjects and expression of ideas with which some or most members of the community strongly disagree.

8.2 IDENTIFYING SEXUAL HARASSMENT

Sexual harassment occurs in many forms. Common to all sexually harassing behaviors is their focus on an individual's sexuality, rather than on that person's contribution as a student or employee of the University. Although sexual harassment often happens in the context of a relationship of authority, it can also occur in peer relationships. Students, faculty members, administrators, and staff members, regardless of their gender, may be the recipients of harassment.

Harassment may be intentional or unintentional, subtle or flagrant. It can range from offensive remarks to sexual assault, and it can occur in any setting. Severe acts, such as unwelcome sexual grabbing, need only occur once to be judged harassing, while mildly offensive actions may constitute harassment if repeated and pervasive.

The Ad Hoc Grievance Committee will employ the procedural guidelines in place within the University Sexual harassment can be verbal, nonverbal, or physical. It includes, but is not limited to the following:

Verbal Harassment

- sexual slurs, insults, or catcalls
- sexual, sexist, or heterosexist (antigay or antilebian) remarks or jokes about someone's body, clothing, activities, or sexual orientation
- unwelcome sexual propositions, demands, or pressure for sexual activities
- requests for romantic or sexual relations by a person in authority, combined with an implicit or explicit threat or reward
- repeated requests for dates despite being asked to stop

Nonverbal Harassment

- sexually suggestive staring, leering, sounds, or gestures
- sexually suggestive or degrading images or graffiti (such as on T-shirts, posters, calendars, mugs, etc.)
- use of such images to advertise events

Physical Harassment

- offered unnecessary and unwanted physical contact (for example, unwanted touching, brushing, hugging, pinching)
- unwelcome fondling or kissing
- coerced sexual activity

8.3 CONSENSUAL RELATIONSHIPS

Sexual relations between a teacher, supervisor, or other employee and any person for whom he or she is professionally responsible create a conflict of interest as well as a high risk of harassment. A person in the position of authority, for example, may assume that a sexual relationship is welcome by a subordinate when, in fact, the subordinate may only agree to the relationship out of fear or concern for consequences. Even if a sexual relationship is mutually agreed upon in the beginning, the end of the relationship can prove awkward for both parties, and potential for unwelcome and continued attentions, reprisals, or other abuses at any point is great. In addition, other individuals may be made uncomfortable or denied equal access to the professional attention of the person in the position of authority.

Therefore, Syracuse University prohibits all employees from pursuing sexual relationships with under-graduate students whom they are teaching or supervising.

The University also strongly discourages sexual relationships between faculty members or administrators and graduate students, and between employees and any subordinates whose work they supervise.

The Ad Hoc Grievance Committee will employ the procedural guidelines in place within the University

8.4 PROTECTION AGAINST REPRISALS

A member of the University community has every right to take action against sexual harassment without penalty or retaliation. It is University policy that reprisals against persons who initiate or support action against sexual harassment are strictly forbidden and will be grounds for severe disciplinary action.

It is University policy to respond promptly and sensitively to all complaints of sexual harassment. Complaints against students should be made to University Judicial Affairs at 310 Steele Hall, 443-3728. Complaints against faculty should be directed to the University Senate Committee on Academic Freedom, Tenure, and Professional Ethics at 19 Newhouse I, 443-3152. Complaints against staff should be made to Human Resources at Skytop Office Building, 443-4224.