I. DOCTORAL DEGREE PROGRAM AREA

The Doctor of Philosophy degree in English [http://colfa.utsa.edu/English/phd.html](http://colfa.utsa.edu/English/phd.html) offers students full-time and part-time opportunities for advanced study and research in cross-cultural, transnational approaches to English language and literary studies, with coursework required in U.S. Latina/o literature and rhetoric and composition. The Ph.D. in English is awarded to candidates who complete all required coursework; demonstrate in-depth cross-cultural knowledge of literature, language, and/or composition and rhetoric; and produce an original contribution to their fields of specialization.

II. ORGANIZATIONS AND ADMINISTRATION OF THE DOCTORAL PROGRAM

The Ph.D. Graduate Program Committee (Ph.D. GPC) administers the doctoral program in the Department of English within the College of Liberal and Fine Arts. The committee is constituted according to department, college, and university (Graduate Council) bylaws. The full Ph.D. GPC recommends admission of students into the program. The Ph.D. GPC, a representative committee of three faculty members, oversees the implementation of degree requirements on behalf of the Graduate Faculty and carries out such tasks as recommending admission of students to candidacy for the Ph.D. This committee formulates academic policy, guidelines, and curricula and submits them to the Graduate Faculty for formal review, amendment, and approval.

The Department Chair appoints the Graduate Advisor of Record for the Ph.D. program for a three-year term in accordance with department, college, and university (Graduate Council) bylaws. The Ph.D. GAR will handle the day-to-day operations of the program, advise all doctoral students, maintain records, chair the Ph.D. GPC, and represent the Department in most matters relating to doctoral students. The certification of students to doctoral candidacy and the monitoring of a student's progress before he or she advances to candidacy will also be the responsibility of the Ph.D. GAR, along with the chair of the student's Qualifying Exam committee and the Ph.D. GPC. Questions about degree requirements and academic policies will be directed to the GAR, but final authority for the Ph.D. Program rests with the Office of the Vice Provost and Dean of the Graduate School.

III. DEGREE REQUIREMENTS AND PROCEDURES

A. Admission. In addition to satisfying the university-wide graduate admission requirements, successful applicants must have a master's degree in English or a related discipline with a GPA of 3.5 or better OR a bachelor's degree in English or a related discipline with a GPA of 3.5 or better in upper-division and/or graduate work. They must have a minimum of 18 upper-division and/or graduate hours in English literary and language studies with a GPA of 3.5 or better. Applicants must submit a statement of purpose (2-3 pages); a writing sample (minimum 15-page research paper with works cited); and three letters of recommendation attesting to their academic training, capability, and potential success in a doctoral program. Graduate Record Examination (GRE) scores from both the General examination and the English Subject Test are required before admission can be considered. Only test scores from within the last five years will be accepted. Students who have received degrees from non-English speaking universities must submit TOEFL scores of
B. Graduate Fellowships. Students accepted into the doctoral program are eligible to receive university fellowships, which may entail research and teaching responsibilities. Students must be registered full time (9 credit hours/semester and 3 credit hours/summer) while on the English doctoral fellowship. Outside employment for students on fellowship is not allowed. Any student wishing to work outside of UTSA, full or part time, must obtain the permission of the Ph.D. GAR, the Department Chair, and the Graduate Dean. Students may at any time opt out of fellowship support. However, doing so may jeopardize future reinstatement of their funding. Students who accept outside funding, which is strongly encouraged, will even so have their Fellowships reduced accordingly for the period of their outside grant, but may be apply for reinstatement with a fellowship when the outside grant expires but in no case will the UTSA fellowship be applicable for more than five years. Students who seek to go off fellowship must receive written permission from the Ph.D. GAR. Students on fellowship who withdraw from the program before completing their degrees will lose their fellowship funding at the end of the semester in which they withdraw.

C. Grades. Students must show satisfactory progress throughout the course of the program. Under normal circumstances, students who do not finish an incomplete within a year, allowing it to become a permanent incomplete, or students who receive more than one C in all coursework, are not judged to be making satisfactory progress, and they will be removed from fellowship status. Students who are ABD may only have two incompletes. Students on fellowship who do not advance to candidacy by the end of their third year of study (six full semesters) risk losing their fellowship support. However, students who come into the program with only a B.A. degree have five years to advance to candidacy. Fellowship students should not expect funded support, including teaching support, beyond their fifth year of study. All fellowship students must maintain a 3.3 GPA every semester of their enrollment as fellowship students. If a student’s GPA falls below 3.3, he or she will lose the fellowship at the end of that semester. Under extraordinary circumstances, a student may be allowed one semester of probation on the fellowship.

D. Teaching Requirement. In order to receive the full stipend, doctoral students on fellowship may be required to teach undergraduate composition classes or other courses, to work as research assistants, or to assume other responsibilities as determined by the Ph.D. GAR and the Department Chair. Work assignments and compensation will conform to the UTSA Handbook of Operating Procedures (see Appendix A.) All students who teach composition must have successfully completed ENG 5183: Theory and Practice of Teaching Composition (or its equivalent from another university, upon approval of the Ph.D. GAR in consultation with the GPC). All students who receive Teaching or Research Assistantships must attend all scheduled orientations. Students are strongly encouraged to enroll in ENG 5173 prior to teaching literature courses. RAs who, in the judgment of the GPC, fail to perform their duties may lose their assistantships. Ph.D. students who have successfully completed their candidacy exams may be eligible to teach undergraduate courses in English in addition to freshman composition and ENG 2213: Literary Criticism and Analysis. However, doctoral students are normally limited to teaching 2000-level courses, with some
exceptions to be approved by the GPC in coordination with the department chair. In order to be considered for such an assignment, students must meet the following criteria: 1) completion of all required coursework, with a 3.5 or better GPA in all coursework, and 2) demonstration of teaching excellence in the form of teaching evaluations and other teaching materials. These materials will be reviewed by the Ph.D. GAR and the GPC, who will make recommendations regarding teaching assignments to the Department Chair. The Department Chair is responsible for final decisions on course scheduling. The Ph.D. GAR and dissertation/exam chair normally observe each doctoral student teaching in the ENG courses each year.

E. Annual Report. At the end of each academic year, beginning with their second year, as part of the process of their professionalization, students will submit to the GAR an Annual Report, using a form provided by the GPC, with a portfolio that must include the following: a curriculum vitae; syllabi for all classes taught that year, a self-assessment including strengths and weaknesses, and the IDEA survey evaluation forms for the Teaching file; a two-page summary of research activity for the Research file; and a one-page statement on any service activities for the Service file. Copies of any conference papers or publications should be included. Since many job applications require a statement outlining an applicant's philosophy of education as well as research plan, students are encouraged to seek advice on the Annual Report and portfolio in consultation with the GAR if pre-Qualifying Examination, the QE chair if in the QE period, or the Dissertation Committee chair after the QE has been successfully completed.

F. Language Requirement. In addition to fluency in English, students must demonstrate proficiency in Spanish or another language that is approved in advance by the Ph.D. GAR in consultation with the GPC. Proficiency may be demonstrated in one of the following ways:

1. Successful completion of an upper-division undergraduate course or a graduate course with a grade of “B” or better. The Ph.D. GAR in consultation with the GPC must approve the course in advance.

2. Passing the CLEP (College Level Examination Program) with a score of 85% or higher (Raw score of 68 or higher). See CollegeBoard.com for more information about CLEP. Note: UTSA Testing Services regularly offers the CLEP.

Students may not take the Qualifying Examination until they have met the language requirement.

G. Attendance Requirement. All students must attend classes as per UTSA Regulations as listed in the Handbook of Operating Procedures. If a student on fellowship cannot attend classes or fulfill commitments and does not notify the Ph.D. GAR, then his or her stipend may be suspended and procedures instituted to ascertain whether or not he or she should be dropped from the fellowship. Students who seek to take leave from the program must submit a written statement explaining their reasons for doing so to the Ph.D. GAR. Leaves from the program must be formally approved by the GPC. Students on leave wishing to resume their participation in the program must likewise submit a written request for reinstatement, which will be reviewed by the Ph.D. GAR, the Ph.D. GPC, and the Department Chair. The Ph.D. GAR in consultation with the GPC and the Department Chair
will recommend reinstatement or not to the Graduate Dean. Final decisions regarding reinstatement rest with the Graduate Dean.

H. Registration. Policies and guidelines recommended by the GPC and approved by the Ph.D. GAR, the Department Graduate Faculty, the Department Chair, the Graduate Council, and Dean of the Graduate School govern the registration of doctoral students. Students are advised to meet with the Ph.D. GAR and their individual Qualifying Exam Committee chairs prior to registering for classes.

Rules concerning registration, late registration, adding classes, dropping classes, and auditing classes are all found in the Graduate Catalog or in the Schedule of Classes. Academic standing, cancellation of enrollment, withdrawal procedures, and reinstatement in the University and student classification are also addressed in the Graduate Catalog under General Academic Regulations, Registration Procedures.

I. Transfer of Credits. Students who have doctoral-level course work in English from other universities may appeal to have up to 12 semester credit hours apply to the requirements of the doctoral program provided that the courses are of similar or equivalent content. All appeals consisting of a letter of appeal together with any needed documentation, are subject to the approval of the Ph.D. GAR in consultation with the GPC. All transfer credit to be applied to the Ph.D. Program in English must have been earned within the six (6) years immediately preceding the date of matriculation of the student into the program. Special Graduate students and M.A. students may only transfer 6 hours of their coursework toward the doctoral degree. Exceptions may be approved upon recommendation of the Ph.D. GAR in consultation with the GPC, the Department Chair, and the Office of the Dean of the Graduate School. Courses completed by correspondence or extension cannot be applied to the English doctoral degree program.

J. Course Requirements. The minimum number of semester credit hours required for this degree, exclusive of coursework or other study required to remove admission deficiencies, is 39 graduate hours beyond the master's degree.

Students who are accepted into the doctoral program without a master's degree must complete all requirements for the M.A. in English or its equivalent as listed in the Graduate Catalog "Doctoral Degree Regulations." Students admitted with a B.A. must consult with the M.A. and Ph.D. GARs in their first semester of study to establish a degree plan that satisfies this requirement. Any grade lower than a "B" in a graduate course will not count toward the 39 semester credit hours of coursework required for the program.

K. Program of Study. The entire program of study should be drafted as the student undergoes coursework, but must finally be approved by the student's Dissertation Committee Chair, Dissertation Committee, and the Ph.D. GAR in consultation with the GPC, and submitted to the Dean of the Graduate School through the Dean of the College for final approval. (Please refer to page 302 of the 2011-2013 Graduate Catalog for degree requirements.)

L. Qualifying Examination. All students seeking a doctoral degree must pass a Qualifying Examination. The Qualifying Examination is taken upon completion of
coursework, including all incompletes, and fulfillment of the Language Requirement. The Qualifying Examination will draw from the fields of literature, language, or composition and rhetoric, and will be based on three areas: one of which must be multiethnic, cross-cultural, or transnational in focus; one which should include theory; and a third area to be determined by the student in consultation with his or her Qualifying Examination Committee Chair, generally the projected subject of the dissertation itself. The QE process is divided into three parts: the reading lists and rationales, the position papers, and the oral examination. The exam committee will consist of three members, all to be selected by the student. Students must submit names of qualifying examination committee members to the Ph.D. GAR for approval at least a semester prior to the semester of the exam. A student may but is not required to recommend a faculty member outside of the Department, College, or University for her/his Qualifying Examination Committee. If the member is a non-UTSA faculty member, including department retirees, he or she must be admitted as a Special Member to the UTSA Graduate Faculty and approved by English graduate faculty, the Ph.D. GAR, the Department Chair, COLFA Associate Dean of Graduate Studies, Graduate School Dean, and the UTSA Graduate Council. UTSA retirees may be regarded as either inside or outside members. In general the student’s QE committee chair and student will make the final decisions about the content of the Qualifying Examination papers, with the other committee members in advisory roles. All committee members conduct the exam itself and vote to pass or fail the student. There will be a meeting of the committee once the chair and student have worked on the rationales for the reading lists; another meeting will be scheduled to conduct the oral qualifying exam. The QE should also provide for outside members when necessary.

The student will prepare reading lists in each area approved by the Qualifying Examination Committee and compose position papers in each of the three areas. Students will have ten weeks from the time of the approval of their brief rationales (6-10 pages) and reading lists (approximately 40 titles in each) to submit the completed position papers. Each position paper should be approximately 20-30 pages in length. Committee members will discuss readings or critical/theory works with the student relevant to the position papers (particularly in the setting of Directed Readings) but will not offer written or oral feedback on actual drafts of the position papers; yet they may do so on the reading lists and rationales. The Qualifying Examination will be scheduled within two weeks of completion of the position papers. The exam will be a two-hour timed oral exam on the position papers and reading lists. The student will have two weeks after the exam to make any requested revisions to the position papers. Passing the Qualifying Examination is a prerequisite for advancement to candidacy for the Ph.D. The dissertation director is to fill out composite assessment forms with feedback from committee members.

M. Admission to Candidacy. A student will be admitted to candidacy after completing all university and departmental requirements, passing the Qualifying Examination and securing approval for the Dissertation Prospectus. From the date of written approval of the QE the student has eight weeks to complete the prospectus. The student must petition for advancement to candidacy in writing by filling out the Application for Candidacy form obtained from the Department's Graduate Studies Office. A student who advances to candidacy must be in good standing and have successfully completed:

1. all required course work
2. the language requirement for the degree (see III F. above)
3. the Qualifying Examination
4. the dissertation prospectus, approved by the student's Dissertation committee, Ph.D. GAR and the Ph.D. GPC.

Students will be urged to prepare and submit a candidacy portfolio that demonstrates evidence of excellence in scholarship, teaching, and service, submitted as students advance to candidacy. This portfolio should reflect the contents of past Annual Report/Portfolios on teaching, scholarship and any service activities submitted to the Ph.D. GAR at the end of each academic year. The student will be advanced to candidacy upon approval by the Ph.D. GAR, the chair of the Department, and the Dean of the Graduate School.

It is normally expected that any student admitted to the doctoral program in English who already possesses a master's degree in English or a comparable field (and the required 18 upper-division English hours) should be advanced to candidacy within three years after enrollment. Any student admitted to the program with only a Bachelor of Arts degree is expected to be advanced to candidacy within five years and to complete the program within seven years. Students on fellowship who fail to reach candidacy by the end of these expected deadlines risk loss of being in good standing.

### N. Dissertation Prospectus

The Dissertation Prospectus (also called “Proposal”) is written after the completion of the Qualifying Examination. A student will have completed the qualifying process when the examination committee unanimously approves the student's dissertation prospectus of 15-20 pages. The chair of the examination committee should submit the approved prospectus to the PhD GAR, who is chair of the PhD GPC. Students should not send the prospectus directly to the PhD GAR nor communicate directly with the COLFA Associate Dean for Graduate Studies. The PhD GPC then reviews the prospectus to ensure that it conforms to college and graduate school requirements. The PhD GAR, as chair of the PhD GPC, will communicate any suggestions for revisions to the chair of the examination committee, who will then work with the student on these changes. When the PhD GPC approves the prospectus, the PhD GAR will forward it to the COLFA Associate Dean for Graduate Studies. The prospectus should include a clear plan of research in addition to a strong original argument. It should be submitted no more than eight (8) weeks after approval of the Qualifying Examination, and students should expect to submit more than one draft of the prospectus prior to this deadline. Approval of the prospectus should normally take place in the same semester as the Qualifying Examination. The Dissertation Committee (see section P. below) must sign the Dissertation Proposal Form, which is then signed by the Ph.D. GAR and the Department Chair and submitted to the COLFA Associate Dean for Graduate Studies and the Graduate School Office along with the Prospectus. A copy of the approved Prospectus is placed in the student’s file.

### O. Doctoral Dissertation

Candidates must demonstrate their ability to conduct independent research by completing and defending an original dissertation that makes a significant contribution to the field of literature, language, or composition and rhetoric. The student, in consultation with his or her Dissertation Chair (see section P. below), determines
the research topic. The Dissertation Committee will guide and critique the candidate's research and writing of the Dissertation. During each semester or term that a student receives advice and/or assistance from a faculty member or supervision by the Dissertation Committee or uses University resources, he or she is required to enroll in ENG 7311/3. Registration for the dissertation must be for a period at least two consecutive full-time semesters. After the Dissertation Committee makes a decision, which must be unanimous, to accept a dissertation for examination, the Dissertation Chair notifies the Graduate School and the Ph.D. GAR at least two weeks in advance of the date of the final oral defense.

P. Selecting a Dissertation Chair. During the first semester of study, students are urged to meet with individual faculty to discuss research interests. After passing the Qualifying Examination, with the consent of the faculty member who will chair the Dissertation Committee, students must submit in writing to the Ph.D. GAR their choice of a Dissertation Chair who may or may not be the Chair of the student's Qualifying Examination Committee. Full-time students who have not been approved for a Dissertation Chair after completing the Qualifying Examination must meet with the Ph.D. GAR and the GPC to decide what to do about the lack of progress, which can include being dropped from the program. If the student is accepted with only a baccalaureate degree, the student must complete the Master's degree or its equivalent during the first two years and may concurrently work toward the Ph.D. on special petition of a faculty member who has agreed to act as Qualifying Examination Chair, and with the approval of the GAR.

Q. Dissertation Committee. The Dissertation Committee has the responsibility for general supervision of the student's research and ultimately for certifying to the Graduate School that an acceptable dissertation has been submitted and that all degree requirements have been completed. The Committee is selected by the student, in consultation with his or her Dissertation Chair, and with the approval of the Ph.D. GAR in consultation with the GPC, the Chair of the Department, and the Graduate School Office. Students are responsible for submitting names of the chair and at least three additional members of the Dissertation Committee to the Ph.D. GAR for approval. The total size of the committee may not exceed five; under normal circumstances, only one the Dissertation Committee members may be selected from UTSA departments other than the Department of English. Such faculty members must be members of the Graduate Faculty in their respective departments. Outside members may include faculty from outside UTSA. Non-UTSA committee members including department retirees must be admitted as Special Members to the Graduate Faculty, approved by the English graduate faculty, the Ph.D. GAR, the Department Chair, COLFA Associate Dean of Graduate Studies, Graduate School Dean, and the UTSA Graduate Council. If a student, after consultation with his or her dissertation chair, requires a second outside member (i.e. to cover an area that is not represented by the committee), the student’s chair should submit a request in writing to the PhD GAR, who is chair of the PhD GPC.

The Dissertation Chair provides day-to-day guidance to the student and is the deciding point of view if differences among committee members arise. All members of the committee are available for consultation, and the student should regularly ask for advice. The Dissertation Chair also has the general responsibility for monitoring the student's research progress. A progress report written by the student and signed by the Dissertation Chair should be submitted to the Ph.D. GAR at the end of each academic year. It is recommended
that the student meet with each member of the Dissertation Committee at least two times per year and the Director once a month.

It is sometimes necessary to change the membership of the Dissertation Committee prior to completion of the Dissertation. This procedure involves a petition to the Ph.D. GAR and approval of the Ph.D. GPC, the Department Chair, and the Graduate School. The student should consult with the Ph.D. GAR before initiating any action. Changes in the committee should be completed well in advance of the final oral dissertation defense.

R. Progress Review. If the doctoral degree is not completed within three years from the date of advancement to candidacy, the Ph.D. GAR in consultation with the GPC will review the student's progress at that time and annually thereafter. The committee may recommend that the student meet new requirements adopted in the interim or take additional courses; it may also recommend that the student's candidacy be extended one or two semesters, or that it be terminated. Recommendations of the GPC are forwarded to the Graduate School. Students who have not completed their degree within 8 years will be removed from the program. (Please refer to page 45 of the 2011-2013 Graduate Catalog.)

S. Final Oral Examination (Defense of the Dissertation). No later than three weeks before the last class day of the semester in which the candidate intends to graduate, the Dissertation must be successfully defended before the Dissertation Committee. A successful defense requires unanimous approval by the Dissertation Committee. The dissertation defense entails two components: 1) an oral presentation by the candidate before the Dissertation Committee of the methods and conclusions of the Dissertation (normally less than one hour in length), and 2) a discussion of the Dissertation during which the candidate answers questions which members of the Dissertation Committee and those in attendance may raise about the dissertation. All members of the Dissertation Committee must be satisfied that the student has:

1. completed the work assigned by the Committee
2. passed all required examinations, including the final oral examination
3. completed a dissertation that is an independent investigation in the major field, and that itself constitutes a contribution to knowledge
4. submitted an abstract for publication in Dissertation Abstracts International that meets with the approval of the Committee.
5. The committee may ask for changes in the dissertation at the time of the defense; however normally any major questions about the dissertation have been settled beforehand. Upon the successful completion of the defense, the Dissertation Committee approves the dissertation and certifies that the candidate has met all requirements for the doctoral degree. It is the responsibility of the Dissertation Chair to notify the Chair of the Department, the Dean of the College, and the Dean of the Graduate School that the candidate has met all requirements for the doctoral degree by submitting the Certification of Completion of Dissertation Requirements for the Doctoral Degree.

T. Submission and Publication of Dissertation. When the student has successfully defended the Dissertation, he or she must arrange for its publication through the
Graduate School by adhering to the final draft submission deadline posted on the Graduate School website. The Dissertation must adhere to the latest guidelines on the Guide of the Preparation of the Doctoral Dissertation available on the Graduate School website. In addition, we strongly recommend attending one of the Graduate School formatting workshops offered throughout the year. Two unbound copies, including the original of the Dissertation and one electronic copy must be forwarded to the Graduate School. The two hard copies are transmitted to the library and the electronic copy is uploaded into UMI/ProQuest for reproduction. The student also submits one bound copy to the English Department Graduate Studies Office and one to the Dissertation Chair. Other forms of publication of the dissertation, on approval of the Ph.D. GAR in consultation with the GPC and the Graduate School, may be accepted to fulfill the publication requirement. The student is responsible for all fees for publishing as well as any expenses associated with ordering personal copies. Personal copies may be purchased through UMI/ProQuest or other companies in or outside San Antonio and are not available through the University of Texas at San Antonio.

Registration of copyright at the author's expense may be arranged, if desired and appropriate, by completing the form on UMI/ProQuest. In order to protect patent or other rights, the student may request an embargo from the Graduate School to delay publication for one or more years. This request must be supported by a written recommendation by the student's Dissertation Director and must be submitted to the Graduate School prior to the final draft submission deadline.
IV. APPENDICES

NOTE: All forms listed below are available from the English Graduate Studies Office.

C. Requirements for English Doctoral Program Checklist (English Department Form)

D. Language Requirement (English Department Form)

E. Qualifying Examination Committee (Form)*

F. Interim Program of Study for the Doctor of Philosophy (Form)*

G. Qualifying Exam Reading List Approval Form (English Department Form)

H. Completion of the Qualifying Examination (Form)*

I. Appointment of Dissertation Committee (Form)*
   (For External Committee Member, please complete additional forms)*

H. Dissertation Proposal Approval (Form)*

I. Application for Candidacy for the Doctoral Degree (Form)*

J. Certification of Completion of Dissertation Requirements (Form)*

K. COLFA General Policies and Procedures for Graduate Students & Doctoral Students


M. *Handbook of Operating Procedures: 5.15 Administration of Scholarships
   Web address: [http://utsa.edu/hop/chapter5/5-15.html](http://utsa.edu/hop/chapter5/5-15.html)

N. Guide for Preparation of the Master’s Thesis or Doctoral Dissertation

*Indicates Graduate School approval needed.

Numerous books supporting MA and PhD study are available to be borrowed in the Graduate Suite—come, browse, and use them! Among them are several reference books, such as the ones listed below:

