



THE UNIVERSITY *of*
NEW MEXICO

**Department of English
Graduate Student Handbook
2023-2024**



Welcome to Graduate Studies in English at the University of New Mexico where we train scholars, teachers, and writers, all of whom share a commitment to language and literary studies, in our long-established degree programs in American and British and Irish Literatures, Creative Writing, Rhetoric and Writing, and Medieval Studies, in Southwest Studies, Chicano/a Literature, and Native American Literature.

Nearly all our graduate students hold teaching or graduate assistantships. Graduate students in the English Department present at local, national, and international conferences; publish in scholarly, creative writing, and professional writing journals; and have received prestigious awards and fellowships, such as from the Association of American University Women, National Endowment for the Arts, Bilinski Foundation, Mellon Foundation, and UNM's Tom L. Popejoy Foundation. Our graduates go on to diverse academic and non-academic careers through advanced study in the art, use, and power of language.

This Handbook and its electronic version delineate departmental guidelines, degree requirements, and regulations pertaining to graduate exams, portfolios, dissertations, and teaching assistantships. Additionally, they supplement the UNM Catalog's official policies, regulations, and deadlines pertaining to the Department of English and to Graduate Studies (GS):

<https://catalog.unm.edu/catalogs/2023-2024/>

English graduate students are responsible for knowing and following the policies, regulations, and deadlines pertaining to their course of study and graduation. Online updates may supersede this Handbook:

<https://english.unm.edu/grad/current-students/handbook/index.html>

Make good use of your time—it will go fast!—rely on your professors, advisors, and peers, and, above all, have fun. I wish you an enriching, productive, and rewarding academic year.

Daniel Mueller, Associate Chair for Graduate Studies

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Master of Arts Degree

(Concentration in Language and Literature)

The Master of Arts, Concentration in Language and Literature, emphasizes research and writing, innovation and tradition, in order to promote well-rounded scholars in British, Irish, and American literature; literary history, criticism, and theory; and language theory. The combination of coursework and the multi-optional portfolio enables MA students in Language and Literature to develop areas of special emphasis, while ensuring a broad understanding of a variety of historical fields. Applicants should already possess a Bachelor's degree in English or a closely related discipline.

The degree requires 30 hours of coursework, competency in a language other than English, and a substantial portfolio of scholarly work with a reflective preface situating the work in a critical and/or historical context. All students work under Plan II (no thesis), as described below.

Course Requirements (30 hrs)

Core Courses (9 hrs):

Nine hours of courses including the introduction to professional studies in English, pedagogy, and theory.

Engl. 500: Intro to the Professional Study of English
(Must be taken in the first semester of graduate study) (3 hrs)

Engl. 530, 531, 532, 533, 534, or 592: Pedagogy (3 hrs)

Engl. 510, 511, 610 Theory (3 hrs)

Area Elective Courses (18 hrs):

Eighteen hours of area electives, including two 600-level seminars, with at least one course from each of the following four areas.

1. **Middle Ages** (English Literatures and Language to 1485)
(547, 548, 549, 550, 551, 581)
2. **Early Modern/Contact Period**
(Literatures in English 1485-1720) (552, 553, 554, 582)
3. **Eighteenth & Nineteenth Cent.**
(Literatures in English 1720-1900)
(555, 556, 557, 561, 562, 568, 580, 586)
4. **Modern & Contemporary** (Literatures in English since 1900)
(558, 559, 563, 564, 565, 568, 570, 572, 574, 579, 580, 586)

Portfolio (3 hrs)

See below for guidelines on completing the portfolio.

Engl. 596: Portfolio (3 hrs)

Language Skill Requirement

All MA students in Language and Literature must demonstrate competency with a grade of B or better through a second semester, second-year level undergraduate course or through a graduate-level reading course in a language other than English. Coursework from previous institutions, coursework at UNM, or tests administered either by UNM, CLEP, Advanced Placement or International Baccalaureate may be used to fulfill the language skill requirement. Students may use English 547 (Introduction to Old English) and 548 (Advanced Old English) to fulfill competency. Language skill course credits cannot normally be used as part of the 30 credit hours required for the degree.

The Committee on Studies (COS)

The Associate Chair for Graduate Studies (ACGS) is the default advisor for MA students in Language and Literature until MA students form a Committee on Studies (COS) **no later** than the end of the third semester; the COS advises the students on course selection and portfolio preparation. The committee shall consist of three faculty members, at least two of whom are from the English Department.

Portfolio Guidelines

MA students in Language and Literature must complete a portfolio and defense as the equivalent of the Master's Examination. Students must assemble a portfolio for formal evaluation by the COS no later than the ninth week of the final semester of enrollment. Portfolios may contain two article-length essays from separate periods (25 pages each); or one long essay or project (45-50 pages); or other equivalent combinations of COS-approved scholarly, critical, and academic works from a variety of genres (annotated bibliographies, textual studies, scholarly book reviews, etc.) including written examination essays. All portfolios must also include a twelve- to fifteen-page preface situating the portfolio selections in a critical, theoretical, historical, or professional context. The reflective preface, which cites academic and other sources to demonstrate that the materials in the portfolio engage in the most pertinent theoretical and critical practices in their field(s), is important to evaluating the success of the portfolio.

Portfolio Evaluation and Presentation

In the semester of their graduation, MA students in Language and Literature enroll in Engl. 596 (3 hrs) with the chair of their COS to complete the portfolio materials. The formal examination on and final evaluation of the portfolio by the COS occurs no later than the ninth week of the final semester. Portfolios are evaluated with Pass, Pass with Minor Revisions, or **Fail**. Any student who fails the portfolio more than once will be dismissed from the program without a degree. The COS reports the results of its evaluation to GS as the "Announcement/Report of Examination." The COS chair, as the instructor of record for English 596, records the final grade.

Forms to File

Forms are available on the English Department Wiki and at: <https://grad.unm.edu/resources/graduate-students/gs-forms/index.html> To access the English Department Wiki, please [login to lobomail](#) with your UNM net ID. Select

the “Apps” button, choose OneDrive for Business, and select the English Department Wiki folder.

Appointment of Committee on Studies Form

This form formalizes the appointment of the Committee on Studies, normally in the third semester of coursework.

Program of Studies Form

This form must be received by the **English Graduate Office** no later than June 15, September 15, or February 15, in the semester before graduation. The English Graduate Office forwards this form to GS by July 1, October 1, or March 1. The form lists all the courses students will present toward the degree, including transfer credits and such requirements as 596.

Announcement of Examination Form

Submit this form electronically to Graduate Studies at least two weeks before the scheduled Portfolio defense. Hence, students must notify the Graduate Advisor of their intent to defend their Portfolio by the end of the semester before they plan to defend.

The Seven-Year Rule

University regulations stipulate that all work toward the Master’s degree must be completed within **seven years** of the date of the earliest graduate course listed on the Program of Studies form. This time limit affects transfer credit and the date students need to complete their degree.

Teaching Assistantship Limits

MA students in language and literature who hold Teaching Assistantships are limited to **four** semesters of assistantship funding, excluding summer TA appointments. MA students who receive a TAsip after their first year lose those prior semesters of TAsip eligibility.

Master of Arts Degree (Concentration in Medieval Studies)

This interdisciplinary, multicultural emphasis in medieval English literature offers students a chance to continue their studies of the Middle Ages beyond the BA level and/or in preparation for PhD study. It also appeals to secondary-school teachers who seek a multidisciplinary graduate degree rich in content.

This concentration requires 33 hours of interdisciplinary work (24 of which must be completed in English), competency in Latin, an MA examination, and a substantial portfolio of scholarly work.

Course Requirements (33 hrs)

Core Courses (15 hrs)

- Engl. 500:** Intro to the Professional Study of English
(Must be taken in the first semester of graduate study) (3 hrs)
- Engl. 551:** Topics in Medieval Studies:
Bibliographical & Research Methods (3 hrs)
- Engl. 547:** Introduction to Old English (3 hrs)
- Engl. 581:** Chaucer (3 hrs)
- History 503 or 504:** Early or High Middle Ages (3 hrs)

Distribution Requirements (9 hrs)

Students must take three courses chosen from at least two of the following groups.

- A. British literature to 1660
(547, 548, 549, 550, 551, 552, 553, 554, 581, 582, 650)
- B. British literature from 1660 to 1900
(554, 555, 556, 557, 580, 586, 650)
- C. American literature to 1900
(561, 562, 568, 660)
- D. Literatures in English since 1900

(558, 559, 564, 565, 568, 570, 572,
574, 579, 580, 586, 650, 660)

- E. Literary criticism and theory, rhetoric and writing
(510, 511, 513, 514, 515, 516, 517, 518, 519, 520,
530, 531, 532, 533, 534, 540, 541, 542, 543, 640)

Seminar Requirement (3 hrs) Any 600-level seminar course in Old or Middle English literature or language.

Multidisciplinary Courses (6 hrs) Students must take two courses from two of the following disciplines: Art History, History, Music, Philosophy, Religious Studies, Spanish, German, Greek, Italian, or Latin.

Language Skill Requirement

Students in this concentration must choose Latin as their language skill and pass Latin 2120 (Intermediate Latin) or Engl. 551 (when on the topic of Medieval Latin) with a grade of B or better.

Coursework from previous institutions, coursework at UNM, or tests administered either by UNM, CLEP, Advanced Placement or International Baccalaureate may be used to fulfill the language skill requirement. Language skill course credits cannot normally be used as part of the 33 credit hours required for the degree.

Master's Examination

This examination is generally taken after completing 24 hours of graduate credit and the foreign language requirement. The examination is given twice per year: on the third Monday in February and the third Monday in September.

The exam is a four-hour, closed-book test consisting of a 60-item list of multidisciplinary medieval works generally covering Old English, Middle English, and History. Students will need to select 20 items per discipline and are encouraged to work with the members of their COS to arrive at their specific 60-item list.

MA in Medieval Studies Portfolio

The portfolio consists of two article-length essays (25 pages each) showing a high level of scholarship, critical thinking, and writing. The essays must either represent two different medieval periods, combine two different cultures within one period, combine a medieval period with a later historical period, or combine an historical topic with one in literature (or another discipline).

All students with passing portfolios will present their portfolios at an open forum, sponsored by the Medieval Studies faculty. This forum is not a further evaluation; it is a venue for sharing with other faculty and students the work completed and presented in the portfolio.

Forms to File

Forms are available in the “Useful Links” section on the Department Wiki and at:

<https://grad.unm.edu/resources/graduate-students/gs-forms/index.html> To access the English Department Wiki, please [login to lobomail](#) with your UNM net ID. Select the “Apps” button, choose OneDrive for Business, and select the English Department Wiki folder.

Appointment of Committee on Studies Form

This form formalizes the appointment of the Committee on Studies, normally in the third semester of coursework.

Program of Studies Form

This form must be received by the **English Graduate Office** no later than June 15, September 15, or February 15, in the semester before graduation. The English Graduate Office forwards this form to GS by July 1, October 1, or March 1. The form lists all the courses students will present toward the degree, including transfer credits.

Announcement of Examination Form

Submit this form electronically to Graduate Studies at least two weeks before the scheduled MA Exam and inform the English Graduate Office.

The Seven-Year Rule

University regulations stipulate that all work toward the Master's degree must be completed within **seven years** of the date of the earliest graduate course listed on the Program of Studies form. This time limit affects transfer credit and the date students need to complete their degree.

Teaching Assistantship Limits

MA students in the Medieval Studies concentration who hold Teaching Assistantships are limited to **six** semesters of assistantship funding, excluding summer TA appointments. MA students who receive a TAship after their first year lose those prior semesters of TAship eligibility.



Master of Arts Degree

(Concentration in Rhetoric and Writing)

The MA in English with a concentration in Rhetoric and Writing prepares graduates for careers in professional writing and post-secondary teaching.

This degree requires 31 hours of coursework. All students work under Plan II (no thesis); a portfolio (Engl. 596) is required.

Course Requirements (31 hrs)

Core Courses (9 hrs)

Engl. 542: Major Texts in Rhetoric (3 hrs)

Engl. 543: Contemporary Texts in Rhetoric (3 hrs)

Engl. 530, 531, 532, 533, or 534: Teaching Composition, Teaching Stretch & Studio Composition, Teaching Multimodal & Online Composition, Teaching Professional & Technical Writing, or Composition Theory (3 hrs)

Distribution and Seminar Requirements (9 hrs) Students must take at least three courses, including one 600-level seminar, chosen from **no fewer than two** of the following groups:

- A. British literature to 1660
(547, 548, 549, 550, 551, 552, 553, 554, 581, 582, 650)
- B. British literature from 1660 to 1900
(554, 555, 556, 557, 580, 586, 650)
- C. American literature to 1900
(561, 562, 568, 660)
- D. Literatures in English since 1900
(558, 559, 564, 565, 568, 570, 572, 574, 579, 580, 586, 650, 660)
- E. Literary criticism and theory, rhetoric and writing
(510, 511, 513, 514, 515, 516, 517,

518, 519, 520, 535, 540, 541, 640)

General Electives: (12 hrs) Four courses from among 534-545, 512-520, 587, or other courses in English as approved by their Committee on Studies (COS) and the Associate Chair for Graduate Studies (ACGS); students may offer up to six hours of courses from departments outside of English as electives approved by their COS and the ACGS; students may offer up to six hours of independent study for work related to teacher training or professional writing experience, as approved by their COS and the ACGS.

MA Portfolio, Engl. 596 (at least 1 hour) In the semester before graduation, students prepare a portfolio of work under the direction of their COS which is presented for evaluation in the ninth week of the student's final semester of attendance.

Advisement

New MA in R&W students should consult with the Director of RW/PW before October 15 of their first year to review program requirements, course selection, and the COS. Students will receive a faculty mentor to serve as guide until COS is formed.

Committee on Studies (COS)

The COS serves an advisory role through the completion of course work and the evaluation of the MA portfolio. Students should select the COS by the end of their third semester. The Director of RW/PW will serve as the COS advisor until the formal committee has been selected and approved. The COS has at least three members. The COS chair and one other member must be a Rhetoric and Writing tenure-stream faculty member. Other members may be English Department faculty, faculty from other UNM departments, and professionals or experts from the general writing community who hold an advanced degree (e.g., MA, PhD, JD, MFA, MD, or SciD).

Recommended Sequence of Courses

Year 1

Fall

Engl. 530 or other pedagogy course

Engl. 542

Advising with Faculty Mentor (by Oct. 15)

Spring

Engl. 543

Finalize Portfolio Director and COS (by April 15)

Year 2

Fall

Engl. 640 or other Distribution Requirement A-E

Draft Portfolio Proposal (by Nov. 15)

Submit COS (by end of semester)

Spring

Engl. 640 or other Distribution Requirement A-E

Engl. 596

Defend Portfolio by mid-March (Report of Exam due by April 15, so build in enough lead-time)

MA in Rhetoric and Writing Portfolio

MA students in Rhetoric and Writing must complete a portfolio and defense as the equivalent of the Master's Examination.

Students must assemble a portfolio for formal evaluation by their COS no later than the ninth week of the final semester of enrollment. To submit the portfolio, students register in the final semester for one hour (CR/NC) of Engl. 596, Portfolio; the instructor of record must be the COS chair.

In fall semester of year two, students should submit a brief portfolio proposal to the COS for approval. Before the end of that same semester, students must submit the proposal to the full COS and, when possible, meet with the COS, as a group or individually, to discuss the merits of the proposal. This meeting should take place in the semester before the defense so that

students can incorporate suggestions for revisions and corrections from the COS.

Portfolio Structure, Content, and Approach

Portfolios will be various, offering a wide range of approaches to the broad concerns of the field of Rhetoric and Writing. Each portfolio will feature one substantive document or a suite of documents. These documents can come from coursework and/or from work completed in a professional writing or other setting. Portfolios may offer academic work, professional writing workplace projects, pedagogical documents (syllabi, assignments, and other materials from actual or proposed courses), a completed or substantially completed draft of original, nonfiction writing (a biography, a travelogue, or other such work), or other project subject to the approval of the COS. Suggested length for the portfolio is 50 or more pages.

In all cases, the portfolio must include a substantial reflective commentary on the underlying principles of rhetoric and writing that inform the work; this commentary is central to evaluating the success of the portfolio. The reflective commentary cites academic and other sources to demonstrate that the documents in the portfolio follow the theories and best practices of the academic and/or professional-writing community.

Portfolio Evaluation and Presentation

The formal examination on and final evaluation of the portfolio by the COS occurs no later than the ninth week of the final semester. Portfolios are evaluated with Pass, Pass with Minor Revisions, or Fail. The COS reports the results of its evaluation to GS as the “Announcement/Report of Examination.” The COS chair, as the instructor of record for English 596, decides upon the final award of CR or NC for the portfolio and records the grade.

No later than the fourteenth week of the semester, all students with passing portfolios will present their portfolios at an open forum, sponsored by the Rhetoric and Writing faculty. This forum is not a further evaluation; it is a venue for sharing with other

faculty and students the work completed and presented in the portfolio.

Forms to File

Forms are available in the “Useful Links” section on the Department Wiki and at:

<https://grad.unm.edu/resources/graduate-students/gs-forms/index.html> To access the English Department Wiki, please [login to lobomail](#) with your UNM net ID. Select the “Apps” button, choose OneDrive for Business, and select the English Department Wiki folder.

Appointment of Committee on Studies Form

This form formalizes the appointment of the Committee on Studies, normally in the second semester of coursework.

Program of Studies Form

This form must be received by the **English Graduate Office** no later than June 15, September 15, or February 15, in the semester before graduation. The Graduate Office processes these forms and forwards them to GS by July 1, October 1, or March 1. The form lists all the courses students will present toward the degree, including transfer credits and such requirements as 596.

Announcement of Examination Form

Submit this form electronically to Graduate Studies at least two weeks before the scheduled Master’s Examination. Hence, students must notify the Graduate Advisor of their intent to take the MA examination by the end of the semester before they plan to take it.

The Seven-Year Rule

University regulations stipulate that all work toward the Master’s degree must be completed within **seven years** of the date of the earliest graduate course listed on the Program of Studies form. This time limit affects transfer credit and the date students need to complete their degree.

Teaching Assistantship Limits

MA students in rhetoric and writing who hold Teaching Assistantships are limited to **four** semesters of assistantship funding, excluding summer TA appointments. MA students who receive a TAship after their first year lose those prior semesters of TAship eligibility.



MFA Degree Requirements

48 credit hours + 6 dissertation hours

Introduction to the Profession (3 hrs)

- English 501: Introduction to the Profession for Writers (3 hrs)

Workshops (18 hrs)

MFA students must take at least twelve hours in a primary genre; at least three hours must be in a secondary genre.

- English 521: Fiction Workshop (3 hrs)
- English 522: Poetry Workshop (3 hrs)
- English 523: Creative Nonfiction Workshop (3 hrs)

Four of the six workshops are to be taken as regular courses. Two may be taken in an independent study format as studio hours.

Genre Studies (6 hrs)

MFA students must choose at least one genre course (ENGL 587) in their area of concentration.

Literature (6 hrs)

MFA students must take two courses from any period or tradition and may include criticism and literary theory.

Rhetoric & Writing & Professional Preparation (6 hrs)

MFA students must take two courses from Rhetoric & Writing or Professional Preparation Courses.

- English 502-520: Professional Writing courses in Science, Environmental, Medical Writing; Documentation; Publishing; Editing; Proposal & Grant Writing; Visual Rhetoric; other topics
- English 530 and 532: Teaching Composition; Teaching Multimodal & Online Composition

- English 540 or 640: Topics in Language or Rhetoric
- English 592: Teaching Literature and Literary Studies

Student Choice (6 hrs)

MFA students must take two additional courses chosen from any of the following three groups: Genre Studies; Literature; or Rhetoric & Writing and Professional Preparation. Students may choose to take these two classes from a single group.

Outside Elective (3 hrs)

May be taken outside of English.

Creative Dissertation (6 hours)

English 699: Creative Dissertation (6 hrs)

MFA Committee on Studies (COS)

All MFA students must assemble a COS to assist in planning a program of studies designed to foster a fundamental knowledge of the major field, both in depth and breadth, and facilitate the students' advancement in their chosen genre(s). The chair of the COS should be chosen by the end of the third semester of study. The COS form listing the remaining members should be filed by the end of the fourth semester of study.

The COS generally includes three University of New Mexico faculty members approved by the Associate Chair for Graduate Studies (ACGS). Students generally select their major advisor to be the chairperson of the COS. The basic role of the committee is to help students plan an integrated individual program of study and creative output that meet general UNM, GS, and specific MFA requirements. The COS will serve as the MFA comprehensive examination committee, and in most cases, as the core of the Dissertation Committee. The COS may also establish prerequisites when needed, recommend transfer of credit, and approve significant changes in the program of studies.

Appointment of the COS involves the following steps:

1. Students arrange for an appropriate faculty member to serve as COS Chair by the end of the third semester;
2. Students confer with their COS Chair to agree upon the remaining members of the Committee by the end of the fourth semester;
3. The ACGS approves the COS, as evidenced by his or her signature on the Committee of Studies form and Application for Doctoral Candidacy by the end of the fifth semester.

Comprehensive Examination

MFA students must take and pass a written comprehensive examination as a required component of the MFA graduate degree. The examination, which must adhere to the general MFA exam requirements outlined in the UNM Catalog, is an essay in which students demonstrate their understanding of the theory and craft of their chosen genre(s) and the literary tradition in which they are writing. The exam, which may eventually serve as the preface to the dissertation, is evaluated by the COS. Students must pass the examination before hours in Engl. 699 (Dissertation) will count toward the degree. You may start 699 hours the semester you anticipate passing your comprehensive exam.

Announcement/Report of Examination

This form must be submitted electronically to Graduate Studies at least two weeks before the Committee evaluates the exam. Therefore, students must notify the English Graduate Office in advance of this date. (See the English Department web page for more details about the MFA comprehensive exam.)

Advancement to Candidacy

To earn the MFA degree students must file for Advancement to Candidacy by completing the Application to Candidacy form, which formally summarizes their MFA program of studies. The ACGS and the MFA comprehensive examination committee approve the program of studies by signing the form. The English Graduate Office forwards the Application for Candidacy forms to the Dean of Graduate Studies after students pass their MFA

comprehensive examination. After determining that all requirements except for outstanding course work and the dissertation have been fulfilled, the Dean of Graduate Studies advances all qualified students to candidacy. (Note: This form must be filed by the end of the semester before graduation and is available at: <https://gradforms.unm.edu/home>.)

The MFA Dissertation

All MFA students must write a dissertation according to the guidelines that follow.

MFA Dissertation Committee

The MFA Dissertation Committee supervises, directs, reads, and approves the MFA dissertation. The committee consists of four graduate professors, at least one of whom must be from the English Department at UNM and one of whom must be from outside the English Department. The external reader may be a faculty member from another accredited graduate institution; in such cases the student must submit a formal application to the Dean of Graduate Studies who must approve the appointment of the external member. The Dissertation Committee Chair must be a tenured or tenure-track member of the University of New Mexico faculty and have regular graduate faculty approval.

To select a committee, students should arrange for a qualified faculty member to serve as the director of their dissertation. Together with their director, who serves as the Dissertation Committee chair, students then select the other members of the committee. To get the Dissertation Committee approved, students must file an Appointment of Dissertation Committee form with the English Graduate Office when they form their committee. Students generally submit this form right after passing the comprehensive exams, and no later than the first semester of 699 enrollment. If the members of the Dissertation Committee change, a revised Appointment of Dissertation Committee form must be submitted to the English Graduate Office. (Follow the Grad Studies link for more details about the Dissertation Committee and qualifications for committee membership:

<https://grad.unm.edu/resources/graduate-students/gs-forms/committee-service.html>).

Writing and Submitting the MFA Dissertation

MFA candidates must complete a book-length, creative dissertation in their genre (fiction, poetry, creative nonfiction) and defend this dissertation in an oral examination conducted by an approved dissertation committee. The dissertation includes a preface that demonstrates an understanding of the genre(s) covered by the dissertation, and it places the dissertation within a literary tradition. The preface may include material from the comprehensive examination essay, but students will determine the dissertation's final form in consultation with their dissertation director. Students must submit the dissertation to GS, so the manuscript must adhere to the dissertation format stipulated by GS and outlined under the doctoral section of the UNM catalog.

MFA Dissertation Hours

During the course of their dissertation work, MFA candidates are required to enroll in a minimum of six hours of dissertation (699) credit. Students must pass the comprehensive exams before 699 credit hours will count. Enrollment in 699 cannot begin prior to the semester in which a student takes the MFA comprehensive examination. Only those hours gained in the semester during which the comprehensive examination is passed and in succeeding semesters can be counted toward the six hours required. Students who fail the comprehensive exam cannot apply any 699 credits toward their program of studies until the semester in which they retake and pass the comprehensive examination. After registering for Engl. 699 for the first time, university regulations require that students maintain continuous enrollment in Engl. 699 for a minimum of three hours per semester (excluding summers, when not taking other courses) until successfully completing the dissertation defense.

Final Examination for the MFA (Defense of Dissertation)

The MFA final oral examination is the last formal step before the degree is awarded. Students are responsible for providing each

member of their dissertation committee with complete copies of all written materials in ample time for review prior to the examination. The presentation and examination phases of the examination are open to the university community and are published in various sources; the deliberation phase is only open to the committee.

The focus of the final examination is the dissertation and its relationship to the candidate's major field. Its purposes are:

1. To provide an opportunity for candidates to communicate the results of their research and creative work to a wider group of scholars through a public reading;
2. To afford an opportunity for the members of the examination committee, as well as others (faculty, students, staff, etc.), to ask relevant questions;
3. To ensure that the research and creative work reflects the independence of thought and accomplishment of the candidate; and finally,
4. To ensure that the candidate is thoroughly familiar not only with the particular focus of the dissertation, but also its setting and relevance to the discipline of which it is a part.

At the conclusion of the examination, the dissertation committee confers and makes a recommendation to accept or reject the dissertation. The committee then submits the Report of Examination to GS communicating the examination results.

(Note: In order to qualify to sit for an exam during intersession, students must be registered for the following semester.)

Announcement of Examination/Defense Form

At least two weeks before the final examination is held and no later than November 1 for Fall graduation, April 1 for Spring, or July 1 for Summer, submit this form electronically to Graduate Studies and inform the English Graduate Office.

Notification of Intent to Graduate

Students must inform the English Graduate Office in writing of their intent to graduate. The proposed graduation list must be received by GS no later than 5:00 p.m. on the last day of the semester immediately preceding the semester of graduation. (Remember, students must file an Application for Candidacy form in the semester before the semester of graduation.)

MFA Time Limit for Completion of Degree Requirements

MFA candidates have **five years** from the semester in which they pass their MFA comprehensive examination to complete the degree requirements. The final requirement is generally the acceptance of the dissertation by the Dean of Graduate Studies.

Teaching Assistantships

Teaching Assistantships are competitive and are based on a variety of factors including financial need, prior teaching experience, and overall completeness and quality of the application submitted. Decisions are made by a committee including the Director of Creative Writing, the Associate Chair for Graduate Studies, and the Associate Chair for Core Writing. Opportunities to teach creative writing (Engl. 2310) are also competitive. Students applying for these positions must have one previous year of teaching Engl. 1110 or 1120 at UNM.

Teaching Assistantship Limits

MFA students who hold Teaching Assistantships are limited to **six** semesters of assistantship funding, excluding summer TA appointments. Petitions for extensions may be addressed to the Graduate Committee through the ACGS. Extensions are the exception rather than the rule, and all extensions are contingent upon academic progress, the availability of funding, and departmental need. MFA students who receive a TAship after their first year lose those prior semesters of TAship eligibility.

Doctor of Philosophy (PhD)

The PhD is the highest research degree in American education, designed primarily for those pursuing careers in college or university teaching or in related professions requiring expertise in research, writing, and scholarship. The PhD program is designed for students who wish to pursue intensive study in English. **The PhD program offers three areas of focus: British and American literatures, including criticism and theory; an interdisciplinary, transcribed Concentration in Medieval Studies; and Rhetoric and Writing.**

PhD in Language and Literature

The degree requires a minimum of four years of extended study to master a specific subject completely and to extend the body of knowledge about that subject. Applicants should already possess a Master's degree in English or a related discipline. The requirements below are for all doctoral students in British and American literatures.

The PhD in Language and Literature degree requires 51 hours of coursework; comprehensive exams in three areas; a language skill requirement, and a doctoral dissertation. Typically, PhD students have recently completed a Master's degree in English with something in excess of 30 semester hours. The English department accepts up to 24 of those hours toward the PhD degree, leaving students 27 hours of regular course work to complete from the time of matriculation.

Note: Students who did graduate work in a discipline other than English likely will not transfer the full 24 hours to the PhD program. Such students will need to complete more than 27 hours of regular course work before moving on to the dissertation. The Associate Chair for Graduate Studies (ACGS) and the Committee on Studies (COS) determine the number of hours students are able to transfer to the PhD.

Required Coursework

As explained above, PhD students must take 51 hours of course work before taking the Comprehensive Examinations and moving on to the dissertation. These hours must be distributed as follows:

Core Course (3 hrs)

Engl. 500: Intro to the Professional Study of English
(Must be taken in the first semester of graduate study) (3 hrs)

Distribution Requirements (15 hrs) Students must take 15 hours of coursework in Language, Theory, and Pedagogy, as described below.

Language and Theory (9 hrs) Students must take a total of nine hours from Language and Theory courses, at least three of which are from Language and three from Theory courses.

Language (at least 3 hrs from the following)

Engl. 541: English Grammar (3 hrs)

Engl. 545: History of the English Language (3 hrs)

Engl. 547: Introduction to Old English (3 hrs)

Engl. 548: Advanced Old English (3 hrs)

Engl. 549: Middle English Language (3 hrs)

Theory (at least 3 hrs from the following)

Engl. 510: Criticism and Theory (3 hrs)

Engl. 511: Special Topics: Criticism and Theory;
Literacy and Cultural Movements (3 hrs)

Engl. 610: Studies in Criticism and Theory (4 hrs)

Pedagogy (6 hrs) Students must take six hours of pedagogy courses from the following or from approved substitutions in other departments.

- Engl. 530:** Teaching Composition (all new TAs)(3 hrs)
- Engl. 531:** Stretch & Studio Composition (3 hrs)
- Engl. 532:** Multimodal & Online Composition (3 hrs)
- Engl. 533:** Professional & Technical Writing (3 hrs)
- Engl. 534:** Composition Theory (3 hrs)
- Engl. 592:** Teaching Literature & Lit Studies (3 hrs)

Seminars (9 hrs) All PhD students must take at least three 600-level seminars offered in the English Department; these seminars are often, but not always, in their fields of study.

- Engl. 610:** Studies in Criticism and Theory (3 hrs)
- Engl. 650:** Studies in British Literature (3 hrs)
- Engl. 660:** Studies in American Literature (3 hrs)
- Engl. 680:** Studies in Genre, Backgrounds, Forces (3 hrs)

Electives (24 hrs) The required courses above total 27 hours; students who have transferred 24 hours from the MA into the PhD will have fulfilled the minimum course requirements, excluding dissertation hours, required for the degree. Students who need more course credits should fulfill their remaining hours with approved graduate courses in English or related disciplines under the advisement of the COS and the ACGS. All 51 regular course requirements must be completed before enrolling for dissertation hours, Engl. 699.

Dissertation (no fewer than 18 hrs) See below for more information on completing dissertation hours.

- Engl. 699:** Dissertation (3-12 hrs, no limit)

Language Skill Requirement

With the approval of the ACGS and COS, PhD students may satisfy the language skill requirement in one of two ways.

1. By demonstrating competency in **two** language skills.
“Competency” can be demonstrated with a grade of B or better through a second semester, second-year level undergraduate course or through a graduate-level reading course in a language other than English. Students may use English 547 (Introduction to Old English) and 548 (Advanced Old English) to fulfill competency.
2. By demonstrating fluency in **one** language skill.
“Fluency” can be demonstrated in one of several ways with a grade of B or better: through the second-semester, third-year level undergraduate course in a language other than English; or through two graduate-level reading courses in a language other than English. Students may use English 547 (Introduction to Old English), 548 (Advanced Old English), and an Old English 650 or another 548 to fulfill fluency.

Competency and Fluency can be demonstrated through coursework from previous institutions, coursework at UNM, or tests administered either by UNM, CLEP, Advanced Placement or International Baccalaureate. The decision as to which research skills courses such as a computer-programming language and Statistics will satisfy the Department’s language requirements will be negotiated between the ACGS, COS, and appropriate faculty from other departments; other research tools may be approved in exceptional cases in which similar provisions must be made for rigorous academic study in the subject.

Note: Course credits for classes used to complete the language skill or research requirement cannot normally be counted toward the 51-hour requirement for regular course work.

The Committee on Studies (COS)

As soon as the first and no later than the second semester in the program, PhD students choose three tenure-track faculty members from the Department of English to serve as their Committee on Studies. The COS serves as the primary source of advisement during the first phases of the PhD degree, guiding students in the selection of course work, preparation for the comprehensive examination, and in professional development. One faculty member must be designated as the Chair of the COS. Students may add a fourth member from outside the department to the COS. Since members of the COS write and grade the comprehensive examinations, COS members are typically specialists in each of the three examination areas. Often, but not always, these same faculty members serve later on the Dissertation Committee.

Comprehensive Examinations

To ensure a thorough and broad knowledge of English as a discipline, the Department of English requires PhD students to take closed-book comprehensive examinations in three different fields. Under the advisement of the COS, PhD students should select their three fields of study early in their doctoral program, so that they can take course work that enhances their understanding of their three fields.

PhD students must choose their fields from among the following categories, each of which designates a typical field of study for which the faculty have drawn up reading lists for the comprehensive examinations. These reading lists include key works, histories, and critical and theoretical works for each area of study. For the examinations, students must choose at least one of the fields from the “Literary Historical Periods” category; only one field may be from an individualized reading list.

Literary Historical Periods

Old English

Middle English

Early Modern Literature

Georgian Literature (Eighteenth Century)
British and Irish Romanticism
Victorianism
Early American
Nineteenth Century American
Modern British
Modern American
Contemporary British
Contemporary American

Thematic Disciplines

African American Literature
Chicano/a Literature
Composition
Contemporary Rhetoric
Criticism and Theory
Feminist Literature and Theory
Indigenous Literature
Postcolonial Literature and Theory
Southwestern Literature
Transatlantic Modernism

Reading lists can be found on the Department Wiki. To access the English Department Wiki, please [login to lobomail](#) with your UNM net ID. Select the "Apps" button, choose OneDrive for Business, and select the English Department Wiki folder.

Individualized Reading Lists

Several individualized reading lists are available for PhD students to review and to use as a basis for drawing up their own individualized lists. Individualized lists enable students to focus upon new areas of study that are not covered under the Literary Historical Periods or Thematic Disciplines lists. A student's COS must supervise and approve any individual reading list. By the end of the semester before exams are taken, students will submit the individual lists and a signature sheet, with signatures of approval from all COS members, to the Associate Chair for Graduate Studies for review.

Schedule of Examinations

PhD comprehensive examinations are scheduled on the second, third, and fourth Mondays of February and the second, third, and fourth Mondays of September. See the Graduate Student Deadlines Document for the date to submit the memo outlining the three fields of examination to the ACGS.

Format of Examinations

Each field examination is four hours long, with extra time for preparation and breaks. Formats vary and depend in part on discussions between students and their COS. Examinations may include identification questions, short essays, and longer essays.

Grading the Examinations

The three members of the COS read all three examinations and grade them “Pass” or “Fail.” Students will receive notice of the results within a week after completing the last of the three examinations.

These examinations are meant to be rigorous. The COS and the ACGS may require a student to correct any deficiency by taking further coursework, by writing a review essay or research paper in the field, or by re-taking any or all of the examinations. Students who fail a single examination or any combination of the examinations may retake them in a later semester. Those who fail a second time will be dismissed from the program without a degree.

Dissertation Committee

After passing the Comprehensive Examinations, PhD students must organize a Dissertation Committee. The Dissertation Committee guides, directs, reads, and approves the PhD dissertation. The committee consists of four graduate professors, at least one of whom must be from the English Department and one from outside the English Department. The Dissertation Committee Chair must be a tenured or tenure-track member of the University of New Mexico faculty and have regular graduate faculty approval. The COS often forms the core of the

Dissertation Committee; however, faculty other than members of the COS may and regularly are invited to serve as members of the Dissertation Committee. To get the Dissertation Committee approved, students must file an Appointment of Dissertation Committee form with the English Graduate Office when they form their committee. (Go to Grad Studies for more information on the Dissertation Committee: <https://grad.unm.edu/resources/graduate-students/gs-forms/committee-service.html>).

Degree Evaluation and Progress Form

Each spring semester, PhD students who have passed the Comprehensive Examinations must work with their Dissertation Director to submit an annual Degree Evaluation and Progress Form. The form tracks the student's progress during the dissertation phase of doctoral work to ensure the timely completion of the degree. The form is available on the Department Wiki. To access the English Department Wiki, please [login to lobomail](#) with your UNM net ID. Select the "Apps" button, choose OneDrive for Business, and select the English Department Wiki folder.

Dissertation Prospectus and Its Defense

Working with the Dissertation Committee, PhD students must write and submit a Dissertation Prospectus, and successfully defend the prospectus before the Dissertation Committee. The prospectus defense must be completed no later than six calendar months after passing the Comprehensive Examinations.

The Prospectus

While Dissertation Committees may require different formats for the prospectus, the Graduate Committee recommends that the dissertation prospectus be a ten- to fifteen-page document (excluding bibliography), developed under the advisement of the Dissertation Committee. The prospectus should articulate the dissertation's thesis, provide a statement of purpose, and explain the critical/theoretical principles and methods that underlie the project. In addition, the prospectus should include a literature

review and outline the proposed chapter organization of the dissertation. The Dissertation Prospectus should be construed as a formal proposal, aiming to persuade the professionals in the field of the value and timeliness of the project, its feasibility, and the grounds upon which the study is based.

Doctoral students defend the dissertation prospectus in a formal event before their Dissertation Committee, leading to a mark of “Accept” or “Resubmit.” “Accept” might still involve revisions to the prospectus; “resubmit” means that a student has up to six months to produce and defend an acceptable dissertation prospectus. The Dissertation Committee should have the dissertation prospectus at least a week before its defense. Students and their Dissertation Committee should discuss during the defense the strengths and weaknesses of the proposed dissertation project, and the Dissertation Committee should provide concrete advice for successful completion of the dissertation. In the case of a resubmit, the Dissertation Committee chair should work closely with the student to produce an acceptable revision of the dissertation prospectus.

The prospectus and its successful defense are considered fundamental requirements for academic progress towards the doctoral degree. Any student who does not produce an acceptable prospectus after the second defense will be considered as not making satisfactory academic progress, which could lead to the suspension or withholding of a TA contract.

Upon completion of the Prospectus defense, the Dissertation Committee Chair must file a completed Dissertation Prospectus Defense form with the ACGS. This form is available from the English Department Graduate Advisor or by going to https://english.unm.edu/forms/dissertation_prospectus.php.

Engl. 699 Dissertation Hours

Students may register for Engl. 699 Dissertation under their Dissertation Chair’s section number no sooner than the semester in which they take the Comprehensive Examinations. Students

cannot enroll in, and no credit will be accepted from, Engl. 699 before that semester. After registering in Engl. 699 for the first time, university regulations require that students maintain continuous enrollment in Engl. 699 for a minimum of three hours per semester (excluding summers, when not taking other courses) until successfully completing the dissertation defense. ABD students who enroll in any other course during a summer, or students who plan to graduate during the summer, must register for Engl. 699. The PhD degree requires a minimum of 18 hours of Engl. 699.

The PhD Dissertation

A dissertation is a formal, scholarly document, seldom less than 150 double-spaced pages and often much longer, which makes an original contribution to its field and shows a professional mastery of academic methods and materials. Few dissertations are written in less than a calendar year. PhD students who are also Teaching Assistants commonly find that the process takes two years. UNM requires that students must complete all degree requirements, including the dissertation and defense, within **five years** of advancing to candidacy (i.e. passing the Comprehensive Examinations).

Style

The English department requires that all dissertations follow the newest edition of *The MLA Style Manual and Guide to Scholarly Publishing* on matters of style and documentation. The UNM Office of Graduate Studies, which has final approval and grants the PhD degree, maintains strict guidelines about the format for submitting all dissertations. These guidelines may be found at <http://grad.unm.edu/degree-completion/>. Further help is available in the Office of Graduate Studies from the staff member who reviews dissertations for final approval.

The Dissertation Defense

The dissertation defense is a public event, advertised one week in advance and typically lasting 60-90 minutes, during which time the Dissertation Committee members, including any outside reader(s),

evaluate the candidate's dissertation and general knowledge of the field. Prior approval of the Dissertation Committee is required before scheduling the defense. To schedule this event, students must file an "Announcement of Final Exam" form at least two weeks in advance. The defense must take place well in advance of the deadline for submitting the dissertation to allow time for making minor revisions and/or corrections before submitting the manuscript to the Office of Graduate Studies.

The usual format for the dissertation defense is for the candidate to make a short (fifteen- to twenty-minute) presentation concerning the ideas, methods, and significance of the dissertation, followed by questions from both Dissertation Committee members and any members of the faculty or public who wish to participate. The four members of the Dissertation Committee will evaluate the dissertation and its defense and recommend grades of "Pass," "Pass with Minor Revisions" (including appropriate guidelines from the readers), or "Fail." Students who fail the dissertation defense may resubmit their work after revisions supervised by their committee. Those who fail a second time will be dismissed from the program without a degree.

After successfully defending the dissertation, the candidate should prepare the final copy and supporting documents in the style required by GS. This office has set strict deadlines for the submission of dissertations, and failure to meet these deadlines will mean postponing graduation. The deadlines are as follows: November 15 (for December graduation), April 15 (for May graduation), and July 15 (for Summer graduation).

Forms to File

Forms are available on the Department Wiki and at: <http://grad.unm.edu/resources/gs-forms/index.html>. To access the English Department Wiki, please [login to lobomail](#) with your UNM net ID. Select the "Apps" button, choose OneDrive for Business, and select the English Department Wiki folder.

Appointment of Committee on Studies Form

This form formalizes the appointment of the Committee on Studies, normally in the second semester of coursework.

Announcement of Comprehensive Examination Form

This form, which states the intent to take the Comprehensive Examinations and designates the examining committee, must be filed two weeks before the scheduled date of the first of the three examinations.

Application to Candidacy Form

This form must be filed the semester before the dissertation defense takes place. It is advantageous, however, to file this form after the Comprehensive Examinations have been passed. This form lists all the courses, including Master's credits and transfer hours, which make up the required 51 hours.

Appointment of Dissertation Committee Form

This form confers formal approval of the dissertation committee; it should be filed as early as possible but no later than two weeks before the Prospectus defense. (If at any time the membership of the Dissertation Committee changes, a new form must be filed immediately.) This form allows the English Graduate Office to check the graduate status of the faculty on the Dissertation Committee. The English Graduate Office must approve this form before a dissertation defense can be scheduled.

Degree Evaluation and Progress Form

This form tracks the student's progress during the dissertation phase of doctoral work and must be submitted by the end of each spring semester after passing the Comprehensive Examinations.

Dissertation Prospectus Defense Form

This form, available at https://english.unm.edu/forms/dissertation_prospectus.php, and the prospectus must be filed with the ACGS after the prospectus defense in order to record its outcome.

Announcement of Dissertation Defense Form

At least two weeks before the dissertation defense date, submit this form electronically to Graduate Studies and inform the English Graduate Office.

The Five-Year Rule

UNM regulations stipulate that PhD candidates must successfully complete and defend their dissertations within **five years** of the semester in which they pass the Comprehensive Examinations and are formally advanced to candidacy.

Teaching Assistantship Limits

PhD students who hold Teaching Assistantships are limited to **ten** semesters of assistantship funding, excluding summer TA appointments. Petitions for extensions may be addressed to the Graduate Committee through the ACGS. Extensions are the exception rather than the rule, and all extensions are contingent upon academic progress, the availability of funding, and departmental need. PhD students who receive a TAship after their first year lose those prior semesters of TAship eligibility.

PhD Concentration in Medieval Studies

The PhD Concentration in Medieval Studies offers advanced students an alternative means of acquiring bodies of knowledge presently isolated in separate disciplines. Rich in content, the course of study differs from the typical PhD in Medieval English Literature in that it involves diverse departments (such as Art History, English, History, Foreign Languages and Literatures, Spanish, and Philosophy) and presents exciting and provocative points of intersection between the literatures and cultures of the Middle Ages and the present.

The PhD Concentration in Medieval Studies is a professional degree that focuses entirely upon the English medieval period and the complexity of its literature, a literature that reflects a multi-lingual and highly stratified culture constituting a coalescence of Nordic, Germanic, Norman, Celtic, and Latin elements. This course of study offers students substantive training for academic positions in the medieval period that spans some six centuries.

The PhD Concentration in Medieval Studies degree requires 52 hours of coursework, comprehensive examinations in three medieval studies areas, a language skill requirement, and a dissertation. Typically, PhD students have recently completed a Master's degree in English with something in excess of 30 semester hours. While the English department accepts up to 24 of those hours toward the PhD degree, the course requirements for the PhD, Concentration in Medieval Studies typically limit the number of transferable hours to eleven.

Required Coursework (52 hrs)

Foundational Courses (15 hrs) All students must have taken the following courses, either in their MA program or within the first two years of the PhD program:

Engl. 500: Intro to the Professional Study of English
(Must be taken in the first semester of graduate study) (3 hrs)

Engl. 551: Topics in Medieval Studies:
Bibliographical & Research Methods (3 hrs)

Engl. 547: Introduction to Old English (3 hrs)

Engl. 581: Chaucer (3 hrs)

History 503 or 504: Early or High Middle Ages (3 hrs)

Core Courses (28 hours) PhD students in Medieval Studies must take thirty hours of core courses including courses in Medieval Language and Literature (9 hrs), Multidisciplinary Studies (9 hrs), English and History Seminars (9 hrs), and Problems (1 hr), as follows:

Medieval Language and Literature (9 hrs)

Engl. 548: Advanced Old English (3 hrs)

Engl. 549: Middle English Language (3 hrs)

Engl. 550: Middle English Literature (3 hrs)

Engl. 551: Topics in Medieval Studies (3 hrs)

Multidisciplinary Coursework (9 hrs) These courses are taken in Art History, Medieval History, Medieval Philosophy, and Medieval Language and Literature other than English, such as Old Norse, Medieval Latin, and Medieval Spanish. (Only one course [3 hrs] may be counted from the History department.)

English & History 600-level Seminars (9 hrs) All PhD students must take a minimum of nine hours of 600-level seminars—one from the Department of History. The following seminars count toward the degree and should be taken when offered in topics related to Old or Middle English or Medieval Language, History, and Culture.

Engl. 650: Studies in British Literature (3 hrs)

Engl. 680: Studies in Genre, Backgrounds, & Forces

(3 hrs)

History 601 or 602: Anglo-Saxon England, 450-1066 or The Crusades (3 hrs each). See the Medieval Studies Director for other approved seminars.

English 697: Problems for the Doctor's Degree (1 hr)

Under the guidance of the students' committee members, students must prepare and submit an article-length essay (20 to 30 pages, inclusive of notes) for publication in any of the major Medieval Studies' journals.

Electives (9 hrs): The required courses above total 43 hours, inclusive of foundational and core courses; students who have transferred at least nine hours from the MA into the PhD will have fulfilled the minimum course requirements, excluding dissertation hours, required for the degree. Students who need more course credits, should fulfill their remaining hours with approved graduate courses in English or related disciplines under the advisement of their COS and the Director of Medieval Studies in English. All 52 regular course requirements must be completed before enrolling for dissertation hours, Engl. 699.

Dissertation (no fewer than 18 hrs) See below for more information on completing dissertation hours.

Engl. 699: Dissertation (3-12 hrs, no limit)

Language Skill Requirement

PhD students in Medieval Studies must demonstrate a reading knowledge of Latin, to be satisfied no later than the second year. Competency is satisfied either by passing a language examination or Latin 2120 (Intermediate Latin) or Engl. 551 (when offered on Medieval Latin) with a grade of B or better. Students must also demonstrate competency in an additional language other than English. Competency can be demonstrated with a grade of B or better: through the second semester, second-year undergraduate level in a language other than English; or through a graduate-level

reading course in a language other than English. Coursework from previous institutions, coursework at UNM, or tests administered either by UNM, CLEP, Advanced Placement or International Baccalaureate may be used to fulfill the language requirement.

Note: Course credits for classes used to complete the language skill or research requirement cannot normally count toward the 52-hour requirement of regular course work.

The Committee on Studies (COS)

As soon as the first and no later than the second semester in the program, PhD students choose three tenure-track faculty members from the Department of English to serve as their Committee on Studies. The COS serves as the primary source of advisement during the first phases of the PhD degree, guiding students in the selection of course work, preparation for the comprehensive examination, and in professional development. One faculty member must be designated as the Chair of the COS. Students may add a fourth member from outside the department to the COS. Since members of the COS write and grade the comprehensive examinations, COS members are typically specialists in each of the three examination areas. Often, but not always, these same faculty members later serve on the Dissertation Committee.

PhD Comprehensive Examinations

In accordance with the Department of English policy on PhD exams, students must take three closed-book field examinations of four hours length each. Because a degree in the PhD concentration in Medieval Studies in English connotes a special mastery of medieval English, the examinations must cover Old English, Middle English, and one other medieval disciplinary field.

Schedule of Examinations

PhD comprehensive examinations are scheduled on the second, third, and fourth Mondays of February and the second, third, and fourth Mondays of September. See the Graduate Student

Deadlines Document for the date to submit the three fields of examination to the ACGS.

Format of Examinations

Each field examination is four hours long. Formats vary and depend in part on discussions between students and their COS. Examinations may include identification questions, translations, short essays, and longer essays.

Grading the Examinations

The three members of the COS read all three examinations and grade them “Pass” or “Fail.” Students will receive notice of the results within a week after completing the last of the three examinations.

These examinations are meant to be rigorous. The COS and the ACGS may require a student to correct any deficiency by taking further coursework, by writing a review essay or research paper in the field, or by re-taking any or all of the examinations. Students who fail a single examination or any combination of the examinations may retake them in a later semester. Those who fail a second time will be dismissed from the program without a degree.

Dissertation Committee

After passing the Comprehensive Examinations, PhD students must organize a Dissertation Committee. The Dissertation Committee guides, directs, reads, and approves the PhD dissertation. The committee consists of four graduate professors, at least one of whom must be from the English Department and one from outside the English Department. The Dissertation Committee Chair must be a tenured or tenure-track member of the University of New Mexico faculty and have regular graduate faculty approval. The COS often forms the core of the Dissertation Committee; however, faculty other than members of the COS may, and regularly are invited to, serve as members of the Dissertation Committee. To get Dissertation Committee approved, students must file an Appointment of Dissertation

Committee form with the English Graduate Office when they form their committee. (For more information on the Dissertation Committee, go to Grad Studies:

<https://grad.unm.edu/resources/graduate-students/gs-forms/committee-service.html>).

Degree Evaluation and Progress Form

Each spring semester, PhD students who have passed the Comprehensive Examinations must work with their Dissertation Director to submit an annual Degree Evaluation and Progress Form. The form tracks the student's progress during the dissertation phase of doctoral work to ensure the timely completion of the degree. The form is available on the Department Wiki. To access the English Department Wiki, please [login to lobomail](#) with your UNM net ID. Select the "Apps" button, choose OneDrive for Business, and select the English Department Wiki folder.

Dissertation Prospectus and Its Defense

Working with the Dissertation Committee, PhD students must write and submit a Dissertation Prospectus, and successfully defend the prospectus before the Dissertation Committee. The prospectus defense must be completed no later than six calendar months after passing the Comprehensive Examinations.

The Prospectus

While Dissertation Committees may require different formats for the prospectus, the Graduate Committee recommends that the dissertation prospectus be a ten- to fifteen-page document (excluding bibliography), developed under the advisement of the Dissertation Committee. The prospectus should articulate the dissertation's thesis, provide a statement of purpose, and explain the critical/theoretical principles and methods that underlie the project. In addition, the prospectus should include a literature review and outline the proposed chapter organization of the dissertation. The Dissertation Prospectus should be construed as a formal proposal, aiming to persuade the professionals in the field

of the value and timeliness of the project, its feasibility, and the grounds upon which the study is based.

Doctoral students defend the dissertation prospectus in a formal event before their Dissertation Committee, leading to a mark of “Accept” or “Resubmit.” “Accept” might still involve revisions to the prospectus; “resubmit” means that a student has up to six months to produce and defend an acceptable dissertation prospectus. The Dissertation Committee should have the dissertation prospectus at least a week before its defense. Students and their Dissertation Committee should discuss during the defense the strengths and weaknesses of the proposed dissertation project, and the Dissertation Committee should provide concrete advice for successful completion of the dissertation. In the case of a resubmit, the Dissertation Committee chair should work closely with the student to produce an acceptable revision of the dissertation prospectus.

The prospectus and its successful defense are considered fundamental requirements for academic progress towards the doctoral degree. Any student who does not produce an acceptable prospectus after the second defense will be considered as not making satisfactory academic progress, which could lead to the suspension or withholding of a TA contract.

Upon completion of the Prospectus defense, the Dissertation Committee Chair must file a completed Dissertation Prospectus Defense form with the ACGS. This form is available from the English Department Graduate Advisor.

Engl. 699 Dissertation Hours

Students may register for Engl. 699 Dissertation under their Dissertation Chair’s section number no sooner than the semester in which they take the Comprehensive Examinations. Students cannot enroll in, and no credit will be accepted from, Engl. 699 before that semester. After registering in Engl. 699 for the first time, university regulations require that students maintain continuous enrollment in Engl. 699 for a minimum of three hours

per semester (excluding summers, when not taking other courses) until successfully completing the dissertation defense. ABD students who enroll in any other course during a summer, or students who plan to graduate during the summer, must register for Engl. 699. The PhD degree requires a minimum of 18 hours of Engl. 699.

The PhD Dissertation

The policies regarding protocols and procedures for completing the doctoral dissertation in the PhD Concentration in Medieval Studies in English generally fall in line with the English Department's and University's policies. Because the concentration is distinctively interdisciplinary, the dissertation should show some expertise in a discipline (or subdivision of a discipline) other than English, as for example, English medieval literature and history of medicine (subdivision of History); English medieval literature and philosophical thought (sub-division of Philosophy); or English medieval literature and the aesthetics or influences of medieval art (subdivision of Art History). The candidate and the dissertation committee discuss these issues.

A dissertation is a formal, scholarly document, seldom less than 150 double-spaced pages and often much longer, which makes an original contribution to its field and shows a professional mastery of academic methods and materials. Few dissertations are written in less than a calendar year. PhD students who are also Teaching Assistants commonly find that the process takes two years. UNM requires that students must complete all degree requirements, including the dissertation and defense, within **five years** of advancing to candidacy (i.e. passing the Comprehensive Examinations).

Style

The English department requires that all dissertations follow the newest edition of *The MLA Style Manual and Guide to Scholarly Publishing* on matters of style and documentation. The UNM Office of Graduate Studies, which has final approval and grants

the PhD degree, maintains strict guidelines about the format for submitting all dissertations. These guidelines may be found at <http://grad.unm.edu/degree-completion/>. Further help is available in the Office of Graduate Studies from the staff member who reviews dissertations for final approval.

The Dissertation Defense

The dissertation defense is a public event, advertised one week in advance and typically lasting 60-90 minutes, during which time the Dissertation Committee members, including any outside reader(s), evaluate the candidate's dissertation and general knowledge of the field. Prior approval of the Dissertation Committee is required before scheduling the defense. In order to schedule this event, students must file an "Announcement of Final Exam" form at least two weeks in advance. The defense must take place well in advance of the deadline for submitting the dissertation, in order to allow time for making minor revisions and/or corrections before submitting the manuscript to the Office of Graduate Studies.

The usual format for the dissertation defense is for the candidate to make a short (fifteen- to twenty-minute) presentation concerning the ideas, methods, and significance of the dissertation, followed by questions from Dissertation Committee members and any members of the faculty or public who wish to participate. The members of the Dissertation Committee will evaluate the dissertation and its defense and recommend grades of "Pass," "Pass with Minor Revisions" (including appropriate guidelines from the readers), or "Fail." Students who fail the dissertation defense may resubmit their work after revisions supervised by their committee. Those who fail a second time will be dismissed from the program without a degree.

After successfully defending the dissertation, the candidate should prepare the final copy and supporting documents in the style required by GS. This office has set strict deadlines for the submission of dissertations, and failure to meet these deadlines will mean postponing graduation. The deadlines are as follows: November 15 (for December graduation), April 15 (for May graduation), and July 15 (for Summer graduation).

Forms to File

Forms are available on the Department Wiki and at: <http://grad.unm.edu/resources/gs-forms/index.html>. To access the English Department Wiki, please [login to lobomail](#) with your UNM net ID. Select the “Apps” button, choose OneDrive for Business, and select the English Department Wiki folder.

Appointment of Committee on Studies Form

This form formalizes the appointment of the Committee on Studies, normally in the second semester of coursework.

Announcement of Comprehensive Examination Form

This form, which states the intent to take the Comprehensive Examinations and designates the examining committee, must be filed two weeks before the scheduled date of the first of the three examinations.

Application to Candidacy Form

This form must be filed the semester before the dissertation defense takes place. It is advantageous, however, to file this form after the Comprehensive Examinations have been passed. This form lists all the courses, including Master’s credits and transfer hours, which make up the required 52 hours.

Appointment of Dissertation Committee Form

This form confers formal approval of the dissertation committee; it should be filed as early as possible but no later than two weeks before the Prospectus defense. (If at any time the membership of the Dissertation Committee changes, a new form must be filed immediately.) This form allows the English Graduate Office to check the graduate status of the faculty on the Dissertation Committee. The English Graduate Office must approve this form before a dissertation defense can be scheduled.

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This form and the prospectus must be filed with the ACGS after the prospectus defense to record its outcome.

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The Five-Year Rule

UNM regulations stipulate that PhD candidates must successfully complete and defend their dissertations within **five years** of the semester in which they pass the Comprehensive Examinations and are formally advanced to candidacy.

Teaching Assistantship Limits

PhD students in the Medieval Studies Concentration who hold Teaching Assistantships are limited to **eleven** semesters of assistantship funding, excluding summer TA appointments. Petitions for extensions may be addressed to the Graduate Committee through the ACGS. Extensions are the exception rather than the rule, and all extensions are contingent upon academic progress, the availability of funding, and departmental need. PhD students who receive a TAship after their first year lose those semesters of TAship eligibility.

The begynnyng of **Arthur**. **A**fter he was chosen kynge
by adventure and by grace for the moſte pte of the barons. And nat he was
Rey **pendragon** ſon. But as **Merlyn** made hit knyght **kydorn**. But
yet many knyghts and lordis ſholde hym grete weye for that cauſe. But well
Arthur on com ſon all the moſte pte dunces of hys liff he was ruled by p counceile
of **Merlyn**. So hit ſelle on a tyme **King Arthur** ſeyde vnto **Ayerlon** knyght
adorned. Well let me haue no reſte hit. And I muſte take a wyff. I wolde none
take hit by thy counceile and advice. Hit ys well done ſeyde **Merlyn** that
ye take a wyff. For a man of yowre comyte and nobled ſholde
not be wout a wyff. Now is p ony ſeyde. **Marlyon** that
ye love more than I noy. ye ſeyde **King Arthur** I love **Gwe**
ynore the knyght daughter of **Lodegryon** of p londe of **Came**
ſerde the wyſeſte holdyng. In this yowſe the table rounde that ye
tolde me de had hit. of my fadir **Veſer**. And this **Jamesell** is the
moſte valyante and fayreſt that I know bydyng or yet that eu
Aconde fynde. **Sent** ſeyde **Marlyon** ad off her beaute and fayre
neſſe ſhe is one of the fayreſt on hye. But and ye loved her not
ſo well as ye do I ſholde fynde von a **dameſell** off beaute and

PhD in Rhetoric and Writing

The PhD emphasis in Rhetoric and Writing includes courses covering topics such as language diversity, multimodal composition, technical communication, community literacy, public rhetorics, online writing instruction, second language writing, and writing program administration. In addition to gaining valuable face to face and online teaching experience in courses ranging from first-year writing to technical writing and professional communication, students have the opportunity to engage in program building efforts via a variety of administrative positions connected with first-year writing, online writing instruction, as well as technical writing and professional communication.

The PhD in Rhetoric and Writing degree requires 51 hours of coursework, comprehensive exams in three areas, a language skill requirement, and a doctoral dissertation. Typically, PhD students have recently completed a Master's degree in English with something in excess of 30 semester hours. The English department accepts up to 24 of those hours toward the PhD degree, leaving students 27 hours of regular course work to complete from the time of matriculation.

Note: Students who did graduate work in a discipline other than English likely will not transfer the full 24 hours to the PhD program. Such students will need to complete more than 27 hours of regular course work before moving on to the dissertation. The Associate Chair for Graduate Studies (ACGS) and the Committee on Studies (COS) determine the number of hours students are able to transfer to the PhD.

Required Coursework

As explained above, PhD students must take 51 hours of course work before taking the Comprehensive Examinations and moving on to the dissertation. These hours must be distributed as follows:

Core Course (3 hrs)

Engl. 542: Major Texts in Rhetoric (3 hrs) (Must be taken in the first semester available.)

Distribution Requirements (15 hrs) Students must take 15 hours of coursework in Language, Theory, and Pedagogy, as described below.

Language and Theory (9 hrs) Students must take a total of nine hours from Language and Theory courses, at least three of which are from Language and three from Theory courses.

Language (at least 3 hrs from the following)

Engl. 541: English Grammar (3 hrs)

Engl. 545: History of the English Language (3 hrs)

Engl. 547: Introduction to Old English (3 hrs)

Engl. 548: Advanced Old English (3 hrs)

Engl. 549: Middle English Language (3 hrs)

Theory (at least 3 hrs from the following)

Engl. 534: Composition Theory (3 hrs)

Engl. 535: Ethics in Technical and Professional Communication (3 hrs)

Engl. 540: Topics in Language or Rhetoric (3 hrs)

Engl. 542: Major Texts in Rhetoric (3 hrs)

Engl. 543: Contemporary Texts in Rhetoric (3 hrs)

Pedagogy (6 hrs) Students must take six hours of pedagogy courses from the following or from approved substitutions in other departments.

Engl. 530: Teaching Composition (all new TAs)(3 hrs)

Engl. 531: Stretch & Studio Composition (3 hrs)

Engl. 532: Multimodal & Online Composition (3 hrs)

Engl. 533: Professional & Technical Writing (3 hrs)

Engl. 534: Composition Theory (3 hrs)

Engl. 592: Teaching Literature & Lit Studies (3 hrs)

Seminars (9 hrs) All PhD students must take at least three 600-level seminars offered in the English Department; these seminars are often, but not always, in their fields of study.

Engl. 610: Studies in Criticism and Theory (3 hrs)

Engl. 640: Studies in Language and Rhetoric (3 hrs)

Engl. 650: Studies in British Literature (3 hrs)

Engl. 660: Studies in American Literature (3 hrs)

Engl. 680: Studies in Genre, Backgrounds, Forces (3 hrs)

Electives (24 hrs) The required courses above total 27 hours; students who have transferred 24 hours from the MA into the PhD will have fulfilled the minimum course requirements, excluding dissertation hours, required for the degree. Students who need more course credits should fulfill their remaining hours with approved graduate courses in English or related disciplines under the advisement of the COS and the ACGS. All 51 regular course requirements must be completed before enrolling for dissertation hours, Engl. 699.

Dissertation (no fewer than 18 hrs) See below for more information on completing dissertation hours.

Engl. 699: Dissertation (3-12 hrs, no limit)

Language Skill Requirement

The RW program affirms the importance of multi- and translingualism among its graduate students. Moreover, it identifies the ability to study language using multiple methods as a goal for all graduates. The aim of the language requirement for PhD students is to promote multi- and translingualism as well as to introduce students to tools necessary to examine oppressive language ideologies and to research language using multiple methods including (but not limited to) rhetorical analysis, discourse analysis, corpus linguistics, and mixed methods approaches. This requirement prepares RW PhD students for the

professional expectations they will face after they graduate and shapes the courses offered in the program.

All PhD students in our program must take 9-credit hours of courses that address at least one of the following learning outcomes (as approved by their faculty mentor or advisor and the associate chair of graduate studies). The courses can count toward other distribution requirements. Students may not test out of the language requirement or use transfer credits to fulfill it.

Learning Outcomes:

1. Students will learn or acquire a language or dialect related to their research interests.
2. Students will develop critical thinking about and research skills for language and its intersections with social/structural inequalities.
3. Students can demonstrate their learning about language/linguistic difference and equity through practice, such as pedagogical practice, professional practice, community engagement, etc.

Example departments, outside of English, with courses that can also fulfill these SLOs:

- LLSS
- C&J
- Spanish and Portuguese
- Speech and hearing
- Linguistics
- Educational Psychology (Quantitative approach)
- Anthropology

The Committee on Studies (COS)

In their first year, PhD students choose three tenure-track faculty members from the Department of English to serve as their

Committee on Studies. The COS serves as the primary source of advisement during the first phases of the PhD degree, guiding students in the selection of course work, preparation for the comprehensive examinations, and in professional development. One faculty member may be designated as the Chair of the COS. Students must add a fourth member from outside the department to the COS. Since members of the COS work with graduate students during the comprehensive examinations process, COS members are typically specialists in the three examination areas. Often, but not always, these same faculty members serve later on the Dissertation Committee.

Comprehensive Examinations

To ensure a thorough and broad knowledge of Composition and Rhetoric as a discipline, the Department of English requires PhD students to complete comprehensive examinations in three different areas. Under the advisement of the COS, PhD students should select their three areas of study early in the course of their doctoral program, so that they can take course work that enhances their understanding of their three areas.

PhD students must develop reading lists of approximately 100 texts for each of their areas. A student's COS must supervise and approve the reading lists. By the end of the semester before exams are taken, students will submit the lists and a signature sheet, with signatures of approval from all COS members, to the Associate Chair for Graduate Studies for review.

Schedule of Examinations

RW PhD comprehensive examinations are completed during the second and third year of the program. The first exam will be written within three months after the first year (and can be revised throughout the second year); the second and third exams will be written within three months upon completion of the second year (and can be revised through February of the third year). Each exam can be revised multiple times over the course of the timeline described above.

Format of Examinations

The examinations will be written as literature reviews. Formats vary and depend in part on discussions between students and their COS.

Grading the Examinations

The three members of the COS read all three examinations and grade them “Pass” or “Fail.” Students will receive notice of the results within two weeks of completing the last of the three examinations.

These examinations are meant to be rigorous. The COS and the ACGS may require a student to correct any deficiency by taking further coursework or by rewriting an examination. Students who fail a single examination or any combination of the examinations may revise them in a later semester. Those who fail a second time will be dismissed from the program without a degree.

Dissertation Committee

After passing the Comprehensive Examinations, PhD students must organize a Dissertation Committee. The Dissertation Committee guides, directs, reads, and approves the PhD dissertation. The committee consists of four graduate professors, at least one of whom must be from the English Department and one of whom must be from outside the English Department. The Dissertation Committee Chair must be a tenured or tenure-track member of the University of New Mexico faculty and have regular graduate faculty approval. The COS often forms the core of the Dissertation Committee; however, faculty other than members of the COS may, and regularly are invited to, serve as members of the Dissertation Committee. To get the Dissertation Committee approved, students must file an Appointment of Dissertation Committee form with the English Graduate Office no later than two weeks before the Prospectus defense. (For more information on the Dissertation Committee, go to Grad Studies: <https://grad.unm.edu/resources/graduate-students/gs-forms/committee-service.html>).

Degree Evaluation and Progress Form

Each spring semester, PhD students who have passed the Comprehensive Examinations must work with their Dissertation Director to submit an annual Degree Evaluation and Progress Form. The form tracks the student's progress during the dissertation phase of doctoral work to ensure the timely completion of the degree. The form is available on the Department Wiki. To access the English Department Wiki, please [login to lobomail](#) with your UNM net ID. Select the "Apps" button, choose OneDrive for Business, and select the English Department Wiki folder.

Dissertation Prospectus and Its Defense

Working with the Dissertation Committee, PhD students must write and submit a Dissertation Prospectus, and successfully defend the prospectus before the Dissertation Committee. The prospectus defense must be completed no later than six calendar months after passing the Comprehensive Examinations.

The Prospectus

While Dissertation Committees may require different formats for the prospectus, the Graduate Committee recommends that the dissertation prospectus be a ten- to fifteen-page document (excluding bibliography), developed under the advisement of the Dissertation Committee. The prospectus should articulate the dissertation's thesis, provide a statement of purpose, and explain the critical/theoretical principles and methods that underlie the project. In addition, the prospectus should include a literature review and outline the proposed chapter organization of the dissertation. The Dissertation Prospectus should be construed as a formal proposal, aiming to persuade the professionals in the field of the value and timeliness of the project, its feasibility, and the grounds upon which the study is based.

Doctoral students defend the dissertation prospectus in a formal event before their Dissertation Committee, leading to a mark of "Accept" or "Resubmit." "Accept" might still involve revisions to the prospectus; "resubmit" means that a student has up to six

months to produce and defend an acceptable dissertation prospectus. The Dissertation Committee should have the dissertation prospectus at least a week before its defense. Students and their Dissertation Committee should discuss during the defense the strengths and weaknesses of the proposed dissertation project, and the Dissertation Committee should provide concrete advice for successful completion of the dissertation. In the case of a resubmit, the Dissertation Committee chair should work closely with the student to produce an acceptable revision of the dissertation prospectus.

The prospectus and its successful defense are considered fundamental requirements for academic progress towards the doctoral degree. Any student who does not produce an acceptable prospectus after the second defense will be considered as not making satisfactory academic progress, which could lead to the suspension or withholding of a TA contract.

Upon completion of the Prospectus defense, the Dissertation Committee Chair must file a completed Dissertation Prospectus Defense form with the ACGS. This form is available from the English Department Graduate Advisor.

Engl. 699 Dissertation Hours

Students may register for Engl. 699 Dissertation under their Dissertation Chair's section number no sooner than the semester in which they take the Comprehensive Examinations. Students cannot enroll in, and no credit will be accepted from, Engl. 699 before that semester. After registering in Engl. 699 for the first time, university regulations require that students maintain continuous enrollment in Engl. 699 for a minimum of three hours per semester (excluding summers, when not taking other courses) until successfully completing the dissertation defense. ABD students who enroll in any other course during a summer, or students who plan to graduate during the summer, must register for Engl. 699. The PhD degree requires a minimum of 18 hours of Engl. 699.

The PhD Dissertation

A dissertation is a formal, scholarly document, seldom less than 150 double-spaced pages and often much longer, which makes an original contribution to its field and shows a professional mastery of academic methods and materials. Few dissertations are written in less than a calendar year. PhD students who are also Teaching Assistants commonly find that the process takes two years. UNM requires that students must complete all degree requirements, including the dissertation and defense, within **five years** of advancing to candidacy (i.e. passing the Comprehensive Examinations).

Style

The Rhetoric and Writing Program requires that all dissertations follow consistently the newest edition of an appropriate style guide (e.g., MLA, APA, Chicago) as agreed upon by the Dissertation Chair and the student for matters of style and documentation. The UNM Office of Graduate Studies, which has final approval and grants the PhD degree, maintains strict guidelines about the format for submitting all dissertations. These guidelines may be found at <http://grad.unm.edu/degree-completion/>. Further help is available in the Office of Graduate Studies from the staff member who reviews dissertations for final approval.

The Dissertation Defense

The dissertation defense is a public event, advertised one week in advance and typically lasting 60-90 minutes, during which time the Dissertation Committee members, including any outside reader(s), evaluate the candidate's dissertation and general knowledge of the field. Prior approval of the Dissertation Committee is required before scheduling the defense. To schedule this event, students must file an "Announcement of Final Exam" form at least two weeks in advance. The defense must take place well in advance of the deadline for submitting the dissertation to allow time for making minor revisions and/or corrections before submitting the manuscript to the Office of Graduate Studies.

The usual format for the dissertation defense is for the candidate to make a short (fifteen- to twenty-minute) presentation concerning the ideas, methods, and significance of the dissertation, followed by questions from both Dissertation Committee members and any members of the faculty or public who wish to participate. The four members of the Dissertation Committee will evaluate the dissertation and its defense and recommend grades of “Pass,” “Pass with Minor Revisions” (including appropriate guidelines from the readers), or “Fail.” Students who fail the dissertation defense may resubmit their work after revisions supervised by their committee. Those who fail a second time will be dismissed from the program without a degree.

After successfully defending the dissertation, the candidate should prepare the final copy and supporting documents in the style required by GS. This office has set strict deadlines for the submission of dissertations, and failure to meet these deadlines will mean postponing graduation. The deadlines are as follows: November 15 (for December graduation), April 15 (for May graduation), and July 15 (for Summer graduation).

Forms to File

Forms are available on the Department Wiki and at: <http://grad.unm.edu/resources/gs-forms/index.html>.

. To access the English Department Wiki, please [login to lobomail](#) with your UNM net ID. Select the “Apps” button, choose OneDrive for Business, and select the English Department Wiki folder.

Appointment of Committee on Studies Form

This form formalizes the appointment of the Committee on Studies, normally in the second semester of coursework.

Announcement of Comprehensive Examination Form

This form, which states the intent to take the Comprehensive Examinations and designates the examining committee, must be

filed two weeks before the scheduled date of the first of the three examinations.

Application to Candidacy Form

This form must be filed the semester before the dissertation defense takes place. It is advantageous, however, to file this form after the Comprehensive Examinations have been passed. This form lists all the courses, including Master's credits and transfer hours, which make up the required 51 hours.

Appointment of Dissertation Committee Form

This form confers formal approval of the dissertation committee; it should be filed as early as possible but no later than two weeks before the Prospectus defense. (If at any time the membership of the Dissertation Committee changes, a new form must be filed immediately.) This form allows the English Graduate Office to check the graduate status of the faculty on the Dissertation Committee. The English Graduate Office must approve this form before a dissertation defense can be scheduled.

Degree Evaluation and Progress Form

This form tracks the student's progress during the dissertation phase of doctoral work and must be submitted by the end of each spring semester after passing the Comprehensive Examinations.

Dissertation Prospectus Defense Form

This form and the prospectus must be filed with the ACGS after the prospectus defense to record its outcome.

Announcement of Dissertation Defense Form

At least two weeks before the dissertation defense date, submit this form electronically to Graduate Studies and inform the English Graduate Office.

The Five-Year Rule

UNM regulations stipulate that PhD candidates must successfully complete and defend their dissertations within **five years** of the

semester in which they pass the Comprehensive Examinations and are formally advanced to candidacy.

Teaching Assistantship Limits

PhD students who hold Teaching Assistantships in all doctoral programs except Medieval Studies are limited to **ten** semesters of assistantship funding, excluding summer TA appointments.

Petitions for extensions may be addressed to the Graduate Committee through the ACGS. Extensions are the exception rather than the rule, and all extensions are contingent upon academic progress, the availability of funding, and departmental need. PhD students who receive a TAship after their first year lose those prior semesters of TAship eligibility.



Teaching Assistantships

The English Department's main goal is to engage in writing, research, teaching, and public service that advance our understanding of English literature and our expanding heritage of literatures in English. In addition to preparing future scholars, writers, and teachers, the English Department supports the university's undergraduate Core Curriculum Writing requirement by providing several courses at the 1000-2000 level, as well as the Core Curriculum Humanities requirement by providing three literature courses at the 1000-2000 level. To meet these related goals, as well as to provide needed financial aid and valuable teaching experience, we encourage our graduate students at both MA and PhD levels to apply for Teaching Assistantships.

Teaching Assistantships in the Department of English are the primary form of financial aid to our graduate students. Teaching Assistants earn a salary of between \$1,650 and \$2,000 per month, depending on their academic level, and receive tuition remission of up to twelve hours per semester and graduate student health insurance. These hours do not automatically carry over to future semesters or the Summer term. Per the UNM Catalog and Graduate Studies, Teaching Assistants must be registered for at least six hours of graduate credit in both Fall and Spring semesters.

Applying for a TAship

Teaching Assistantships begin in the Fall semester, and applications are due January 15 as part of the admissions application.

Reapplication Process

Students who do not receive a TAship upon first application should reapply by the January 15 deadline for the following year. Applications must include a letter of intent, two recommendation letters from people who can address the applicant's teaching potential, as well as a ten- to fifteen-page expository or

argumentative writing sample. Email these documents to the Graduate Advisor (englishgrad@unm.edu). Students who receive a TAship after their first year in the program lose those semesters of TAship eligibility.

Procedure for Obtaining a Teaching Assistantship

This procedure outlines the process for obtaining a Teaching Assistantship and the criteria for teaching courses other than Engl. 1110 and 1120 during the Fall and Spring semesters.

Usually, students applying for admission to one of the English Department's nine graduate degree programs will also apply for a TAship at the same time. There is a three-step TAship selection process:

1. The Disciplinary Field Group evaluates the application.
2. The Graduate Committee and the Associate Chair for Graduate Studies (ACGS) vet the Field Group recommendation.
3. The Associate Chair for Core Writing (ACCW) evaluates the application.

Usually, during the admissions process, the TAships assigned to each Field Group will go to the top candidates in that pool but can be reassigned to the waitlisted applicants should the first ones turn them down. When the field group admissions waitlists are exhausted and if there are still TAships available, the ACGS and the ACCW consult to establish a ranked TAship waitlist from which to award TAships until all have been distributed.

Students applying for TAships in the second or later year of their programs are evaluated in that year's regular admissions pool with the same procedures (1-3) above. It is thus up to the Field Groups to rank current students with new admits for TAships.

All TAship offers are made by the Graduate Office in English with the funding limits for individual degree programs outlined in the *Handbook for Graduate Studies*. Renewal of TAships is

dependent on proper academic progress in the degree program and satisfactory review of teaching performance.

Procedure for Selecting TAs to Teach Courses

After one year of teaching English 1110 and 1120, TAs who meet the requirements listed in this document have the opportunity to teach other undergraduate composition courses, creative writing courses, or literature courses (if ABD). To be eligible to teach one of these courses, TAs must complete the *Schedule Request* form online each semester and/or respond to email inquiries about interest in teaching online and English 2120 or other courses. The possibility of TAs teaching courses other than English 1110 and 1120 depends on the staffing needs of the English Department. Further, except where noted otherwise, the University status listed below will determine who has preference in teaching these courses.

- A. Faculty (tenure-track and lecturers)
- B. English Department TAs
- C. Term Teachers
- D. Part-Time Instructors

Courses available for TAs to teach are listed below. *Please note:* We cannot promise every student these opportunities but will do our best to ensure fairness as we fulfill the needs of the department.

Special Opportunities

- *Online courses:* We offer Engl. 1110, 1120, 2120, and 2210 online each semester; and Engl. 1110, 1120, and 2210 online in the summer. Occasionally, we offer an online version of Engl. 1410. Engl. 532 Online Teaching Practicum required or proof of prior teaching experience. See *Core Writing Handbook* for more information on submitting proof of experience.

- *Intersession opportunity:* We offer a Portfolio Rescue Workshop in early January for all Core Writing classes taught in the previous Fall semester. The rescue course gives students a second chance to improve their portfolios to passing level and

move on to more advanced writing courses. The Workshop is a three-day class with three TAs who coach the students as they work on revising their portfolios.

• *Summer courses:* We offer Engl. 1110, 1120, and 2210, and selected literature classes during the summer.

Rhetoric & Writing

- *Engl. 1110X-Y:* First and second semester of Composition I and II sequence. Focuses on analyzing rhetorical situations and responding with appropriate genres and technologies.
- *Engl. 2110: Traditional Grammar:* Study of the basic analysis of English sentences: identifying parts of speech, functional units of sentences and basic sentence patterns.
- *Engl. 2120: Intermediate Composition:* Students learn to improve their writing skills to meet the demands of academic and professional writing in diverse disciplines. Students explore a subject through reading and writing, and create documents associated with that subject.
- *Engl. 2210: Professional and Technical Communication:* Students learn to research, write and edit workplace documents such as correspondence, manuals, reports and proposals, focusing on technical, ethical, and multi-cultural considerations. Engl. 2210 Workshop required.

Creative Writing

- *Engl. 2310: Introduction to Creative Writing:* A survey of creative writing conventions including those of fiction, poetry and creative non-fiction.

Language & Literature

- *Engl. 1410: Introduction to Literature (for non-majors):* Introductory course on the analysis and appreciation of literature, covering literary conventions, writers' techniques and important themes.

- *Engl. 2510: Analysis of Literature*: Study of literary analysis and critical writing about literature.
- *Engl. 2540: Introduction to Chicana/o Literature*: Survey of Chicana/o novels, short stories, essays, poetry, and drama from nineteenth century to the present, with emphasis on major themes such as history, culture, identity, language, and region.
- *Engl. 2560: Introduction to Native American Literature*: A general overview of the history and diversity of the literatures and rhetorics of Native peoples, including oral tradition, film, autobiography, fiction, poetry, art, drama and ceremony. Focus is on American Indian texts.
- *Engl. 2610: American Literature I*: A general survey of American Literature to the mid-19th century.
- *Engl. 2620: American Literature II*: A general survey of American Literature from the mid-19th century to the present.
- *Engl. 2630: British Literature I*: A study of the principal literary movements and selected works from Old English to 1798.
- *Engl. 2640: British Literature II*: A study of the principal literary movements and selected works from 1798 to the present.
- *Engl. 2650: World Literature I*: Survey of key texts in world literature from the ancient world through the 16th century.
- *Engl. 2660: World Literature II*: Survey of key texts in world literatures from the 17th century through the present.
- *Engl. 2996: Topics*: Reading and analysis of popular contemporary literature and film of the medieval period.

Please note: These literature courses require Engl. 592 or commensurate preparation. We cannot promise that every eligible PhD student will be able to teach one or more of these literature courses. We will do our best to ensure fairness as we fulfill the needs of the department.

General Criteria

General criteria used to determine which TAs are chosen to teach these courses include:

1. **Progress on studies.** TAs who are making clear progress on their degree requirements are given preference over those who are behind in their degree requirements.
2. **Veteran status.** (except where noted otherwise) In most cases, we allow TAs to teach the course a second time to reward TAs who choose to develop their teaching expertise and to provide these TAs with the opportunity to teach a course a second time to further develop their teaching skills in that subject. However, to ensure that other TAs have the opportunity to teach courses other than English 1110 and 1120, TAs who haven't taught the course yet get preference over those who have taught it two or more times. Thus, the order of preference is:
 - A. Except for Literature classes, TAs who have taught the course once before
 - B. TAs who have not taught the course previously
 - C. TAs who have taught the course two or more times
3. **Positive teaching record.** TAs with a positive teaching record—based on student evaluations, observations, and student and faculty testimonials—are given preference over those with lesser records.

Section Cancellation Policies

In the event that a section does not have a minimum of 15 enrolled students, the Dean's office will cancel the section. English Department staff will check enrollments on the Friday prior to the start of classes. If a section doesn't have enough enrolled students, staff members will consult with the Chair and then notify the TA that the section he or she was scheduled to teach is being cancelled. In rare events, a class will lose enrolled students over the weekend, causing the class to be cancelled on the first day of class.

If there are multiple sections of a course available and in the week prior to the start of class enrollment in one or more of the sections is below the 15 students required, the staff, after consulting with the Chair, may move TAs who have higher standing (based on these protocols) to a section that is more likely to make. Thus, a TA with lower standing will be the first to have their class cancelled.

The following pages provide specific criteria for selecting who teaches each course and also information about special teaching opportunities, such as teaching online, intersession courses, and summer courses.

Criteria for Selecting TAs for the English 2120

The Associate Chair for Core Writing and the Assistant Chair for Professional and Technical Communication will use the following criteria in making selections.

- **Proposal submission.** TAs must submit a proposal to teach Engl. 2120 that describes the topic they would like to teach, outlines three major writing assignments, and includes possible texts to be used in the course.
- **Appropriate subject.** Proposals that show the subject and assignments that provide students with ample opportunities to improve their writing skills are given preference.

Criteria for Selecting TAs for English 2210 Courses

The Associate Chair for Core Writing and the Assistant Chair for Professional and Technical Communication will use the following criteria in making selections.

- **Experience or training:** TAs who have successfully completed the 2210 workshops and submitted a complete application by the deadline, taught a course similar to Engl. 2210 at another university or college, or have extensive professional writing experience are given preference.

- **Studies focused on technical and professional writing.** TAs who have or are taking courses in the Professional Writing sequence are given preference.

Criteria for Selecting TAs for English 2310

The Director of Creative Writing along with the Associate Chair for Graduate Studies will use the following criteria in making selections.

- **Experience or training.** TAs who have successfully taken Engl. 501: *Introduction to the Profession for Writers*, taught a course similar to Engl. 2310 at another university or college, or have extensive creative writing experience are given preference.
- **University status** (preference is given in this order)
 1. TAs in the MFA Program
 2. Creative Writing Faculty (tenure-track and lecturers)
 3. Visiting Lecturers
 4. Term Teachers
 5. Part-Time Instructors

Criteria for Selecting TAs for Literature Classes (English 1410, 2510, 2540, 2560, 2610-2660, 2996)

The Associate Chair for Graduate Studies in consultation with the Associate Chair for Undergraduate Studies and Field Group Coordinators will use the following criteria in making selections, including for summer literature courses.

- **Academic standing.** PhD students who have achieved ABD (All But Dissertation) status—which in the English Department is defined as having passed comprehensive examinations—are the only TAs allowed to apply for and teach lower division literature classes.
- **Experience or training.** ABDs must have taken English 592: *Teaching Literature* or an equivalent Independent Study with a professor approved by the ACGS, or served in an apprentice capacity with a professor, such as TAing for a

large section literature class. In the case of an apprenticeship scenario, it is desirable that the supervising professor provide a performance review for the TA to be filed with the ACGS office. Newly awarded ABDs might first TA for a large section literature class before getting an individual course assignment.

- **Subject area expertise.** ABDs must have preparation in the specific academic field covered in the course. For example, an ABD in American Literary Studies will not be assigned to teach a class in British Literature and vice versa.

Please note: We cannot promise that every eligible PhD student will be able to teach one or more of these literature courses. We will do our best to ensure fairness as we fulfill the needs of the department.

Criteria for Selecting Instructors for Online & Hybrid Core Writing Courses

The Associate Chair for Core Writing in consultation with the Online Coordinator will use the following criteria in making selections.

- **Previous expertise teaching online.** TAs who have taught online before at another university or have taken a class in online pedagogy, such as Engl. 532, Multimodal and Online Pedagogy, will receive preference.
- **Commitment to online learning goals.** TAs who show a commitment to online learning goals—eagerness to attend trainings provided by the Online Coordinator and NMEL, investigate online pedagogy and technology—will receive preference over those who show less commitment.

Criteria for Selecting Instructors for Intersession Courses

The Associate Chair for Core Writing will use the following criteria in making selections.

- **For English Portfolio Rescue Workshop:** TAs who have taught three or more semesters for Core Writing and are active within the Core Writing Program are given preference. Please note: Leading this workshop is demanding work because of the long hours spent working individually with students each day.
- **For English 2210:** In the case that no faculty are available to teach Engl. 2210 during the intersession, only TAs who have taught Engl. 2210 before can teach an intersession section of Engl. 2210. The fast-paced nature of the class isn't conducive for new Engl. 2210 instructors. The instructor must have solid experience teaching Engl. 2210 to be able to adapt it to an eight-day schedule.

Criteria for Selecting Instructors for Summer Core Writing Courses

The Associate Chair for Core Writing will use the following criteria in making selections. *Note:* For literature courses offered during the summer, please refer to the criteria above.

- **Previous experience.** TAs who have taught the course previously during the Fall or Spring semesters, or who have successfully taken course work to prepare them to teach the course have preference.
- **Veteran status.** TAs who did not teach in the previous summer have preference if there are more TAs interested than sections available. However, TAs with experience teaching Engl. 2210 may teach Engl. 2210 in two consecutive summers when needed to cover available sections.

Requirements, Renewals, and Teaching Evaluations

Teaching Assistant contracts are annual term appointments; renewal of TA contracts is contingent upon the TA's classroom performance, performing contractual duties, academic standing,

and departmental teaching needs and budget. For more information on contractual obligations, see *Core Writing Handbook*.

In addition to the composition pedagogy course, the Department holds an orientation before each semester **It is mandatory that ALL TAs are available for orientation during the week before Fall classes begin.**

Termination of Assistantship Before End of Appointment Period

The graduate unit will make notification of termination to the student and forward a copy of this notification to the Dean of Graduate Studies. In the case of students who are placed on academic probation, Graduate Studies will terminate the contract and notify the appropriate graduate unit and the student. The stipend for assignments that are terminated before the end of the appointment will be prorated for the period during which the assistant was employed.

Medical Leave While Holding an Assistantship

Assistantship recipients who suffer a serious medical condition requiring absence from assigned duties for two consecutive weeks may be granted, upon written request to the head of the graduate unit, a two-week sick leave without loss of stipend. After this leave, the student will be paid only for the time the assistantship responsibilities were fulfilled. The graduate unit must notify the Graduate Studies office whenever it grants an assistant a two-week sick leave, as well as the date that the assistant returns to his/her position.

Leaves of Absence

Students who take official leaves of absence must arrange in writing with the Associate Chair for Graduate Studies (ACGS) and the Associate Chair for Core Writing to defer their TAs hip to the semester they intend to return to the graduate program. Students who fail to make such arrangements in writing or students who take unofficial leaves by dropping out of the program must reapply by the January 15 deadline for a TAs hip for the following

year. Such students will compete for TAs; hence, renewal of the TAship is not guaranteed.

Absence without Leave

Individuals who are awarded a contract and receive payment from the University of New Mexico, but who do not attend or are absent without leave will be required to repay any stipend collected from UNM.

Other Accommodations: Accommodations for situations not covered in other sections of this handbook will be decided on an individual basis.

Time Limits and Petitions for Extension

TA time limits are as follows: **four** semesters for MA Language and Literature and MA Rhetoric and Writing students; **six** semesters for MFA and MA in Medieval Studies students; **ten** semesters for PhD students in all doctoral programs except Medieval Studies; and **eleven** semesters for PhD in Medieval Studies students. Summer appointments do not count against the term limits.

Petitions for extensions to the above term limits may be made to the Associate Chair for Graduate Studies. The petition must include a statement explaining the reasons for requesting an extension, proof of successful academic progress (fulfilled requirements; finished chapters; works in progress; etc.); a timeline outlining a schedule for completing the degree; and a letter of support from the Committee on Studies or Dissertation Committee chair addressing the student's academic progress and affirming the projected timeline for completing the degree. Petitions for extensions for either Fall or Spring semesters must be submitted to the ACGS by January 15, so they can be weighed as part of the annual TA application process.

Extensions are granted only in exceptional circumstances, and they are contingent upon department teaching needs and budget, as well as the TA's teaching evaluations and academic

performance. Under normal circumstances, all students teaching on extension will teach courses in Core Writing. Exceptions will be made only on the grounds of departmental teaching needs and budgetary constraints.

Outside Teaching and Contract Restrictions

Occasionally, PhD students may have the opportunity to teach a class in a UNM department or program other than English (Women Studies, BA/MD, Honors, Chicana/o, or Native American Studies, for instance). The English Department encourages such opportunities and recognizes that they enhance a student's teaching repertoire. Nonetheless, outside teaching comes with some restrictions, as well as with the caveat that each graduate student's primary responsibility is to his/her course of studies and completion of the graduate degree. Outside teaching assignments should be taken only when they will not detract from the student's academic work and will not impede progress towards the degree. Therefore, the English Department recommends that only advanced PhD students (ABD) contract to teach courses outside the UNM English Department.

While the Office of Graduate Studies allows graduate students to teach up to 75% FTE (i.e., the equivalent of three classes per semester), the English Department maintains that Teaching Assistantships are granted primarily to support successful academic progress toward the completion of the degree. Except in extraordinary circumstances, the English Department recommends limiting its English Teaching Assistants to 50% FTE (i.e. the equivalent of two classes per semester) to ensure that our graduate Teaching Assistants maintain steady progress on their degree while providing quality classroom teaching. Students who are hired to teach outside of English should negotiate a 25% contract in English (equal to one class) and a 25% contract in the other department for a total of 50% FTE. Students should not hold a 50% contract in English plus a contract of 25% or above in another UNM department because the combined contracts will exceed the English Department's 50% recommendation.

TAships and Major Fellowships

Because the purpose of these fellowships is to enable students to take full advantage of the opportunity these fellowships provide to advance in their degrees and focus on research and writing, TA assignments will not exceed 25% per semester during the term of the fellowship. Major fellowships would be defined as \$10,000 and up. Students on fellowship should be considered for priority scheduling.

ABD Salary Increase

PhD students who have passed their PhD examinations and filed their Application for Candidacy form with the Office of Graduate Studies are eligible for an ABD pay raise of \$150.00 per course taught in the subsequent academic year.

Grievance Procedures for Students Holding Assistantships

Student who hold assistantships and are seeking direction for submitting a formal grievance related to the assistantship are referred to the section on Academic Freedom of Graduate, Teaching, Research and Special Assistants in the University of New Mexico Faculty Handbook and to the Pathfinder, the UNM Student Handbook: <http://pathfinder.unm.edu>.

Graduate Assistantships

The English Department and its affiliated programs, along with other UNM entities, provide opportunities for English graduate students to hold a variety of Graduate Assistant (GA) positions. GA positions enable students to gain experience in research, administration, and teaching outside of the Core Writing Program. The English department has several standing GA positions, subject to the availability of funds and departmental needs. These positions are advertised and applied for.

In addition to the above, GA positions and readerships are sometimes available to support the research and teaching of individual faculty members, special projects, and departmental initiatives. English graduate students often find GAs in other departments and programs such as CAPS, the Anderson School of Management, the Feminist Research Institute, Women Studies, the Health, the International Studies Program, Medicine and Human Values Program, as well as other programs.

General Regulations

Admissions

The deadline for Fall admission to all programs and for financial aid is January 15. There is no Spring or Summer admission.

Students holding an MA in English from UNM may apply to the PhD program, although they are not guaranteed admission. To qualify for admission, these students must have a 3.76 cumulative grade point average in all graduate work completed at UNM; must have received a grade of Pass on the Master's Portfolio Examination; and must submit three letters of recommendation from UNM faculty. Master's candidates may be provisionally admitted to the program contingent on the successful completion of the Portfolio requirement.

Transferring Credit into Graduate Programs

With the approval of the Associate Chair for Graduate Studies, MA and MFA students may transfer up to twelve hours, and PhD students up to 24 hours, of credit from graduate-level courses taken at other accredited graduate institutions, including graduate courses taken in non-degree status at UNM.

Graduate Minors and Dual Degrees

Students in our MA programs may apply to minor in such departments and programs as Comparative Literature/Cultural Studies, American Studies, Latin American Studies, Spanish, Anthropology, or History. Consult the Graduate office for more information.

A minor in English for students in other Master's programs requires 15 hours of graduate-level coursework, including Engl. 500: Introduction to Graduate Study. Students who wish to declare a graduate minor in English must notify the Associate Chair for Graduate Studies before completing six of those hours and gain the ACGS's approval for all courses involved.

Students may also complete a dual Master's degree, with approval from their two graduate departments and the Office of Graduate Studies. Students who apply for dual degree programs must prepare a written rationale for the dual degree program, including a proposed program of study. These must be formally approved by both graduate units and by the Graduate Dean. See the UNM Catalog for more information about applying for a dual degree program.

Required Enrollment

All graduate students in English must enroll for a minimum of three hours in English graduate courses per semester. Teaching Assistants must be enrolled for six hours of English graduate credit per semester.

Incompletes

When circumstances beyond a student's control prevent the completion of requirements for a course or courses by the end of the term, students may receive a grade or grades of "Incomplete." The awarding of Incomplete grades is at the discretion of the professor or professors involved. Incomplete grades must be resolved no later than one year (twelve months) from the published end day of the semester in which the grade was assigned. Incomplete grades not resolved within the time frame stated in this policy will be converted automatically to an F (failure) grade. Students with any grade of Incomplete cannot graduate until the Incomplete is resolved; students with six or more credit hours of Incomplete are placed on Type 3 Academic probation and risk losing eligibility to hold an assistantship. For the form and instructions to apply for an incomplete extension, see <http://registrar.unm.edu/forms/index.html>.

Independent Studies

Students at all levels may design independent studies through the use of Engl. 597 Problems for the Master's Degree, 697 Problems for the Doctor's Degree, and 698 Independent Study.

Independent Studies are designed to supplement, not to replace, the regular graduate curriculum for students who are working on non-traditional, non-canonical materials and topics that are not covered in graduate courses in English or in related departments. All Independent studies are subject to a review process. To seek approval, students must file a formal proposal, signed by the instructor of record for the course, with the Associate Chair for Graduate Studies in the semester **BEFORE** the proposed independent study. The proposal should offer a statement of purpose, explain the rationale for the course, describe the course plan and assessment tools, and include a syllabus or schedule of readings.

Both the English department and GS discourage excessive use of Problems and Independent Study courses (not more than 6 hours), in part because prospective employers or admissions officers frequently wonder about the content of such courses.

While GS does not impose a limit upon Individual Studies for the MFA and PhD, the English department recommends a maximum of nine hours.

Filing of Portfolios and Dissertations for Graduation

After completing their requirements for graduation and successfully defending the portfolio or dissertation, all graduate students should submit an electronic copy of their portfolio or dissertation to the Graduate Advisor: englishgrad@unm.edu. The English Department will maintain an electronic database of portfolios and dissertations for purposes of outcomes assessment and for future convenience if students need copies of their work.

UNM Catalog General Academic Regulations and Requirements

(<https://catalog.unm.edu/catalogs/2023-2024/#/home>)

Students are responsible for complying with all rules and regulations of the University, and of their respective colleges and departments from which they take courses, as well as for fulfilling all degree requirements. Students are responsible for knowing and complying with all academic regulations.

Students are responsible for knowing and abiding by the general University rules and regulations pertaining to graduate study at the University of New Mexico and the specific academic requirements of their particular degree program. They are also expected to be aware of their academic standing at all times.

Ignorance of a rule is not accepted as a basis for waiving that rule.

Academic Standing and Grade Requirements

Academic Standing

To remain in good academic standing students must maintain a cumulative grade point average of at least 3.0 in all courses taken for graduate credit after admission to a graduate degree program at the University of New Mexico. A student must have a cumulative GPA of at least 3.0 for courses listed on their Program of Studies/Application for Candidacy.

Incomplete (I) Grades

The grade of “I” is given only when circumstances beyond the student’s control prevent completion of the coursework within the official dates of a semester or summer session.

According to academic policy, incomplete grades must be completed before a student is eligible to graduate from the University of New Mexico. Students should not re-enroll or re-register (for credit) in a course in which an incomplete has been received to resolve the “I” (incomplete) grade. If an instructor requires the student to repeat the class to resolve the Incomplete, the student must register for the course on an audit basis.

Incomplete grades received must be resolved no later than one year (twelve months) from the published end day of the semester in which the grade was assigned. Incomplete grades not resolved within the time frame stated in this policy are converted automatically to a F (failure) grade.

Students resolving Incompletes in their semester of graduation must have the process completed (including the reporting of the grade to the Records and Registration Office by the appropriate deadline. Students are responsible for informing instructors that they are graduating and that the grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following semester.

The instructor of record reports the final grade for the course in which the Incomplete was assigned to the Records and Registration Office.

Extension of Incomplete

A student may apply for an extension of the time allowed to complete the required coursework removing the “I” grade. Students must submit the Extension of Incomplete form with all required signatures to Graduate Studies by the applicable deadline dates (November 15 for Fall, April 15 for Spring, July 15 for Summer). For the student who re-enrolls in residence, a one-semester extension may be granted. If an extension is granted, it is the student’s responsibility to remove the “I” grade by the date indicated.

Grade Point Average

Graduate Studies checks the student’s grade point average at the end of every semester and summer session for as long as the student is in graduate status. All students whose academic standing is deficient after receiving grades for 12 attempted credit hours or two semesters, whichever comes first, are placed on probation or suspended, according to the university regulations and those of their graduate unit (see the Student Services Information section of this Catalog).

The grade point average is calculated using all grades earned in graduate coursework while a student is in graduate status. Grades earned at other institutions or in non-degree status are not calculated in a graduate student’s grade point average. The University of New Mexico extension courses (those offered by the Extended University) taken prior to admission to a graduate program are not included in the graduate cumulative grade point average; however, the University of New Mexico graduate extension courses taken while a student is in graduate status are included.

The grade point average is calculated by dividing the total number of quality grade points earned (see the Student Services

Information section of this Catalog) by the total number of credit hours attempted, and truncated by two decimal places. Grades of CR, W, NC and PR are excluded from the cumulative grade point average calculation. Grades of NC and IF may have an adverse impact on a student's academic standing, financial aid and assistantship eligibility.

Change of Grade/Academic Record

The instructor of a course is responsible for any grade reported. Once a grade has been reported to the Records and Registration Office, the instructor may change it by completing the Change Student Grade process through LoboWeb. Only the instructor who issued the original grade (instructor of record) may submit a change. Grade changes submitted more than 30 days after the end of semester are reported to the offering College Dean. Any change in grade must be reported within 12 months after the original grade was issued and prior to graduation. Grade changes may be referred to the Admission and Registration Committee of the Faculty Senate for approval.

Once a student has completed the academic requirements for a graduate degree or certificate, and has received his/her diploma and appropriate notations on his/her official transcript, the University of New Mexico does not make modifications to his/her academic record.

Academic Probation and Consequences

Students who do not maintain good academic standing are placed on academic probation by Graduate Studies. There are three types of probation.

Type 1: Grade Point Average

A student whose cumulative grade point average falls below 3.0 for grades earned in graduate-level courses taken while in graduate status are placed on Type 1 academic probation. The student is suspended from graduate status if the cumulative grade point average does not reach 3.0 after completion of an additional 12

credit hours of graduate coursework or four regular semesters in probationary status, whichever comes first. Students on Type 1 probation are not eligible to hold assistantships, nor are they allowed to take master's examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate.

Type 2: NC-F-IF-INC Grades

Students who earn any combination of two grades of NC, F, INC, and/or IF in graduate courses taken in graduate status, even if their cumulative grade point average remains above 3.0, are placed on Type 2 academic probation. The student is suspended from graduate status if a third NC, F, INC, or IF grade is earned.

Students on Type 2 probation are not eligible to hold assistantships, nor are they allowed to take master's examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate. When students on Type 2 probation are ready to take final exams or defend theses or dissertations in order to complete graduation requirements, they must petition the Dean of Graduate Studies to end their probationary status so that they may complete their requirements and graduate. Students on Type 2 probation who maintain a GPA of 3.5 for two consecutive semesters have the sanctions (ability to hold an assistantship, take culminating exams and graduate) waived and written notification thereof from Graduate Studies.

NOTE: A student, who is placed on Type 2 probation after a semester has begun and holds an assistantship for that semester, must resolve his/her probationary status within that semester to maintain his/her assistantship for future semesters. Example: A student who is notified during spring semester that he/she is on Type 2 probation must resolve the probationary status to be eligible to hold an assistantship for the following summer and/or fall. Grades of WF, WNC from 2012 and prior may have an adverse impact on student's academic standing.

Type 3: Incomplete Grades

A student who receives 6 or more credit hours of "Incomplete" grades in graduate-level courses are placed on Type 3 academic

probation. Type 3 probation ends when the credit hours of “Incompletes” drop below 6. However, if the student fails to complete the necessary work, or if the final grade is low enough, the student may become subject to Type 1 or Type 2 probation. Students may not take masters’ examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate while on Type 3 probation. They may provisionally hold assistantships for one semester if their semester GPA is 3.0 or higher.

Suspension

By Graduate Studies

A student who is suspended from graduate status is removed from graduate student status at the University of New Mexico. A student may not apply for readmission to graduate status for one year after being suspended. The student may apply for admission to non-degree or undergraduate status at any time after being suspended from graduate status, but no class taken during the year in which the student is suspended from graduate status can be counted toward requirements for a graduate degree.

By a Degree Program

If in the opinion of the graduate unit a student shows little promise of completing the degree program or if the student has committed an academic violation (e.g., plagiarism), the graduate unit notifies the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that unit. Suspended students are not eligible to apply for readmission to any other graduate degree program for a period of one year from the effective date of the suspension.

Readmission after Suspension

If after a period of one year, a suspended student wishes to apply for readmission to graduate studies at the University of New Mexico, he/she must follow the readmission procedure delineated earlier in this Catalog.

If a graduate unit decides to readmit a student after academic suspension, it specifies the conditions required by the student to re-establish his/her good standing. The period of suspension is included in the time limit to complete the degree.

Students who have been suspended or who withdrew from the University while in probationary status is placed in probationary status when readmitted to the University. Students suspended for low grade point average (Type 1 probation) have 12 credit hours or four regular semesters (whichever comes first) to establish a grade point average of at least 3.0. A student who fails to achieve the minimum grade point average within the allotted time is permanently suspended from their graduate program. Students who have been suspended for earning three grades of NC and/or F and subsequently readmitted are permanently suspended from their degree program if a fourth grade of "NC" and/or "F" in graduate-level coursework is earned.

Scholarships and Financial Aid

University Scholarships & Fellowships

UNM's Office of Graduate Studies, in consultation with the Department of English, offers a range of fellowships and scholarships, including awards for students from groups traditionally underrepresented in graduate education, tuition fellowships for New Mexico residents, and grants to support research, travel, and dissertation-writing. For more information on these awards, see the Deadlines Document.

Departmental Awards

The Department of English offers prizes, scholarships, and fellowships to its students as well as paid opportunities to work on journals and other projects. For a complete list of Department of English awards, see the departmental Scholarship page.

Staying Informed, Becoming Involved

Keeping apprised of deadlines, regulations, and policies impacting the MA, MFA, and PhD programs can help graduate students have a more efficient and rewarding experience in their graduate programs. **Consult the Graduate Students Deadlines Document that was emailed to you and is available on the website.** Thus, all graduate students are encouraged to meet regularly with their committee chairs and committee members, with the directors of their programs, and with the graduate advisor, as well as to be involved with the English Graduate Student Association (EGSA) and other graduate student organizations both within and outside of the department. Being involved with the network of your professors and peers will help you face the difficult and sometimes daunting challenges of graduate study.

The ACGS holds regular office hours throughout the school year to field questions about programs, courses, and careers. This senior faculty member also chairs the department's policy setting Graduate Committee, which includes a graduate student representative.

The Graduate Advisor is a full-time staff member who knows what forms need to be filed and how and when to file them. **All paperwork should go through the Graduate Advisor.**

The Committee on Studies and Dissertation Committee chairs, as well as the committee members, are there to offer useful intellectual and degree-oriented support. Students should set up regular meetings with these advisors to keep focused on immediate and long-term goals.

To keep in touch and to develop good practices of departmental citizenship, a sense of community, and collegiality, students should:

- Sign up for the English Graduate Studies listserv ENGLGRADSTUDIES-L@list.unm.edu to stay current on many matters, including bureaucratic and social announcements.
- Read all emails from the ACGS.
- Keep handy and regularly consult the Grad Deadlines Document.
- Join and attend meetings of English Graduate Student Association (EGSA) to become involved with ongoing graduate student projects and events: egsa@unm.edu.
- Consult department bulletin boards to learn about colloquia, meetings, job offers, and developments.
- Meet regularly with committee chairs and members.
- Meet at least once a year with the Graduate Advisor and/or ACGS to be sure that their files and paperwork are completed and up-to date for the next steps of their program.
- Attend and participate in departmental lectures and colloquia, even when the papers or discussion topics lie outside their own areas of specialty.

Department of English Websites:

English Department Home: <http://english.unm.edu>

Graduate Studies Handbook:

<https://english.unm.edu/grad/current-students/handbook/index.html>

American Literary Studies:

<https://english.unm.edu/academics/als/index.html>

British & Irish Literary Studies:

<https://english.unm.edu/academics/bils/index.html>

Creative Writing:

<https://english.unm.edu/academics/creative-writing/index.html>

Medieval Studies:

<https://english.unm.edu/academics/medieval-studies/index.html>

Rhetoric & Writing:

<https://english.unm.edu/academics/rhetoric-and-writing/index.html>

Graduate Certificate in Technical and Professional Communication (GCERT-TPC)

Our TPC faculty possess a range of teaching specialties and industry histories that equip them to serve students seeking the TPC GCERT across the range of classes that comprise the certificate. With its launch in Fall 2022, the GCERT allows members of the community who are not enrolled in other UNM graduate programs to secure a stand-alone credential in technical and professional communication after completing five, 3-credit classes (a total of 15 credits). The GCERT is also an excellent option, as a degree supplement, for individuals enrolled in other ENGL degrees programs (the MA, MFA, or Ph.D.); for these students, the GCERT serves as a transcribed emphasis in TPC that can enhance their employment prospects post-graduation. Also, for graduate students from STEM disciplines at UNM, the GCERT offers transcribed evidence of concerted training in writing and communication. The courses that comprise the GCERT, or the whole GCERT itself, are excellent writing- and communication-training for university employees who wish to their tuition remission benefit to enhance their workplace success.

This Certificate requires 15 hours of coursework. Students may choose the “Standard” track or the “Grant and Proposal Writing” track. All GCERT students conclude their program by submitting a portfolio comprised of samples of their strongest multimodal and text-based compositions to the Program Director. All GCERT students take two required courses: ENGL 502, “Technical and Professional Communication,” and ENGL 535, “Ethics in Technical and Professional Communication.” In the “standard” tack, student may selecte three electives from

approved courses. In the “Grant and Proposal Writing” track, all five courses are “set,” required courses.

The GCERT is assessed and advised in collaboration with an Industry Advisory Team (IAT), a group of specialists employed in governmental, for-profit, and not-for-profit technical communication contexts. Please contact the Program Director, Dr. Julianne Newmark, or affiliated faculty if you have any questions.

Course Requirements (15 hrs)

Standard track (15 hrs)

Fifteen hours of courses from the broader range of courses within Rhetoric and Writing. RW courses not named below might be permitted as substitutes with permission from Program Director.

Courses with an asterisk are Online Max courses.

Required courses:

*ENGL 502: Technical and Professional Communication (3 credits)

*ENGL 535: Ethics in Technical and Professional Communication (3 credits)

Electives (choose three):

*ENGL 512: User-Centered Design and Usability (3 credits)

*ENGL 517: Editing (3 credits)

*ENGL 518: Proposal and Grant Writing (3 credits)

ENGL 519: Visual Rhetoric (3 credits)

ENGL 520: Topics in Professional Communication (3 credits)

Grant and Proposal Writing track (15 hrs)

Fifteen hours of courses from the broader range of courses within Rhetoric and Writing. All five courses in the Grant and Proposal Writing track are required. However, in rare instances, RW courses not named below might be permitted as substitutes with permission from Program Director.

Courses with an asterisk are Online Max courses.

Required courses:

*ENGL 502: Technical and Professional Communication (3 credits)

*ENGL 518: Proposal and Grant Writing (3 credits)

*ENGL 535: Ethics in Technical and Professional Communication (3 credits)

ENGL 540: Research Methods (3 credits)

ENGL 598: Graduate Internship (3 credits)

GCERT Portfolio

If a student plans to complete GCERT coursework in a Fall semester, the Portfolio must be submitted via email to the Program Director by November 15. If the student plans to complete GCERT coursework in a Spring semester, the Portfolio must be submitted via email to the Program Director by April 1. The digital portfolio (created using a web-building platform of the student's choice) must include three works completed by the student during the GCERT program, chosen to exemplify range of skill and excellence of ethical, audience-oriented output. The Portfolio must feature an approximately 500- to 750-word reflective memorandum, as the opening content of the portfolio. More specific guidelines and a rubric for the final portfolio are available from the Program Director.

Respectful Campus Policy

The English Department affirms its commitment to the joint responsibility of instructors and students to foster and maintain a positive learning environment.

The English Department, like the University of New Mexico, is committed to freedom of academic inquiry and encourages an environment of free expression and open debate. The English Department does not attempt to shield people from ideas they may find unwelcome, disagreeable, or offensive. All members of the campus community are provided with the broadest possible latitude to speak, write, listen, challenge, and learn. Debate or deliberation may not be suppressed because the ideas put forth are thought by some, or even by most, to be offensive, unwise, immoral, or misguided.

At the same time, the English Department is committed to providing a respectful campus environment. The right to address issues of concern does not grant individuals license to make untrue allegations, to harass others, to violate confidentiality requirements, or to engage in other conduct that violates the law or University policy. A respectful environment is a necessary condition for success in teaching and learning, in research and scholarship, and in all other aspects of the English Department's mission and values.

For more information on the University and English Department's commitment to a respectful campus, please see "Administrative Policies and Procedures Manual - Policy 2240: Respectful Campus," accessible by going to <http://policy.unm.edu/university-policies/2000/2240.html>

The Faculty

The graduate faculty in the English Department consists of thirty-six tenured or tenure-track and several visiting professors, whose areas broadly encompass British, Irish, and American Literatures; Composition, Rhetoric, and Pedagogy Studies; and Creative Writing in Poetry, Fiction, and Creative Nonfiction. Faculty members have a range of critical and theoretical interests and have experience teaching a range of subjects within their fields.

Jesse Alemán (Professor): Nineteenth-Century American Literary Studies; Chicano/a Literature; Southwest Literature and Film; the American Gothic

Stephen Benz (Associate Professor): Professional Writing

Andrew Bouelle (Associate Professor): Rhetoric and Writing; Professional Writing

Tiffany Bouelle (Associate Professor): Rhetoric and Writing; Professional Writing

Pisarn Bee Chamcharatsri (Associate Professor): Rhetoric and Writing; Emotions and Second Language Writing; Identity Construction; World Englishes; Literacy; ESL Composition; Sociolinguistics; TESOL; Applied Linguistics; Writing Center

Lisa D. Chávez (Associate Professor): Creative Writing (Poetry) and Multicultural American Literatures

Finnie D. Coleman (Associate Professor): Nineteenth-Century American Literature; African American Literature; Hip Hop

Jesús Costantino (Associate Professor): 20th-Century American Literature, Film Studies, Critical Theory, Visual Culture, Class and Race Studies

Bethany Davila (Associate Professor): Composition Theory; Rhetoric of Neutrality and Whiteness; Perceptions of Standardness; Indexicality; Assessment

Jonathan Davis-Secord (Associate Professor): Old English; Medieval Latin; History of the English Language

Cristyn Elder (Associate Professor): Rhetoric and Writing; Writing Program Administration; Multilingual Writers; Writing Center Theory and Practice; Research Methods

Marissa Greenberg (Associate Professor) Early Modern Literature and Culture; Shakespeare; Milton; Medieval, Renaissance, and Restoration Drama; Performance Studies; Genre Studies

Aeron Haynie (Associate Professor; Executive Director of the Center for Teaching and Learning): Victorian Literature and Culture; Pedagogy Studies

Bernadine Hernández (Associate Professor): American Literature; Chicano/a Studies

Sarah Hernandez (Associate Professor): Native American Literature; Native American Studies

Scarlett Higgins (Associate Professor): Contemporary American Literature; Poetry & Poetics; Film & New Media; Experimental Literature; Cold War Culture; Psychoanalytic & Critical Theories; Gender & Sexuality Studies

Matthew R. Hofer (Professor): Poetry and Poetics; Experimental Literature; Satire and Polemic; Formalist Criticism; Literary History; Political and Public Sphere Theory

Gregory Martin (Professor): Creative Writing (Creative Nonfiction and Fiction) and Memoir

Daniel Mueller (Professor): Creative Writing (Fiction)

Carmen Nocentelli (Associate Professor): Comparative Literature and Early Modern Literatures.

Anita Obermeier (Professor): Middle English Language and Literature; Medieval Studies; Comparative Literature; Feminist, Gender, and Queer Studies; Medievalism

Nahir Otaño Gracia (Assistant Professor): Medieval Studies; Global North Atlantic; Middle English Language and Literature; Comparative Literature; Critical Identity Studies (gender, race, and cultural difference); Translation Theory and Practice; Medievalism

Charles Paine (Professor): Writing Program Administration; History of Rhetoric and Composition; Theory and Practice of Teaching Writing

Diane Thiel (Regents Professor): Creative Writing (Poetry);
Poetics; Nonfiction and Creative Writing Pedagogy;
Contemporary Poetry and Translation

Sarah Townsend (Associate Professor): Irish and Global
Literature

Melina Vizcaíno-Alemán (Associate Professor): Regional and
Twentieth-Century American Literatures; Southwest and
Chicana/o Cultural Studies

Belinda Wallace (Associate Professor): Postcolonial; Women,
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