

PhD Procedural Requirements and Timeline

These procedural requirements apply to all PhD students in Literature or in Rhetoric/ Composition and Linguistics. This timeline is typical for someone who already has an MA degree in English and is a Teaching Assistant in our department. Others—for example, those who are not TAs—may proceed at a faster rate. You must get these items checked off and signed every year by the program director or co-director or your PhD committee chair. At the end of every academic year, students should fill out and make four copies of the appropriate page, keeping one copy for themselves, giving one copy to the graduate coordinator, another to their chair (if chosen), and another to the program director or co-director.

UPON ARRIVAL FIRST SEMESTER

_____ Attend departmental orientation meeting for all new graduate students.

_____ Meet with director or co-director of your PhD program, either in Literature or in Rhetoric/Composition/Linguistics. Consult with that director or co-director about course of study and time to graduation. Discuss your previous graduate work during this consultation.

_____ Briefly meet members of the program faculty individually.

FIRST YEAR

_____ Take the required 500 Research Methods course that is appropriate for your program. This course is normally taken in the first semester.

_____ Complete appropriate 500-level course(s) to satisfy Foundational Distribution requirements (Rhetoric/Composition and Linguistics) or Distribution Requirements (Literature). Teaching Assistants should take no more than 6 hours of coursework in the fall and 6-9 hours in the spring. All other students should take 6-9 hours of coursework in the fall and 6-9 hours in the spring.

_____ Teaching Assistants take ENG 594 TA Seminar in the Fall and teach ENG 101 (Fall) and ENG 102 (Spring).

The Graduate College requires students to file their Interactive Plan of Study (iPOS) before they have completed 50% of their program. Failure to do so may result in a hold on registration. Students unsure of their dissertation chair or topic at this point can still file an iPOS using the name of the program director or co-director. Changes to the committee can be made at a later date. After consulting with the program director, program co-director, or chair of your supervisory committee, file an Interactive Plan of Study (iPOS) through ASU Interactive www.asu.edu/clas/english/gradstudies/pos.htm*

The student has met the requirements for the first year.

Program Director Signature

date

Student Signature

Print Student Name and ID _____

SECOND YEAR

_____ Begin the year by meeting with the director or co-director of your PhD program or the chair of your committee, if known. Consult that person about course of study and time to graduation.

_____ Take appropriate 600-level courses to satisfy Advanced Studies Distribution or Seminar requirements.

_____ Take appropriate additional courses to help satisfy Continuing Concentration or Interdisciplinary option requirements.

_____ Complete foreign language requirement.

_____ *Choose a chair of your PhD supervisory committee based on that professor’s expertise relevant to the anticipated direction of the dissertation. Before asking a professor to chair your committee, ask that person about his/her availability in subsequent semesters and determine if he/she has received a forthcoming sabbatical or leave or anticipates receiving such a sabbatical or leave. Before asking a professor to chair your committee, also ask that person about his/her availability during summer months. Consider that summer is often an excellent time for PhD work, but also consider that most professors are on 9-month contracts and may be unavailable during the summer. After arriving at a mutually understood timeline and mutually understood times of availability, ask a professor to chair your committee.

_____ Submit your [Interactive Plan of Study](http://www.asu.edu/clas/english/gradstudies/pos.htm). When your iPOS is approved, select two other members for your PhD committee, and if necessary, replace the name of your program director or co-director with the name of your chair. To complete committee membership, submit a Committee Appointment/Change Request through ASU Interactive <http://www.asu.edu/clas/english/gradstudies/pos.htm>

The student has met the requirements for the second year and is progressing satisfactorily toward a degree.

_____ **Committee Chair signature**

_____ **date**

_____ **Student signature**

_____ **date**

Print Student Name and ID _____

THIRD YEAR

_____ Begin the year by meeting with the chair of your PhD supervisory committee. Consult with that chair about your course of study and timeline to graduation.

_____ Finish coursework. *Note: The PhD requires a total of 84 hours of coursework. If you hold an MA you must complete 54 hours after admission, which must include 12 hours of ENG/LIN 799 Dissertation.. ENG/LIN 792 Research may be applied towards the 54 hours in consultation with the chair of your PhD supervisory committee.*

FOURTH YEAR

_____ Begin the year by meeting with your PhD committee chair and advisor to consult about the course of study and timeline to graduation.

_____ Complete Portfolio.

_____ Study for and complete Oral or Written Exam.

_____ Work closely with chair of PhD supervisory committee to plan your dissertation.

_____ Defend dissertation prospectus and advance to candidacy.

For information on exam process:
<http://www.asu.edu/clas/english/gradstudies/doctoralexams.htm>

The student has met the requirements for the third year and is progressing satisfactorily toward a degree.

Committee Chair signature _____ **date**

Student signature _____ **date**

The student has met the requirements for the fourth year and is progressing satisfactorily toward a degree.

Committee Chair signature _____ **date**

Student signature _____ **date**

Print Student Name and ID _____

FIFTH YEAR

_____ Show each of your dissertation chapters to the chair of your PhD supervisory committee and ask for suggestions for revisions. Make the revisions. PhD committee members will also want to suggest revisions and have input and do not want simply to “rubber stamp” their approval to a dissertation. Make those revisions, checking often with the director. Many chairs prefer to have the student complete the dissertation to their satisfaction before sending it to committee members. Some chairs (and some committee members) prefer that committee members see it one chapter at a time.

_____ Finish dissertation, to the satisfaction of the chair and the committee.

_____ Agree with chair of PhD supervisory committee and with committee members on time hold the defense.

_____ Schedule oral defense with the Graduate College and submit document for format approval at least 10 working days before the defense. Check Graduate College deadlines <http://graduate.asu.edu/generalinfo/GradDdlns/index.html>

The student has met the requirements for the fifth year and is progressing satisfactorily toward a degree.

Committee Chair signature

date

Student signature

date

Anticipate date of defense: _____

Print Student Name and ID _____