

# Graduate Student Handbook:

This handbook gives English graduate students detailed information about their programs. It lists requirements, suggested schedules for completion of degrees, English Department policies, and information about financial aid, pre-registration, and opportunities for professional development. It is an important source of advice, but students are also expected to stay in touch with their assigned advisors each semester as well.

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# **Program Requirements:**

## **The Master of Arts Degree**

The English Department offers four different Master's Degrees - two Master of Arts (in English Studies, and in English Language and Linguistics), one Master of Science (in Teaching), and one Master of Fine Arts (in Writing). You may not transfer between Master's programs without formally applying for admission into the new program.

All Master's programs may be completed on a part-time basis. The timetables below assume that a Master's student is enrolled on a full-time basis.

# Master of Arts in English Studies

The Master of Arts in English Studies program is designed to be completed within a year and a half, though if you hold a teaching assistantship it will most certainly take two years. This timetable offers an overview of the program as a whole and is organized by academic years; it assumes that you are a full-time student in the program. This timetable is intended only as a general guide, since these deadlines may vary according to individual circumstances.

## **First Year:**

- Take twelve hours of coursework each semester. (If you are on a teaching assistantship, you should take eight hours of coursework each semester). In your first semester, take English 925, Introduction to Graduate Studies. In your second semester (normally), take a theory course.
- Satisfy the foreign language proficiency requirement.
- If you are going to complete your Master's paper in the fall semester of your second year, assemble your readers and write a proposal; submit the proposal to the Graduate Office by the time of pre-registration for the fall semester (in April).

## **Second Year, fall semester:**

- Take twelve hours of coursework in the fall semester. If you have chosen to write a Master's Paper, one of those courses should be English 998, the Master's Paper.
- Complete an intent-to-graduate form.
- Complete your Master's Paper or a seminar paper in connection with a seminar.

## **Second Year, spring semester:**

- If you are teaching, you will finish up this term with eight or twelve credits.
- Complete your Master's Paper. Some students begin it during the fall, or even the summer before.
- Complete an intent-to-graduate form by the deadline (consult the Deadlines memo at the beginning of the semester).

## **Checklist of M.A. in English Studies Course Requirements**

The M.A. in English Studies requires the following coursework of students:

Nine four-hour 800 or 900 level courses (or 36 hours of 800 or 900 level coursework) including English 925. Courses must be passed with a B- or better

(Up to two of these courses may be taken outside the English department if approved by your advisor.)

1. English 925: \_\_\_\_\_
2. English 813, 814, 926, 927, or another theory course/seminar:  
\_\_\_\_\_
3. English 9xx (seminar 1): \_\_\_\_\_
4. English 9xx (seminar 2): \_\_\_\_\_
5. English 9xx (seminar 3): \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. Master's Paper: either English 998 or English 9xx (a **fourth** seminar) with a substantial seminar paper.

### Notes

\* At least **six** of the courses must be in literature (as distinct from literary theory, linguistics, writing, or teaching methods). If the student chooses to write a Master's Paper (English 998), this requirement is reduced to **five**.

\* Up to **two** courses may be taken outside the English Department if approved by your adviser.

\* No more than **two** courses may be "slashed" courses (700/800 courses, which include undergraduates).

### Master's Paper in English Studies Checklist

The following pertains to those who are proposing a Master's Paper in the final semester of M.A. coursework:

In the semester before you will write your Master's Paper:

- Find a first reader for your paper. Discuss your proposed topic.
- In consultation with your first reader, find a second reader for your paper.
  - Submit a Master's Paper proposal to your readers. (A guideline sheet for Master's Paper Proposals is available at <http://cola.unh.edu/english/forms>).
- Once approved by your readers, submit your Master's Paper proposal to the Graduate Office. (This proposal will be put in your file).

- Upon submitting your approved Master's Paper proposal to the Graduate Office, register for English 998.

**Deadlines for submitting Master's Paper proposals:**

- \* For the fall semester: at time of pre-registration for the fall semester.
- \* For the spring semester: at time of pre-registration for the spring semester.
- \* For the summer semester: at time of pre-registration for the fall semester.

In the semester you write your Master's Paper:

- File an intent-to-graduate form by the proper deadline online.
- Submit copies of your Master's Paper to your first and second readers. These copies should be in complete and final form--that is, each should include a cover sheet, revised, proofread copy, and all bibliographical material. Your Master's Paper must be submitted to your readers **at least two weeks before the last day of classes**.
- Submit a copy of your signed cover sheet to the Graduate Office by the last day of classes or have your readers email the graduate administrative assistant with approval.
- Please note that Graduate School guidelines for Master's Theses are not relevant to preparing a Master's Paper in English.

If you do not complete your Master's Paper in the semester you've registered for English 998:

- Take an incomplete in English 998.
- For the following semester, register for Grad 800 (Continuing Credit).
- Follow the guidelines for completing the Master's Paper.

# Master of Arts in English: Language and Linguistics

The Master's in Language and Linguistics program is designed to be completed within two years. This timetable offers an overview of the program as a whole and is organized by academic years; it assumes that you are a full-time student in the program. It is intended only as a general guide, since these deadlines may vary according to individual circumstances.

## First Year:

- Take at least twelve hours of coursework each semester. (If you are on a teaching assistantship, you should take at least eight hours of coursework each semester).
- Satisfy the language proficiency requirement.
- If you are going to complete your Master's paper in the fall semester of your second year, assemble your readers and write a proposal; submit the proposal to the Graduate Office by the time of pre-registration for the fall semester. (For more information about the Master's Paper, consult the Master's Paper in Literature checklist). If you will be including human subjects as part of your research, you will need to file an application to do so with UNH's Institutional Review Board (IRB) for the Protection of Human Subjects in Research. UNH policy states that "All UNH research activities proposing to involve human subjects must be reviewed and receive written, unconditional approval from the IRB before commencing." Your Master's Paper first reader or your academic advisor can explain the process to you.

## Second Year:

- Take at least eight hours of coursework in the fall semester. One of those courses should be English 998, the Master's Paper.
- Complete an intent-to-graduate form.
- Complete your Master's Paper.

For students who are interested in teaching English as a second language (ESL), a summer internship (English 994, Practicum in Teaching English to Speakers of Other Languages, 2-6 credits) is available.

## Checklist of M.A. in Language and Linguistics Course Requirements

The M.A. in Language and Linguistics requires the following coursework of students:

Eight four-hour 800 or 900 level courses (or 32 hours of 800 or 900 level coursework). Up to two of these courses may be taken outside the English department if approved by your advisor. Courses must be passed with a B- or better:

Course Credit hours Grade

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	English 998 _____	_____	_____

The courses above must include English 893 and English 894 unless you have been exempted from them by your advisor.

Depending upon your area of specialization, other course requirements may apply. Please contact your advisor in the M.A. in Language and Linguistics Program for more information.

Foreign Language requirement: Language \_\_\_\_\_ passed  
\_\_\_\_\_

Whether you take courses full-time or part-time, you must complete all coursework for your degree within six years of matriculating to the program.

# The Master of Science in Teaching

The M.S.T. program is designed for teachers in secondary schools. No timetable is offered, since the program is usually completed on a part-time basis. Those enrolled in the M.S.T. program should establish a tentative timetable for their completion of the degree with Professor Tom Newkirk, the Coordinator of the program.

## Checklist of M.S.T. Course Requirements

The M.S.T. degree requires the following coursework of students:

32 hours of 800 or 900 level coursework. At least 24 hours of the following credits must be taken within the UNH English Department. Courses must be passed with a B- or better:

Course Credit hours Grade

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

Students must take the Writing Institute (part of the Literacy Institutes sponsored by the University of New Hampshire) or an equivalent course in the teaching of writing such as English 810 (4 cr. version).

There is no foreign language requirement for the Master's of Science in Teaching degree.

Independent studies may be undertaken by Master's students only in their second year in the program. A student interested in taking an independent study must submit a proposal at the time of pre-registration. All independent study proposals go through an approval process with a sub-committee of the Graduate Committee. More detailed information on this procedure and a short guide is available in the English Graduate Office.

Whether you take courses full-time or part-time, you must complete all coursework for your degree within six years of matriculating in the program.

# The Master of Fine Arts in Writing

The M.F.A. offers three concentrations: in fiction, non-fiction, and poetry. Your commitment to one of these concentrations is established at the time of your application. The degree is designed to be completed in two to three years. This timetable offers an overview of the program as a whole and is organized by academic years; it assumes that you are a full-time student in the program and not holding a teaching assistantship. If you hold a teaching assistantship, the program takes three years. It is intended only as a general guide, since these deadlines may vary according to individual circumstances. Please note that this is the shortest possible time table for completion and that faculty anticipate that most non-TAs will want to complete the degree over the course of five semesters.

## First Year:

- Take at least eight to twelve hours of coursework each semester. (If you are on a teaching assistantship, you should take at least eight hours of coursework each semester).
- Be sure to take 2-3 workshops and, if offered, the Form and Technique course in your concentration (genre). Form and Technique in all three genres is offered every other year.

## Second Year:

- Take at least eight to twelve hours of coursework each semester.
- Decide on a thesis topic and select a three-person thesis committee (one thesis advisor and two additional readers).
- Complete a thesis committee form and submit to the Graduate School.
- Begin work on your thesis.

## Third Year:

- In the fall semester, take the Master Workshop in your genre. In this course, third year students continue to work on their thesis in a workshop setting.
- Complete any necessary coursework.
- Complete thesis, which is worth eight credits.
- Pass an oral defense.
- Perform a public reading of your thesis.

## Checklist of M.F.A. Course Requirements

The M.F.A. requires the following course work of students:

Ten four-hour 800 or 900 level courses plus 8 credit hours of the M.F.A. Thesis for a total of 48 credit hours. Courses must be passed with a B- or better:

Course Credit hours Grade

Course Credit hours Grade

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Thesis \_\_\_\_\_

Of the courses above, five must be workshops in the student's specialty: in the case of poetry, English 805; in the case of fiction, English 901; in the case of non-fiction, English 803,804 or 923. Other writing courses may also count as workshops, with the approval of the student's advisor.

\_\_\_\_\_

\_\_\_\_\_

Of the courses above, at least one must be a course in form and technique in the student's specialty (in the case of poetry, English 809; in the case of fiction, English 807; in the case of non-fiction, English 808):

\_\_\_\_\_

Of the three electives, one may be taken outside the English Department, with the approval of your advisor and the Graduate Director.

Upon completion of the thesis, the student must pass an oral defense conducted by a 3-member thesis committee.

There is no foreign language requirement for the M.F.A..

Whether you take courses full-time or part-time, you must complete all coursework for your degree within six years of matriculating in the program.

### **Master of Fine Arts Thesis**

Students will write a book-length manuscript for a thesis.

- For fiction writers, the thesis could be a collection of short stories, a story cycle (linked stories), or a novel. The minimum length is 150 pages.
- For nonfiction writers, the thesis could be a collection of connected essays and/or magazine articles or a book of creative nonfiction. The minimum length is 150 pages.
- For poets, the thesis would be a book-length collection of poems. The minimum length is 45 pages.

Students will select a committee of three M.F.A. in Writing faculty members in the year before they complete the thesis, including a thesis advisor who will establish a schedule for completion. The thesis advisor, a member of the M.F.A. faculty in the student's genre, will serve as primary reader, working with the student for the subsequent semesters on the writing project. When the thesis is completed, the other two members of the thesis committee will read the work and comment. The manuscript must arrive to the two other readers no later than Feb. 15 if the student plans to graduate in May and no later than Oct. 1 if the student plans to graduate in December. After the student incorporates the proposed changes, and if the project is deemed ready for publication, the student must pass an oral defense conducted by the thesis committee. In the final step, the student will read from the book or collection to an audience of peers, faculty, and the general public.

Important considerations:

- Once the thesis committee is established, the student must submit a thesis committee form to the Graduate School.
- Enroll in English 899 for 8 credits, either in one semester or over two semesters.
- Work closely and regularly with your thesis advisor. Meet draft deadlines and revise punctually.
- Allow sufficient time for response and revision. Faculty suggest that you complete a rough draft by the time you arrive on campus the fall of your last year if you plan a May graduation, or by January if you plan a December graduation. This will allow plenty of time to revise. You will need to give your thesis advisor sufficient time to read and respond to draft sections as you submit them, and you will need to give yourself ample time to address suggestions. You should regard two weeks as the minimum time within which to expect a faculty member to read and respond to your work.
- The format of the final copy of your thesis--margins, page numbering, paper, table of contents, cover sheet, bibliographical format, abstract, number of copies--are determined by the Graduate School. Early in the process it is important for you to consult the Graduate School about these formatting requirements so that you set up your draft to conform to those requirements. These requirements are dictated by the fact that your dissertation will be made available by ProQuest. The submission of the completed thesis to the Graduate School--the final requirement before you

will be awarded an M.F.A.--is always a hectic time, but it will be less so if you anticipate formatting requirements.

# Program Requirements: The Ph.D.

## Ph.D. in Literature

The Ph.D. in Literature program is designed to take five years. This timetable offers an overview of the program as a whole and is organized by academic years. It is intended only as a general guide, since some deadlines will vary according to individual circumstances.

The program requires three courses: English 910 (Practicum in Teaching College Composition), English 924 (Bibliography & Professional Practice), and English 926 (Seminar in Literary Theory).

You are expected to begin informally assembling reading lists and an examination committee well before the third year of your program. As you define your areas of interest, take courses with those faculty who teach them, or in kindred areas; these professors will be the most appropriate choices for your examination and dissertation committees.

### First Year:

- Take at least eight hours of coursework each semester. In the fall semester, take English 910 (unless you have already taken it).
- Satisfy the first language proficiency requirement or complete the advanced language exam.

### Second Year:

- In late summer or early fall before your second year begins, take the general examination (see the Graduate Coordinator for schedule).
- Take at least eight hours of coursework each semester. Take English 924.
- Satisfy the second language proficiency requirement unless you have passed the advanced exam.
- In the spring semester, consult the Graduate Coordinator about qualifying examinations.

### Third Year:

- In the fall semester, settle on your examination committee and reading lists. Turn in your reading lists to the Graduate Coordinator (to be placed in your permanent file).
- If you have not already done so, take English 924 and register for English 996, Reading and Research.
- In late fall or January, take the qualifying examinations.

- Upon completing your qualifying examinations and other degree requirements, and upon establishing a dissertation committee, you have "advanced to candidacy." Check with the Graduate Coordinator to make sure all relevant forms are accurate and complete.
- In the spring semester, register for English 999, Doctoral Research.
- By the end of the spring semester, write and defend your dissertation proposal.

**Fourth Year:**

- Register for English 999
- The fourth year should be devoted to researching and writing a substantial portion of the dissertation.
- Late in the fall semester, apply for the Dissertation Fellowship.

**Fifth Year:**

- Register for English 999
- Complete an intent-to-graduate form.
- Complete and defend dissertation.

**Checklist of Ph.D. in Literature Course Requirements**

The Ph.D. in Literature requires the following coursework of students:

Eight four-hour 800- or 900-level courses plus English 924 (or 42 hours of 800- or 900-level coursework) beyond the Master's degree. Courses must be passed with a B- or better. (Up to two courses may be taken outside the English Department if approved by your advisor.)

Course Credit hours Grade

1. English 910 (Practicum in Teaching Composition) \_\_\_\_\_
2. English 924 (2 credit hours)\_\_\_\_\_
3. English 926 (Literary Theory)\_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

**NB: English 924 is offered only once every two years**

Four courses must be seminars (900-level courses) beyond the three required ones:

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Of the courses above, no more than two should be "slashed" courses (i.e., 700/800 courses, indicated in the course listings with a #). These are ordinarily not literature courses.

Foreign Language requirement: Language \_\_\_\_\_ passed  
\_\_\_\_\_

Foreign Language requirement: Language \_\_\_\_\_ passed  
\_\_\_\_\_

Note that students may satisfy the language requirement by demonstrating proficiency in two languages at the basic level or in one language at the Advanced level. Please refer to Language Requirement for more information.

### **The General Examination for the Ph.D. in Literature**

The General examination for the Ph.D. in Literature is created and graded each year by an anonymous committee of the literature faculty. The purpose of the exam is to determine whether you have the general knowledge and skills necessary (1) as a background for specialized doctoral work and (2) as preparation for teaching introductory literature courses, such as one of our survey courses or English 519, or the comparable courses you will be expected to teach as you begin your career as a professor. You will take this examination at the beginning of your second year in the Ph.D. program. This examination is given in the late summer, typically in late August. Consult the Graduate Coordinator for the exact time. This is a four-hour, closed-book exam, administered in Hamilton Smith Hall. You may either write or type your answers; if you choose to type, a computer will be provided for you with Word installed.

The examination consists of twelve short passages from key literary and critical works chosen from the full range of periods, genres, and national traditions of works in English. Each passage is identified by the author's name and the title of the work. The exam will be given in four sections, with three passages in each: British literature to 1800, British and Postcolonial literature after 1800, American literature before 1865, and American literature after 1865. You will be asked to discuss four of the passages (i.e., choose one passage from each section); you will be required to address at least three different genres during the course of the entire exam.

The exam will require that you demonstrate your mastery of the following skills:

- **close reading:** thesis, form, generic conventions, telling detail, poetic language, nuance and subtext, and the like.
- **contextualization within literary history:** how the passage fits into the history of literature, within a period or national literature, type of author, set of ideas or artistic practices, developments within a genre, historical moment, and the like.
- **attention to theoretical issues:** how the passage raises or implies larger theoretical problems, such as the issues of gender, race, class, sexuality, and nationality, the definition(s) and function(s) of literature, the relationship of intent to expressed meaning or form to content, and the like. You should indicate your familiarity with recent developments in literary theory.

Not every passage will allow you to demonstrate all three sets of skills, so you should choose passages carefully and shape your discussions so that you have shown your abilities in all three areas in the course of the examination. You may look over previous examinations in the Graduate Office.

Within the first two weeks of the fall semester, the General Examination committee will evaluate your examination; they are graded on a pass-fail basis. The Graduate Coordinator will then schedule a conference with you to discuss the committee's evaluation of your exam and will also summarize the committee's findings in a letter to you. In case of failure, you must retake the examination in January, before the beginning of your fourth semester in the program. If you fail a second time, you will be dismissed from the program at the end of the second year.

# Ph.D. in Composition

The Ph.D. in Composition program is designed to be a five-year program. The timetable below offers an overview of the program organized by academic years. It is intended only as a general guide, since some deadlines may vary with individual circumstances.

The program requires two courses: English 910 (Practicum in Teaching College Composition), and English 918 (Research Methods in Composition).

You are expected to begin informally assembling your reading lists and examination committee well before your third year in the program.

## First Year:

- Take at least eight hours of coursework each semester. In the fall semester take English 910 (unless you have already taken it).
- Satisfy the first language-proficiency requirement.

## Second Year:

- Take at least eight hours of coursework each semester.
- Satisfy the second language-proficiency requirement.
- In the spring semester, consult the Graduate Coordinator about the general and qualifying examinations.

## Third Year:

- In the fall semester, settle on your examination committee and complete your reading lists. Turn in your reading lists to the Graduate Coordinator; it will be placed in your permanent file.
- In the fall semester, take at least eight hours of coursework. While preparing for examinations, register for English 996, Reading and Research.
- In the spring semester, take the general and qualifying examinations.

## Fourth Year:

- Upon completing your general and qualifying examinations and other degree requirements, and upon establishing a dissertation committee, you will have "advanced to candidacy." Check with the Graduate Coordinator to make sure all relevant forms are accurate and completed.
- Register for English 999, Doctoral Research.
- In the fall semester, within six months of passing your general and qualifying examinations, write and defend your dissertation proposal.
- Late in the fall semester, apply for the Dissertation Fellowship.

### **Fifth Year:**

- Register for English 999
- Complete an intent-to-graduate form.
- Complete and defend your dissertation.

### **Checklist of Ph.D. in Composition Course Requirements**

The Ph.D. in Composition requires the following coursework of students:

1. English 910 (Practicum in Teaching Composition)
2. English 918 (Research Methods in Composition)
3. English 912 (Historical and Theoretical Studies in Rhetoric)\*
4. English 916 (History of Composition)\*
5. Elective in Composition
6. Elective in Composition
7. Elective in related field
8. Elective in related field
9. Elective
10. Elective

#### Notes

\* For these two seminars other seminars might serve as substitutes, such as English 914 (Special Topics in Composition and Rhetoric) or an Independent Study (English 995), if they deal with these subjects.

Students must take ten courses at the graduate level.

Students must take at least two courses in a related or cognate field (such as literature, the essay, linguistics, ESL, or English teaching). Courses 9 and 10 are electives in any subject (Composition, a related field, or another subject) with the approval of the adviser.

Two courses may be taken outside the English Department.

No more than two courses may be "slashed" (700/800), unless the related field is linguistics, as linguistics graduate courses are generally slashed; in that case a third such course may be counted.

In normal circumstances no more than two courses may be Independent Studies.

Note that students may satisfy the language requirement by taking two languages at the basic level, or one language at the Advanced level. Please refer to Language Requirement for more information.

### **The General Examination for the Ph.D. in Composition**

The General examination for the Ph.D. in Composition is administered at the same time as the Qualifying examination. It will be crafted by your qualifying examination committee. The examination consists of 10-12 short passages from key works in composition and rhetoric, with attention given to breadth and variety. Each passage is identified by the author's name and the title of the work. You will be asked to discuss six or seven of the passages. You can look over previous examinations in the Graduate Office.

You will take this examination at the same time you take your qualifying examinations, in the spring of the third year of the Ph.D. program. The examination is open-book and take-home, to be completed within 24 hours. You are encouraged (though not required) to type your answers.

In case of failure, you must retake the examination by the beginning of the fourth year of your Ph.D. studies. If you fail a second time, you will be dismissed from the program.

## Ph.D. Qualifying Examinations

The purpose of the Ph.D. qualifying examinations is to test the expertise you have acquired in the course of your doctoral studies and to certify that you are academically prepared to undertake the writing of a dissertation. Qualifying examinations are normally taken in the semester after the student has completed coursework--the idea is that the student should take some time to read and study for examinations--but in rare cases students may take their exams immediately after completing it. Each Ph.D. student in Literature will designate three areas of expertise on which they will be examined; each Ph.D. student in Composition will designate at least two areas of expertise. For Ph.D.s in Literature, an area of expertise might be a period within a national literature (say, twentieth-century British literature), a genre (e.g., Poetry), a literary theme (e.g., nature writing), literary theory (e.g., feminist criticism), a field within composition studies (say, the history of rhetoric) or some combination of these (such as, multicultural perspectives in composition or women's writing in America, 1850-1920). Ph.D. students in Composition Studies will be examined in two areas: Composition (including key works in Rhetoric--see The General Examination for the Ph.D. in Composition) and an area that they select in English Studies (e.g. Literary Theory; 19th Century Nature Writers; African-American Literature; Literacy Studies). The Ph.D. in Composition examination consists of a general section on Composition which involves writing about passages from key works in the field. Students will also answer two essay questions in Composition and two essay questions in the selected area of English Studies. Students in both programs are strongly encouraged to discuss their potential areas with their advisors, and to keep an eye on how areas of expertise are routinely defined in their field.

You should determine your areas of expertise late in the second year or early in your third year in the program. Begin the process of forming an examination committee by asking an appropriate faculty member to serve as your advisor, someone who will serve as the chair of the examination committee and perhaps as your dissertation advisor. Have a conversation with your advisor about who else might be appropriate members of the examination committee; you may wish to create a list of possible choices. Once you have done so, consult with the Graduate Coordinator about your choices and then ask faculty to serve on your committee.

Once you, your advisor, and the Graduate Coordinator have established your examination committee, you should consult with the members of it and begin constructing reading lists for each of your areas. Lists vary widely from field to field, and you may find it helpful to speak with Ph.D. students who are working in yours to get an idea about how lists typically look. Once those lists have been made final (by the end of the fall semester) and have been approved by members of your committee, they should be submitted to the Graduate Office, where they will be placed in your permanent file. The qualifying examination

has two parts, a written and an oral. The written portion of the qualifying examination is in take-home format.

- For Ph.D.s in Literature, the qualifying examination will be completed within 24 hours. You are encouraged (though not required) to type your answers.
- For Ph.D.s in Composition, the qualifying examination will be completed within 48 hours (i.e., within two consecutive days). [Note that for the Ph.D. in Composition, the general and qualifying examinations must be taken within a single week.] You are encouraged (though not required) to type your answers.

For both programs, the oral examination must take place within a week of taking the written qualifying examination, so that both you and your examiners will have the written examination freshly in mind. The oral examination lasts no more than two hours. In it, you may expect to be asked questions related to your answers on the written examination as well as new questions about your areas of expertise. The examination as a whole is graded on a pass-fail basis. On rare occasions the committee may recognize a truly superior performance with a "pass with distinction" or a marginal performance with a "pass with reservation." In some cases, the committee may ask for additional work: you may be re-examined in a given area, or you may be asked to conduct an additional reading program to strengthen a weak area of expertise. If you fail the examination, you must retake it by the beginning of your fourth year in the program. If you fail it for a second time, you will be dismissed from the program.

### **Checklist for Ph.D. qualifying examinations (both programs)**

In the spring semester of your second year:

- Discuss your plans for the Ph.D. examinations with the Graduate Coordinator.
- Find a chair for your examination committee. Discuss areas of expertise and other potential members of your examining committee with your chair and with the Graduate Coordinator.
- Submit your examination areas and list of committee members to the Graduate Coordinator, who will officially notify the Graduate School that you have established an examination committee.

In the fall semester of your third year:

- In consultation with your examining committee, craft reading lists for examination areas. Circulate your reading lists to your examining committee for approval.
- Submit approved reading lists to the Graduate Office. (These lists will be placed in your official file).

Three months before your examination date:

- Discuss your exact examination dates with your committee chair and the Graduate Coordinator.
- Ask the Graduate Administrative Assistant to arrange examination dates. The Graduate Administrative Assistant will contact all members of your committee and coordinate the written and oral examinations. Note: your oral examination must take place within a week of completing your written examinations.

One month before your examination date:

- Double-check all examination arrangements with the Graduate Administrative Assistant.

After taking your qualifying examination, remind the chair of your examining committee to notify the Graduate Coordinator in writing of the results.

## **Dissertation Proposal**

All Ph.D.s who are writing dissertations must write a dissertation proposal and have it approved by their dissertation committee. The purpose of writing a proposal is to encourage you to think about the topic and structure of your dissertation and to direct your reading and energies toward that project.

The first step in writing a dissertation proposal is to constitute your dissertation committee. Very soon after passing your qualifying examinations, you should discuss potential dissertation topics with your advisor (or with the Graduate Coordinator). Your dissertation committee should be constituted with your dissertation topic in mind. According to Graduate School guidelines, the dissertation committee must consist of five readers, at least three from your department and at least one from an outside department. The first reader is designated the "advisor." Sometimes the dissertation committee is composed of faculty from the qualifying examination committee, though this is not required. Setting up a dissertation committee is the responsibility of you and your advisor, in close consultation with the Graduate Coordinator (who can give advice about potential committee members). When you have determined the membership of the dissertation committee, the Graduate Coordinator should be promptly notified.

Once the dissertation committee has been formed, you should write a dissertation proposal. The dissertation proposal should be a substantial (10-20 pages, including bibliography) and relatively specific guide to your proposed project, addressing such matters as your dissertation's topic (or thesis) and methodology, justification for the project (that is, how it fits in with and contributes to other work in the field), and the structure of the project (chapter divisions or sections of the argument, choices for specific foci for analyses). Attach a bibliography. The project should be carefully limited so that it can reasonably be completed in a year. Work with your advisor—the chair of your

dissertation committee—in developing the proposal; your chair will be available to make suggestions about framing your project and to review one or two drafts.

Your oral defense of the written proposal should occur no later than two weeks after circulating the written proposal to all members of the dissertation committee. At the oral, you can expect to be asked about the specifics of your proposal and to reconsider or revise elements of it. Because you will have shaped your proposal in consultation with your chair and, therefore, have already had the benefit of your chair's comments, most of the questions at the defense will (usually) come from the other four committee members. At the end of the defense, you'll be asked to leave the room temporarily while the committee consolidates its assessment. On your return, the chair will synthesize the committee's recommendations for your future work on the dissertation; feel free to ask questions, bearing in mind that this will be the only time before your dissertation defense that you will be able to talk to your whole committee at once. The proposal and this conversation together constitute the blueprint for your work to come. It is the joint responsibility of the candidate and the chair to make a note of the committee's recommendations.

A copy of the proposal in its final form should be filed with the Graduate English Office no later than two weeks after the oral defense. This copy will be placed in your permanent file.

At this stage of your work on shaping the dissertation project, decide whether or not you will be including human subjects as part of your research, as is sometimes the case with Composition Studies dissertations. Do you, for instance, plan to interview people to gather data for a theory about the role of the unconscious in composition? If so, you will need to file an application to do so with UNH's Institutional Review Board (IRB) for the Protection of Human Subjects in Research. UNH policy states that "All UNH research activities proposing to involve human subjects must be reviewed and receive written, unconditional approval from the IRB before commencing." Your dissertation committee chair can explain the process to you.

### **Checklist for the Dissertation Proposal:**

#### **Within three months of passing your qualifying examinations:**

- Discuss the membership of your dissertation committee with the Graduate Coordinator. At this meeting, you should also make sure that your "advance to candidacy" forms are accurate and complete. The Graduate Coordinator will submit these forms for you to the Graduate School. Please note that all UNH Ph.D. candidates who have advanced to candidacy before their fourth year receive a higher stipend, in order to compensate for the increase in fees associated by enrolling in ENGL 999, "Doctoral Research."

- After consulting your dissertation committee, begin drafting a dissertation proposal.
- Ask the Graduate Administrative Assistant to arrange a date for the oral defense of your dissertation proposal. The Graduate Administrative Assistant will contact all members of your committee and coordinate this meeting.

**Within six months of passing your qualifying examinations:**

- Write your dissertation proposal.
- No fewer than two weeks before the date of your oral defense, submit your written proposal in its complete form to all members of your dissertation committee.
- Defend your proposal orally. If recommended by your committee, revise the proposal.

Within two weeks of the oral defense, submit a copy of the completed dissertation proposal to the Graduate Coordinator. (This proposal will be placed in your permanent file).

## **Dissertation Year Fellowship**

Fourth-year Ph.D. students are strongly encouraged to apply for a dissertation fellowship which provides a full year of support for research and writing. To do so, you must first have "advanced to candidacy," which entails having completed all language requirements, passed the general and qualifying exams, formed a dissertation committee, and chosen a dissertation topic. The Graduate Coordinator must complete forms to be sent to the graduate school before you are advanced to candidacy, so please consult with him or her within three months of passing your qualifying exams about this.

Dissertation fellowships are awarded on a competitive basis each year by the Graduate School. In early December of your fourth year, you should obtain an application form from the Graduate School. In addition to a shorter version of your approved dissertation proposal, this application requires two letters of recommendation, one from your dissertation chair, one from the Graduate Coordinator. This application is due in early January. Please consult your dissertation committee chair and the Graduate Coordinator well ahead of time about deadlines. Note: the Graduate School requires that to hold a dissertation fellowship, you must have officially advanced to candidacy.

## **Completing the Dissertation**

The dissertation is a substantial contribution to scholarship in your area of expertise. Completing the dissertation will require organization, determination, stamina, and a good support network. Two very useful books about the

dissertation process are David Sternberg, *How to Complete and Survive a Doctoral Dissertation* (St. Martin's, 1981), Joan Bolker, *Writing Your Dissertation in Fifteen Minutes a Day* (Owl Books, 1998), and Gregory Semenza, *Graduate Study for the Twenty-First Century* (Palgrave, 2005). The following suggestions may be helpful to you as you work on your project.

- Maintain your continuing status in the program: register for ENGL 999 each semester that you are working on your dissertation.
- Regularly attend the Dissertation Writing Workshop. This dissertation writing workshop is designed to help you maintain progress on your dissertation. It also offers you a support group of graduate students at the same stage of the program. Students exchange and workshop draft chapters of their dissertations; in addition, issues such as job-hunting and professional development are addressed. For more information about this workshop, contact the Graduate Coordinator.
- Think of the dissertation as a series of smaller projects rather than one long project. Breaking the project into smaller sections or chapters helps you keep the project from overwhelming you and allows you to tap the skills you already developed in writing seminar papers. In the last stages of the project, you will want to turn more of your attention to "the big picture," that is, to sharpening your overarching thesis and cohesion among the chapters.

Note that writing a dissertation involves observing a set of discursive conventions--an overview of scholarship, a discussion of methodology, and the like--that may differ according to the nature of your project or discipline. You should discuss those conventions with your advisor at an early stage of your project.

- Maintain close contact with your dissertation committee. Your committee wants you to succeed and will do everything it reasonably can to help you finish. Even so, it is important to realize that after you complete your examinations, responsibility for setting and meeting deadlines will shift to you. It is important, then, that you keep your committee, and particularly your director, apprized of your progress on the dissertation. (This is especially true if you are having difficulties meeting deadlines or running into research problems). You will be expected to check in with your director and committee regularly, at least once every two months, and even more often if you are nearing completion of the dissertation. Certainly you should maintain very close contact with your dissertation director, who can offer advice, support and trouble-shooting tips.

It is prudent that you also regularly apprise the Graduate Coordinator of your progress on the dissertation, at least once each semester.

- Allow sufficient time for response and revision. Expect to revise. You will need to give your committee sufficient time to read and respond to draft sections as you submit them, and you will need to give yourself ample time to address faculty suggestions. You should regard two weeks as the minimum time within which to expect a faculty member to read and

respond to your work. Once you've assembled responses to your draft, you should discuss them with your dissertation director so that you can proceed with a clear strategy for revision.

- Anticipate program deadlines and Graduate School requirements. Ph.D.s are awarded on a schedule set by the Graduate School, with dates for completing the dissertation and defense often quite early in the semester. When you are nearing completion of the dissertation, you should consult the Graduate School and the Graduate Coordinator about your timetable for completing the degree. Since faculty schedules vary widely from year to year, it is important that you let your committee (and the Graduate Coordinator) know in plenty of time of your intentions to complete and defend your dissertation. In general, faculty will need at least one month to read your completed dissertation before your defense.

The format of the final copy of your dissertation--margins, page numbering, paper, table of contents, cover sheet, bibliographical format, abstract, number of copies--are determined by the Graduate School. These requirements are dictated by the fact that your dissertation will be made available by ProQuest; your abstract will appear in Dissertations Abstracts International. Early in the dissertation process it is very important for you to consult the Graduate School about these formatting requirements so that you set up your draft chapters to conform to them. The submission of the completed dissertation to the Graduate School--the final requirement before you will be awarded a Ph.D.--is always a hectic time, but it will be less so if you anticipate formatting requirements.

### **Dissertation Checklist:**

For each semester you are working on your dissertation, register for English 999.

Three months before completing the dissertation:

- Check with the Graduate School about proper formatting for the final copy of your dissertation. Also find out about timetables, fees and requirements for graduation.
- Consult the Graduate Coordinator and your dissertation director about your timetable for completing the dissertation.
- Ask the Graduate Administrative Assistant to arrange a date for the oral defense of the dissertation. The Graduate Administrative Assistant will contact all members of your committee and coordinate this meeting.
- Submit an intention-to-graduate form to the Graduate School. (This must be signed by the Graduate Coordinator).

One month before your dissertation defense:

- Submit copies of your dissertation to each member of your committee. These copies should be in complete and final form. That is, each copy

should include a cover sheet, a revised and proofread dissertation copy in the format prescribed by the Graduate School, and all bibliographical material. Check that page numbers run consecutively. For purposes of the defense, photocopies are acceptable.

- If you are mailing copies to your committee, allow extra time so that your readers will have a full month to read your work. Follow up by phone or email to make sure the copies arrived safely.
- Check all dissertation defense arrangements with the Graduate Administrative Assistant.

At the successful completion of your dissertation defense, your committee will sign your dissertation cover sheets. Make sure to submit the signed cover sheets when you file your corrected copies with the Graduate School.

After the dissertation defense, notify the Graduate Coordinator.

Within two weeks of your dissertation defense:

- Submit corrected copies of your dissertation to your dissertation director and to the Graduate School. Make sure to include the signed cover sheets and that the dissertation conforms to the format prescribed by the Graduate School. Note that the Graduate School will not accept photocopies.

# Language Requirement

The Language requirement serves two primary purposes: It ensures that students can read primary and secondary material in another language or two for their research, and it ensures that students are familiar with one of the fundamental bases of cultural difference. For a detailed discussion of the importance of language study, see ["Why Graduate Students in English Literature Should Know Foreign Languages"](#) by Michael Ferber.

Language examinations are required of three sets of students: Master's students in Literature, Master's students in English Language and Linguistics, and all Ph.D. students.

**M.A. Students are required to demonstrate competence in a foreign language, both for its intrinsic value and for its value as a tool for the humanistic scholar. Either of the following options may be chosen to demonstrate this competence:**

## Option 1

Passing a reading knowledge test administered by the English Department, in which one printed page is to be translated in an hour with the aid of a dictionary. Passages will be either from literature or criticism. In appropriate cases, exams can be set in certain historical periods of a language--in Renaissance rather than Classical Latin, for example. Exams will generally be held twice (November and March) in an academic year. Students should take the exam early in their graduate careers to allow time to retake it if necessary. No student will be allowed to repeat an exam in the same semester that he or she failed it.

## Option 2

Passing a fourth-semester college-level course in one foreign language with at least the grade of B.

**Doctoral students are expected to complete either Option 1 or Option 2 of the language requirement:**

## Option 1

A student may demonstrate basic proficiency in two foreign languages, as evidenced by passing grades on translation exams to be administered by the department. Students will be allowed to waive one or both translation exams by demonstrating a grade of B or better in a fourth semester (or higher) undergraduate course in the language.

## Option 2

A student may demonstrate advanced proficiency of one foreign language. Advanced proficiency must be demonstrated in one of the following ways:

- The requirement will be waived for students who are native speakers of another language.

- The student may take a relevant 700 level literature class (the literature must be read in the relevant language), and pass with a grade of B or better.
- The student may show coursework in an undergraduate or M.A. program equivalent to a 700 level literature class (with literature read in the relevant language) with a grade of B or better.
- The new advanced exam requires translation of a longer passage in two hours. We expect a demonstration of nearly complete comprehension of the passage.
- The student may propose a special project, for example, a program of readings in the language, supervised by an appropriate member of the faculty. This project might result in a paper of no less than 20 pages using substantial original translations of the readings and demonstrating the student's close reading skills in the language. The student must submit a short written proposal to the Graduate Committee for approval of this option. (The student may not combine this option with any independent study taken for credit toward the advanced degree).

NOTE: Language examinations are not given on demand. Except under unusual circumstances the language examination will be given only once each semester. You are strongly encouraged to complete this requirement early in your program. Ph.D. students are expected to complete their language requirements before taking qualifying examinations.

### **Checklist**

- Sign up for the appropriate language examination with the Graduate Administrative Assistant during the sign-up week listed in the deadlines memo.
- If you wish, ask the assistant for practice examinations.
- On the day of your examination, bring paper, pen or pencil, and a dictionary.
- If you wish to claim waiver of the examination on the basis of foreign language coursework, consult the Graduate Coordinator. This waiver must be requested and is not automatic.

# Graduate Coursework

Unlike undergraduate classes, which usually emphasize introduction to and exploration of broad areas of study, graduate study usually involves intensive study of narrow topics. The reading is often demanding, both in intellectual content and in quantity, and you will be asked to respond with a new kind of sophistication and precision. If you find yourself overwhelmed in a class, do not suffer in silence--see the professor as soon as possible for help. Often he or she can offer you strategies for handling the load or suggest books or articles that can introduce you to a subject area.

As a graduate student, you should give considerable thought to your overall program of study. That program of study should be consciously shaped, tailored to your career goals and intellectual development. In some cases, you may want to fill in gaps in your undergraduate education; in other cases, you may wish to focus on a well-defined area (or areas) of expertise or you may choose to take courses that will sharpen your academic skills or open new modes of inquiry. You may wish to discuss your studies with your dissertation advisor or the Graduate Coordinator, particularly if you anticipate needing a certain class for your program of study.

To aid in your planning, the English Department has constructed a tentative two-year plan for its graduate offerings. Please check with the department to secure. Please note that this plan is subject to change. Even so, it can give you a rough idea of what will be offered at the graduate level in the next two years.

It is expected that you will do your graduate coursework in the University of New Hampshire English Department. However, with special permission you may take as many as two courses in other UNH departments for credit toward your graduate degree. Those courses must be approved *in advance* at time of pre-registration by the Graduate Coordinator and Graduate Committee.

Graduate coursework completed at other universities and colleges will be transferred for credit toward a UNH graduate degree on an ad hoc basis, in consultation with the Graduate Coordinator and Graduate Committee. Such transfers should be discussed early in your program or before you take an off-campus course. Ph.D. students cannot count coursework for their Master's degree toward Ph.D. course requirements. Students must supply all documentation for courses offered for transfer credit; weekend or short-term conferences or workshops are not eligible for graduate credit.

In the case of Ph.D. students, coursework is explicitly only a part of your preparation for examinations and the dissertation. You will be expected to read systematically and independently, that is, outside of your formal coursework, in order to build expertise in your areas of study. The graduate faculty will help you find essential or useful works in your areas.

# Independent Studies

Independent studies are a means for students to pursue advanced graduate study in areas not covered by the department's regular graduate course offerings. Independent studies should be undertaken only with graduate English faculty and only when courses are not regularly offered in that specific area; independent studies presume prior course work in the proposed field. Since you will be earning graduate credit for independent study, such a course will require regular contact with your professor, involve substantial and graduate-level reading, and result in a substantial writing project (or projects). All elements of the class--the nature of and rationale for its topic, its readings and written projects, the schedule of your meetings with the professor--must be specified in detail in an independent study proposal, which must be approved by the faculty sponsor and by the Graduate Coordinator before you register for the class. A guideline sheet and proposal form for independent study proposals are available in the Graduate Office. Before you propose an independent study, you should check the tentative schedule of future graduate offerings on [www.unh.edu/english](http://www.unh.edu/english) to see if a class will be offered that will satisfy your needs. It is also prudent to discuss your proposed independent study with the Coordinator of Graduate Studies before you write your proposal.

Even if you make a good case for an independent study, we must add, you are not guaranteed one. Many professors feel overworked, and may decline to accommodate you. Or they may set limits on how often you meet together or how much they will read. Most professors are generous with their time, but there is only so much of it. Do remember that the independent studies are not private tutorials: your study will be largely independent!

The following restrictions govern the taking of independent studies:

- Master's students may take an independent study only after completing a year (i.e., two semesters) of graduate coursework. Master's students may take no more than one independent study (in addition to English 998) toward their degree.
- Ph.D. students may take an independent study only after completing four courses (two of them seminars, i.e., 900-level courses). Ph.D. students may take no more than two independent studies toward their degree.
- Students with more than one incomplete may not pursue an independent study.

*NOTE:* you may not take an incomplete in an independent study except in the most dire of circumstances. In such cases, see the Coordinator of Graduate Studies.

## **Deadlines for submitting independent study proposals:**

\* For the fall semester: at time of pre-registration for the fall semester.

- \* For the spring semester: at time of pre-registration for the spring semester.
- \* For the summer semester: at time of pre-registration for the fall semester.

## Independent Study Checklist

### Master's candidates:

- Complete at least one full year of graduate coursework (i.e., two semesters).

### Ph.D. candidates:

- Complete at least four courses (two of them seminars, i.e., 900-level courses).

In the semester **before** you take your independent study:

- Check the tentative schedule for future graduate offerings to see if a class offered in a subsequent semester will fulfill your needs.
- Find a supervising professor to direct your independent study. Discuss the course requirements and schedule of meetings.
- Draft an independent study proposal. A guideline sheet and proposal form are available in the Graduate Office. Share a copy of the guidelines with your sponsor.
- Submit your independent study to the Graduate Coordinator for approval. (Without exception, proposals must be submitted at the time of pre-registration). If the Graduate Coordinator requires it, revise your proposal.
- Upon approval of your proposal, register for English 995. NOTE: no student may register for an independent study without prior approval of his or her proposal.

## Internships

An internship is regarded as a special type of independent study. For that reason, you are advised to read the section on independent studies closely before applying for an internship. Graduate students may receive credit for interning *only* under the following conditions:

\* In the semester prior to the internship, you must indicate in an Independent Study proposal the course in which you propose to be an intern, the work that will be expected of you as an intern, and the additional reading and writing you intend to do for the course. This proposal must be approved *by the time of pre-registration* by both the faculty member teaching the course and the Graduate Committee.

\* You may intern only in 500-level courses or in 600-level writing workshops, including English 621. Internships will be permitted in other 600-level courses only under special circumstances and with prior approval of the Graduate

Committee. You may not intern in 700-level courses or graduate courses for any reason.

\* Students proposing internships must already have done graduate level work in the subject area of the internship.

\* As an intern, you may read and comment on student work, as long as the faculty member does so as well. However, as an intern you will have no part in the evaluation or assessment of students in the course.

\* As an intern, you may lecture or lead classes only under the direct supervision of the faculty member (normally the faculty member will be present in the room). Only in emergency situations should you lead a class without the instructor being present.

\* As an intern, you can not lead more than two full class sessions, or the equivalent in terms of partial class session.

You may intern only once for credit.

The English Department offers an ESL internship (English 994). See the ESL director for information about this course.

# Policies and Procedures

## Pre-registration and Registration

The English Graduate Program observes the following procedure for graduate classes:

- Course offerings will also be posted on the departmental webpage prior to the pre-registration period.
- Choose your courses ***in consultation with your assigned advisor***. Pay very close attention to all requirements for your degree program; if you aren't sure whether a given course satisfies a given requirement, ask before taking the course.
- Forward your correspondence with your advisor to the Graduate Administrative Assistant. ***If you are registering for an independent study or Master's paper, you must submit a proposal at the time of pre-registration.*** The pre-registration period for the spring semester occurs in mid to late November; the pre-registration period for the fall semester occurs in mid to late April.
- Once the pre-registration deadline has passed, the Graduate Administrative Assistant will email you with your approved courses and include registration instructions. Please note: the English department does not register for you. You must register online to be officially enrolled.

## Adding and Dropping Courses

Please consult the Graduate catalogue for regulations on dropping, adding, or withdrawing from graduate courses. Deadlines for drop/add and withdrawal are published each semester in the Time and Room Schedule. Note that the Graduate Coordinator must approve all drops, adds, and withdrawals, so you will need to plan ahead to get the proper signatures by the appropriate deadline. The Graduate Administrative Assistant is *not* authorized to sign your add-drop form.

Students are advised that financial aid often requires full-time enrollment in the program (i.e., at least nine credit hours of coursework each semester). If you are on financial aid, please consult your financial aid appointment letter or the Financial Aid office before dropping to part-time status in the program.

## Continuing Credit

If you are not taking classes but have not completed your program, you are required to register for continuing credit to maintain your active status in the program. (If you do not register for continuing credit, the Graduate School will

assume that you have dropped out of graduate school and send you a letter of warning. Maintaining continuing credit may also bear on whether your educational loans will come due or not). You should register for GRAD 800 (part-time credit) each semester. The fee for this continuing credit is \$200. Continuing credit does not count toward your degree requirements.

Ph.D. students who have completed coursework and are reading for their examinations should register for English 996 (Reading and Research). Ph.D. students who have passed their qualifying examinations should register for English 999 (Doctoral Research). English 996 is a variable credit course; English 999 automatically confers full-time status.

Consult the Graduate Catalogue for more extensive information about the special fees and regulations associated with continuing credit.

## Incompletes

As a graduate student, you will be expected to produce quality work according to deadlines, a task that will require considerable advance planning and discipline on your part. An incomplete will be issued only in extraordinary circumstances, in the case of severe illness, personal tragedy, a death in your family, or the like. It is your responsibility to supply documentation of your circumstances to the professor of the course. Incompletes are explicitly *not* designed to allow you "to do your best work" or to extend deadlines. If special circumstances persist that prevent you from meeting deadlines, you should discuss a leave of absence with the Graduate Coordinator.

If circumstances necessitate your asking for an incomplete, you should discuss your situation with the professor in person before making your request. If this is not possible (say, in the case of an emergency), call the professor or send him or her a letter explaining your situation. Please note that simply asking for an incomplete does not mean that you will be granted one. The professor will judge your circumstances and decide whether your situation warrants an incomplete. It is very important that you maintain contact with your professor and let him or her know as soon as possible about any problems you may be experiencing. If you simply disappear during the semester and appear later on, you place the professor in a very awkward situation and considerably narrow your options for completing the course successfully. Students who stop attending class and have not contacted the professor are given an AF (Administrative Failure).

According to Graduate School regulations, grades for incompletes are due by the final day of the semester following. (For example, for an incomplete taken for the spring semester, the grade is due by the final day of the fall semester). To allow the professor sufficient time to evaluate your work, you should turn in all outstanding work for an incomplete *at least two weeks before the final day of classes*. Even so, your professor may choose to grant you an incomplete on the

condition that you turn in your work by a particular date earlier than the Graduate School deadline. In such a case, you should write the professor a letter that details the arrangements the two of you have agreed to; keep a copy for yourself. If work is not completed or turned in after the deadline, the incomplete will automatically convert to an F. You should be aware that a notation of your incomplete will appear in your graduate transcript.

Students should be aware that the Graduate School frowns on Teaching Assistants having an outstanding incomplete during any semester they teach. Incompletes also bear upon financial aid decisions made by the department.

## **Dismissal**

You will be dismissed from the program if you have more than nine hours of failing grades. "Failing grades" are defined by the Graduate School as grades lower than B-, including C or C+. Repeating a course will not remove or replace the failing grade on your record.

## **Leave of Absence**

You can apply for a leave of absence if you are experiencing chronic or continuing problems of an extraordinary nature that prevent you from completing your degree. Before applying, you should discuss your situation with the Graduate Coordinator. Applications for leaves of absence are available <http://gradschool.unh.edu/fp.php#grad>.

## **Resignation**

If you hold a teaching assistantship or tuition scholarship and wish to resign from the program, please send copies of your letter of resignation to the Graduate Coordinator, the English Department Chair, the Coordinator of Composition, and the Dean of the Graduate School. If you are having difficulty balancing your teaching and class work, it would be prudent to speak with the Graduate Coordinator and the Coordinator of Composition in person before considering resignation.

## **Extension of Deadlines for Completing Degrees**

You are required to complete your Master's program within six years of matriculation; you are required to complete your Ph.D. program within seven years of matriculation (unless you entered the Ph.D. program with a Master's in something other than English). If you cannot complete your degree by the deadline for your program, you may apply for an extension. You should do so well *before* the deadline passes, or you will be asked to reapply to the program

(and will be charged the applicable fees). Applications for petitioning for variances in policy to the Graduate School are available at <http://gradschool.unh.edu/fp.php#grad>. The application must be approved and signed by your dissertation director, the Graduate Coordinator, and the Graduate Dean, so allow sufficient time for the paperwork to circulate.

NOTE: Extensions are not automatic, so you should explain your situation fully on the application form. Extensions are granted in the case of special circumstances and require that you demonstrate that you have made significant progress toward your degree. Normally, evidence of significant progress must take the form of completed written work that is acceptable to your readers or dissertation committee. Second extensions are even more rarely granted.

If you are having difficulty completing your degree within the deadline, you should discuss your situation with readers or with your dissertation director and the Graduate Coordinator before applying for an extension. As deadlines for extensions come closer, your options will narrow, so make sure to keep in close contact with your readers, or with your advisor, committee, and the Graduate Coordinator, informing them as early as possible about your difficulties with meeting deadlines.

## **Reinstatement**

The procedure for being reinstated in the graduate program varies according to the circumstances under which you left the university. In some cases, you may be asked to apply for reinstatement to the Graduate School and to pay for continuing credit during the semesters you were absent. See the Graduate Coordinator or the Graduate School for more information.

There is a strict time limit for completing your degree. (See **Extensions of Deadlines for Completing Degrees** above). Students who wish to resume their graduate studies after these deadlines will be asked to reapply to the program.

## **Harassment**

The English Department supports the University's policies against harassment. Those policies are outlined in University handbook on harassment, available in the Graduate Office and also in the Affirmative Action Office. This handbook includes a statement of University policies on harassment, definitions of harassment, and various resources and procedures for pursuing complaints. Feel free to ask the English Graduate Administrative Assistant for a copy. Graduate teaching assistants are especially advised to familiarize themselves with the University's policies.

The University provides informal and formal avenues for you to pursue grievances. These are detailed in the handbook. Among the many resources

available to you on this matter are the English Department Chair and the Graduate Coordinator. Please feel welcome to speak with either of them about your complaints or concerns. You can also speak to the Dean of Liberal Arts, the Graduate Dean, the Affirmative Action Office, or SHARPP, as well as many others in the handbook.

# Financial Aid

*Aid will be given only to students who are taking courses toward the completion of their degrees.* You are encouraged to apply for as many of these awards as you are eligible, for you cannot be considered for an award for which you did not apply. Other forms of financial aid--research assistantships, work-study, etc.--occasionally become available. See the Graduate Coordinator for more details.

Financial aid awards are made twice a year, in the fall and spring semesters. You must apply each semester to be considered. Notices will be sent to all students well before the deadline for application. Pay close attention to this deadline, since applications received after the deadline will not be considered. The number of awards available varies widely from semester to semester. Awards are made by the Graduate Committee in consultation with the graduate faculty. The primary criterion is academic achievement.

If you are offered an award, you will receive a written offer detailing the nature and conditions of the award. Please send the Graduate Coordinator a written acceptance letter within ten days of receiving your award letter.

For loans and grants not administered by the English Department, please contact the Financial Aid Office at 862-3600. In some cases, an interview is necessary to process your application. Make sure to ask about this and any relevant deadlines when you apply.

The English Department awards aid to graduate students primarily in three forms:

## Teaching Assistantship

A teaching assistant teaches one course each semester; teaching assistants must be full-time students in the English graduate program. Teaching assistants receive free tuition and an annual stipend which is stated in the award offer letter. MA and beginning MFA and Ph.D. students are assigned English 401; a few students with appropriate training may be assigned English 400/600 (English as a Second Language). Advanced MFA and Ph.D. students may be offered 500-level literature or composition courses in their third or fourth years in the program. In the first semester of teaching English 401, all teaching assistants are required to take English 910. In the first semester of teaching English 400/600, teaching assistants are required to take an ESL methodology course (English 815 or 816). Graduate students must orient their assigned course to the applicable departmental guidelines for that class.

**All teaching assistants teaching a 500-level literature or composition course for the first time will be assigned a faculty mentor**, even if you have taught a similar course at another institution. (Each time you teach a new course--rather than repeating a course you have already taught--you will be assigned a faculty mentor). The purpose of faculty mentoring is to provide the teaching assistant guidance from a seasoned teacher of the course. Your faculty mentor will aid you in the planning of the course, offer guidance and support during the semester, observe your teaching, read your course evaluations and discuss them with you, and write a detailed letter about your teaching. This letter will be a valuable part of your job application dossier. For more information, see the Graduate Coordinator. Assignment of faculty mentors occurs in the middle of the semester before you will be teaching.

## **Tuition Scholarship**

Tuition scholarships pay for the student's tuition (though not all student fees). Students receiving tuition scholarships must be full-time students in the English graduate program.

## **Elizabeth Jones Scholarship**

Elizabeth Jones Scholarships are available only to students enrolled in the MFA Writing program. According to the terms of the scholarship, candidates must be unmarried. These financial awards vary in amount from year to year. You cannot receive a Teaching Assistantship and an Elizabeth Jones Scholarship at the same time, but you may receive a Tuition Scholarship and an Elizabeth Jones Scholarship at the same time. Students receiving Elizabeth Jones Scholarships must be full-time students in the English graduate program.

## **Part-time Tuition Scholarships**

A limited number of **part-time tuition scholarships** are available to part-time graduate students. These are awarded on a competitive basis through the Graduate School, not through the English Department. For application information, contact the Graduate Coordinator, the Graduate Administrative Assistant, or the Graduate School.

## **Prizes and Awards**

The English Department makes a number of awards to graduate students for outstanding achievement:

### **Ann Pazo Mayberry Award**

Established by George Coan, a former poetry graduate student at UNH, in memory of his aunt, this annual award is made to an out-of-state graduate master's student in poetry who has financial need and has demonstrated excellence in poetry writing. The recipient is chosen by the professors of poetry and will receive a modest financial award.

### **Tom Williams Award**

This award, in memory of UNH English Professor Tom Williams, is given for the best short story produced at UNH in an academic year. Competition is open to undergraduate and graduate students. The recipient is chosen by the professors of fiction-writing and will receive a modest financial award.

### **Graduate Student Teaching Awards**

The English Department has established two annual awards that recognize the superior teaching of one of our Master's candidates and one of our Ph.D. candidates: the Award for Excellence in Teaching by a Master's Degree Candidate in English, and the Award for Excellence in Teaching by a Doctoral Candidate in English. The recipients are chosen by the Graduate Committee in consultation with the Director of Undergraduate Composition and, in the case of Ph.D. students, faculty mentors for that year. Self-nominations and nominations by faculty and students are encouraged. The purpose of these awards is to acknowledge the often extraordinary work in the classroom carried out by graduate students on behalf of the department and the university.

### **Fanny Delisle Award**

Named for Dr. Fanny Delisle, who in 1972 earned the first English Ph.D. at UNH, this award is given annually for the best graduate essay in literary studies. In 2002, the UNH English Department established this award to honor Dr. Delisle and to celebrate the 30th anniversary of its doctoral program. Any currently enrolled graduate student may compete, with the exception of previous winners of the award; the recipient is chosen by a committee of literature faculty and receives a modest financial award. The Delisle Award is supported in part by the Edmund G. Miller Fund for the Department of English.

In addition, the Graduate School makes the following awards to graduate students for excellence in scholarship and teaching. The English Department nominates students for these awards:

### **Graduate Student Research/Scholarship/Creativity Award**

Two awards are made annually, one to a Master's student and one to a doctoral student. This award is designed to recognize graduate student research/scholarship and other creative work that represents the best overall contribution to the discipline. Nominees must have received their degrees in the calendar year prior to January 1 of the year in which students are being nominated.

### **Graduate Student Teaching Awards**

Up to four awards are made annually (2 for master's students and 2 for doctoral students). Graduate Teaching Assistants contribute significantly to the teaching mission of the University. These awards are designed to recognize graduate students who have demonstrated excellence in teaching. Graduate students who are actively pursuing a degree in one of the graduate programs within the Graduate School and who have taught or played a significant instructional support role in one or more classes during the previous calendar year are eligible to be nominated. The award may only be received once at each level (master's or doctoral) of a graduate student's career.

# Professional Development

Graduate school is professional school. You are strongly encouraged to begin developing your professional credentials by giving papers at conferences, by publishing, and by participating in professional organizations. Below are listed several opportunities and services the English Graduate program provides to support your professional development. For more information, consult the Graduate Coordinator.

## Support for Professional Conferences

The English Department offers some modest support for graduate students who are giving a paper or chairing a session at a professional conference in their field. Because these awards are made on a first-come, first-serve basis, you should make application as soon as you can in the academic year. To apply, write an email to the Graduate Coordinator requesting support; include the title of your paper (or session, if you are chairing a session), the conference and location at which it will be given, the dates of the conference, and an estimate of your anticipated expenses. The Graduate Coordinator will notify you in writing about the availability of support.

The Graduate School also offers modest support for graduate students who are giving a paper or chairing a session at a professional conference. These awards can be combined with support from the English Department. Awards are generally \$200 per conference and are awarded on a first-come, first-serve basis. To apply, visit [http://www.gradschool.unh.edu/php/travel\\_grant.php](http://www.gradschool.unh.edu/php/travel_grant.php). The Graduate School will notify you in writing about the availability of support. It is a courtesy to the Graduate School to thank them after the conference for supporting your work.

At present, the English Department and Graduate School do not offer financial support for attending professional conferences without giving a paper.

## Support for Research

The English Department offers a little support for graduate research travel. Awards are intended to support travel to archives, collections, or other research sites necessary to complete a research project (such as a dissertation, a Master's Paper, or an article or creative work meant for publication). As with funding to support travel to conferences, these awards are made on a first-come, first-serve basis; please note that the Department has fewer research awards to disperse. To apply, write a letter to the Graduate Coordinator requesting support in which you describe your project and explain why the proposed trip is necessary; include the title of your research project, the

location and dates of the research for which you request funding, and an estimate of your anticipated expenses. Attach a brief note of endorsement from the faculty member advising you on the project. The Graduate Coordinator will notify you in writing about the availability of support. Awards will be made in amounts up to \$200.

## **Summer Teaching Assistant Fellowships**

The Graduate School offers grants to support well-defined research projects for teaching assistants during the summer. Both Ph.D. students and first-year M.A. or M.F.A. students (i.e., M.A. or M.F.A. students who will be continuing their studies at UNH the following fall) are eligible. The award is around \$3,000. The deadline for application is in February, with applications available from the Graduate School in January. To apply, write a short and specific précis of your research project, describing why you need support and itemizing how the money will be used. You must also ask the Graduate Coordinator and a faculty member familiar with your work to write in support of your application.

## **Dissertation Fellowship Awards**

In addition to the UNH Dissertation Fellowship (see the section on "program requirements: The Ph.D.", various foundations and organizations offer dissertation fellowships of varying amounts to qualified students. These include Fulbright Fellowships, Spencer Fellowships, Charlotte Newcomb Fellowships, and others. Information about these grants can be found in the Graduate English Office. Deadlines and requirements are set by the granting organization. Note that these fellowships can require elaborate applications and that you will be competing against a national pool of applicants.

# Special Events

The English Department also sponsors special events geared specifically to showcasing graduate student work or for introducing students to professional or scholarly issues. These include "First Fridays" (graduate student and faculty presentations of their research), the Graduate Student Readings, the Writers Series, and the Speakers Series.

## **First Fridays: Graduate Student and Faculty Talks**

"First Fridays" is a series of individual talks, panels of papers, and workshops that allow graduate students and faculty to present academic work in progress or to discuss issues of interest to the academic community. These colloquia are held regularly on the first Friday of each month throughout the academic year. The atmosphere is informal and conversational, and you are strongly encouraged to attend. Many colloquia have been organized around essays written for UNH English courses. These colloquia offer you an excellent opportunity to present your own papers or to learn more about elements of academic life. Suggestions for colloquia topics are welcome. For more information, please contact the Graduate Coordinator.

## **Visiting Distinguished Writers Series and Graduate Student Readings**

The Distinguished Writers Series offers a series of readings and workshops from nationally known writers of fiction, non-fiction and poetry. All graduate students are warmly encouraged to attend. For more information about this series contact the Writers Series Coordinator.

At the end of their graduate studies at UNH, all graduate students in the M.A. writing program give public readings of their work. These readings are scheduled for the final week of the semester, and all graduate students are invited to attend.

## **Distinguished Speakers Series**

The Speakers Series brings distinguished scholars and intellectuals to present talks to the English Department on topics of wide interest or current debate. Talks are given throughout the school year and are announced in advance. Past speakers have included Noam Chomsky (linguist and political commentator), Henry Louis Gates (African-Americanist), and Barbara Hodgdon (Shakespearean). Some speakers are co-sponsored by other departments or programs. All graduate students are urged to attend. If you have a suggestion

for a speaker or need more information on this series, it should be given to the Speaker Series Coordinator.

In addition to these regular series, the University also sponsors yearly speakers series of various sorts including the Sidore Lecture Series sponsored by the Center for the Humanities. In the recent past, we have had series on Political Correctness (featuring Stanley Fish and Nadine Strossen, among others) and Black and White (featuring Paul Gilroy and Michael Eric Dyson, among others), to name but two series. Graduate students are encouraged to attend these talks as part of their introduction to current intellectual debates.

# Other Opportunities

The University offers a number of other opportunities for professional development and entertainment for graduate students. The Writing Center offers the possibility for learning about tutoring and literacy instruction. The Memorial Union building features two movie theaters that show a variety of current and classic films; the Theater and Dance Department offer several programs of drama and dance each year; and the Music Department sponsors an ambitious program of musical recitals which are free and open to the public. The University Art Gallery puts on a number of shows each year. And the University sponsors a wide variety of conferences and events that are open to graduate students.

## **Graduate Student Organization (GSO), English Graduate Organization (EGO), and Graduate Student Support**

The Graduate Student Organization is the campus organization devoted to representing graduate student interests to the University administration. Each graduate program has a representative on the GSO; consult the EGO for information about the current representative from the English Graduate Program. Your concerns about university policies toward graduate students should be brought to the attention of the GSO through your representative. The English Graduate Student Organization (EGO) is the student organization of the English Department's graduate programs. The EGO represents student interests by serving on the GSO and on the English Graduate Committee, organizes reading groups and other events, and plays an important role in the recruitment of prospective graduate students.

## **Other Resources**

Various organizations and offices offer graduate students specialized kinds of support. SHARPP is the organization which addresses complaints related to sexual harassment. The Office of Multicultural Student Affairs and the Affirmative Action Office offer programming and support on issues relating to equity and diversity at UNH: gender, race, and sexual orientation. The Office of International Students and Scholars can help international students with their particular questions and problems. The UNH Counseling Center offers free psychological counseling. In all cases, it is important that you keep the Graduate Coordinator, the English Department Chair, or your advisor apprised of problems even as you seek help elsewhere, particularly if those problems arise from the English Department itself.

# Useful Books for Graduate Students

## Excellent advice:

Alonso, Carlos J. "My Professional Advice (to Graduate Students)." *PMLA* 117.3 (May 2002): 401-6. An excellent set of tips for graduate students in English.

## Graduate School:

Clark, Robert, and John Palatella, eds. *The Real Guide to Grad School*. Lingua Franca Books, 1997.

Mitchell, Lesli. *The Ultimate Graduate School Survival Guide*. Peterson Books, 1996.

Peters, Robert. *Getting What You Paid For: The Smart Student's Guide to Earning a Master's or PhD*. Noonday P, 1997.

Toth, Emily. *Ms. Mentor's Impeccable Advice for Women in Academia*. U Pennsylvania P, 1997.

## Theory:

Culler, Jonathan. *Literary Theory: A Very Short Introduction*. Oxford UP, 1997.

Eagleton, Terry. *Literary Theory: An Introduction*. Second Edition. U Minnesota P, 1996.

Heilker, Paul, and Peter Vandenberg, eds. *Keywords in Composition Studies*. Boynton / Cook, 1996.

Lentricchia, Frank, and Thomas McLaughlin, eds. *Critical Terms for Literary Study*. U Chicago P, 1995.

Weedon, Chris. *Feminist Practice and Post-Structuralist Theory*. Blackwell, 1996.

## The Profession:

Greenblatt, Stephen, ed. *Redrawing the Boundaries: The Transformation of English and American Literary Studies*. MLA, 1992.

*Chronicle of Higher Education*. Periodical. (The journal of record for higher education; includes ads for academic positions).

*College English*. Periodical. (General audience journal addressed to issues of composition and literature pedagogy).

*Lingua Franca*. Periodical. (Irreverent, controversial journal about all aspects of higher education; includes an annual "who was hired or promoted where" table).

*Modern Language Association Job List*. Published annually in October, with updates throughout the year. (List of open positions in English, American Studies, and Composition organized by state. All PhD students should look over this

publication well before going onto the job market. The Department subscribes to this publication; it is available in the English Office and online).

Tate, Gary, and Erica Lindemann, eds. *An Introduction to Composition Studies*. Oxford UP, 1991.

## **Dissertation and Job Search:**

Bolker, Joan. *Writing your Dissertation in Fifteen Minutes a Day*. Owl Books, 1998.

Heilberger, Mary and John Vick. *The Academic Job Search Handbook*. U Pennsylvania P, 1992.

Sternberg, David. *How to Complete and Survive a Doctoral Dissertation*. St. Martin's P, 1981.

Zerubavel, Eviatar. *The Clockwork Muse: A Practical Guide to Writing Theses, Dissertations and Books*. Harvard UP, 1999.

## **Academic Publishing:**

Derricourt, Robin. *An Author's Guide to Scholarly Publishing*. Princeton UP, 1996.

Harman, Eleanor, and Ian Montagnes, eds. *The Thesis and the Book*. U Toronto P, 1976. (Guide to how to turn your dissertation or thesis into an academic book. Highly recommended for PhD candidates).

Luey, Beth. *Handbook for Academic Authors*. Cambridge UP, 1995.

## **Non-academic careers:**

Basalla, Susan and Maggie Debelius *So What Are you Going to Do With That? : A Guide to Career-Changing for M.A.s and Ph.D.s*

## **Entertainment:**

Gilbert, Sandra, and Susan Gubar. *Masterpiece Theatre: An Academic Melodrama*. Rutgers UP, 1995.

Hynes, James. *Publish and Perish: Three Tales of Tenure and Terror*. Picador, 1998.

Jones, D. J. H. *Murder at the MLA*. U Georgia P, 1993.

Lodge, David. *Small World: An Academic Romance*. Penguin, 1995.

Russo, Richard. *Straight Man*. Random House, 1997.

# Contact Numbers and Addresses

## English Department

All correspondence can be addressed to the appropriate person at the Department of English, University of New Hampshire, Hamilton Smith Hall, Room 230D, Durham, NH 03824. All phone numbers have a (603) area code. The English Graduate Office is open during the academic year from 8 - 4:30 each day. If the University is not in session or during the summer time, please call ahead to check the Graduate Office's hours.

The Graduate Coordinator establishes regular office hours each semester. Additional appointments may be made available on a case-by-case basis; please call or e-mail to make an appointment. During the summer, the Graduate Coordinator will not keep regular office hours. Please contact her by phone or e-mail to make an appointment.

Inquiries about graduate admission or requests for applications should be directed to Janine Wilks, English Graduate Administrative Assistant. Issues of policy in the English Graduate program should be directed to Robin Hackett, English Graduate Program Coordinator.

- Robin Hackett, Coordinator, English Graduate Program  
[robin.hackett@unh.edu](mailto:robin.hackett@unh.edu), 603-862-0860
- Cris Beemer, Director of Composition, First Year Writing Program  
[c.beemer@unh.edu](mailto:c.beemer@unh.edu) 603-862-4398
- Lisa Miller, Dir. of Literacy Institutes, Learning Through Teaching, and MST Program  
[lisa.miller@unh.edu](mailto:lisa.miller@unh.edu) 603-862-0251
- Rachel Trubowitz, Chair, English Department  
[rachel.trubowitz@unh.edu](mailto:rachel.trubowitz@unh.edu) 603-862-0254
- Carla Cannizzaro, English Department Coordinator  
[carla.c@unh.edu](mailto:carla.c@unh.edu) 603-862-3970
- Janine Wilks, English Graduate Administrative Assistant  
[janine.wilks@unh.edu](mailto:janine.wilks@unh.edu) 603-862-3963
- Main English Office, 230 Hamilton-Smith Hall, 603-862-1313

## Graduate School

All correspondence to the Graduate School should be addressed to The Graduate School, Thompson Hall, University of New Hampshire, Durham, NH 03824.

Main Graduate School number (for general inquiries): 862-3000

Cari Moorhead, Interim Dean of the Graduate School [cari.moorhead@unh.edu](mailto:cari.moorhead@unh.edu),  
602-862-3007

## **Office of International Students and Scholars**

All correspondence to the OISS should be addressed to The Office of International Students and Scholars, Hood House, 89 Main Street, Durham, NH, USA 03824. The OISS webpage is located at <http://www.unh.edu/oiss/>. OISS Office, [oiss@unh.edu](mailto:oiss@unh.edu) 603-862-1508

## **Financial Aid Office**

All correspondence to the Financial Aid Office should be addressed to Financial Aid, 11 Garrison Avenue, Stoke Hall, University of New Hampshire, Durham, NH 03824. It is important to remind you that the English Graduate Program does not establish eligibility requirements or conditions for financial aid.

Financial Aid office: 862-3600

## **Web pages**

These web pages contain contact and program information useful to UNH English graduate students:

Main University of New Hampshire web page: <http://www.unh.edu>

UNH Graduate School web page: [gradschool.unh.edu](http://gradschool.unh.edu)

UNH English Department web page: [cola.unh.edu/english](http://cola.unh.edu/english)

UNH Graduate English Program web page: [cola.unh.edu/english/graduate](http://cola.unh.edu/english/graduate)