



**Department of English**  
**Yearly Progress Requirement for GTF Appointments**  
**Addendum to the English Department GDRS\***

*Rev. May 2012*

**NOTE:** The word "courses" used below refers to formal, classroom courses. This excludes ENG 601: Research; ENG 503: Thesis; ENG 603: Dissertation; and ENG 605: Reading and Conference. (Any exceptions must be approved in advance by the Director of Graduate Studies.)

**M.A. PROGRAM:**

Since it is the normal expectation that the M.A. degree in English will be obtained within two years (six terms) of full-time graduate study, students admitted into the M.A. program are eligible for a GTF appointment in their second year. The most common path is as follows:

First Year in Graduate Program: {No GTF}

ENG 611, GTF Seminar I and ENG 613, GTF Comp. Apprenticeship  
Six additional approved formal courses (or two per term)

Second Year in Graduate Program - First year of GTF appointment:

ENG 612, GTF Seminar II  
Completion of all coursework requirements of M.A. degree {cumulative of 12 courses}  
Foreign language requirement

GTF eligibility for M.A. students does not extend beyond their 6<sup>th</sup> term in the program.

{During the second year, some students in the M.A. program apply to the Ph.D. program. If they are admitted to the Ph.D. program, these students will then follow the steps of progress as outlined below beginning in their third year of graduate work and second year as a GTF.}

**PH.D. PROGRAM:**

The following is an outline of steps of progress required for students enrolled in the English Department Ph.D. Graduate Program.

**Ph.D. Students admitted prior to Fall 2009:**

**APPOINTED WITH A B.A. PLUS 1 YEAR OF FULL-TIME GRADUATE STUDY IN ENGLISH\*\***

**(Norm: 5 years of teaching)**

**1<sup>st</sup> Year** of graduate study: No G.T.F. appt.

ENG 690, Intro. to Graduate Studies  
ENG 611, Composition GTF Seminar I  
ENG 613, Composition Apprenticeship  
First Language (if choosing the 2 language option)  
Total of at least 6 approved courses by end of the year

**2<sup>nd</sup> Year** of graduate study, First year of G.T.F. appt.

ENG 612, Composition GTF Seminar II  
Qualifying Examination (Fall term)  
Complete Ph.D. Language Requirement  
Total of 12 approved courses toward completing all  
coursework requirements

- 3<sup>rd</sup> Year:** Completion of all coursework requirements  
(cuml. total of 18 formal courses, and distribution and specialization requirements)  
Submission and approval of oral exam materials
- 4<sup>th</sup> Year:** Ph.D. Oral Examination (Fall Term)  
Prospectus (*see note below*)
- 5<sup>th</sup> Year:** Dissertation
- 6<sup>th</sup> Year:** Dissertation

**APPOINTED WITH AN M.A. IN ENGLISH AND AMERICAN LITERATURE (normally 9-12 courses)\*\*  
(Norm: 5 years of teaching)**

- 1<sup>st</sup> Year:** of graduate study and first year of GTF appt.  
English 690, Intro. to Graduate Studies  
English 612, Composition GTF Seminar II  
First Language (if choosing the 2 language option)  
Additional approved courses as needed for a cuml. total of 12 since the B.A.
- 2<sup>nd</sup> Year:** Ph.D. Qualifying Examination (Fall term)  
Completion of all coursework requirements  
(cuml. total of 18 formal courses, and distribution and specialization requirements)  
Ph.D. Language Requirement  
Submission and approval of oral exam materials
- 3<sup>rd</sup> Year:** Ph.D. Oral Examination (Fall Term)  
Prospectus (*see note below*)
- 4<sup>th</sup> Year:** Dissertation
- 5<sup>th</sup> Year:** Dissertation

**Ph.D. Students admitted Fall 2009 and after:**

**APPOINTED WITH A B.A. PLUS 1 YEAR OF FULL-TIME GRADUATE STUDY IN ENGLISH\*\*  
(Norm: 5 years of teaching)**

- 1<sup>st</sup> Year:** of graduate study: No G.T.F. appt.  
ENG 690, Intro. to Graduate Studies  
ENG 614, Intro. to Literary and Cultural Theory  
ENG 611, Composition GTF Seminar I / ENG 613, Composition Apprenticeship  
First Language Requirement  
Minimum of 6 degree satisfying courses
- 2<sup>nd</sup> Year:** of graduate study, First year of G.T.F. appt.  
ENG 612, Composition GTF Seminar II  
Ph.D. Language Requirement  
6 degree satisfying courses (for cuml. total 12)
- 3<sup>rd</sup> Year:** 6 additional degree satisfying courses (completing all coursework requirements)  
Submission and approval of Ph.D. breadth and oral examination materials
- 4<sup>th</sup> Year:** Ph.D. Breadth Examination  
Ph.D. Oral Examination  
Prospectus (*see note below*)
- 5<sup>th</sup> Year:** Dissertation
- 6<sup>th</sup> Year:** Dissertation

**APPOINTED WITH AN M.A. IN ENGLISH AND AMERICAN LITERATURE (or 9 transferable courses)\*\*  
(Norm: 5 years of teaching)**

**1<sup>st</sup> Year** of G.T.F. appt.

ENG 612, Composition GTF Seminar II  
ENG 614, Intro. to Literary Cultural Theory  
ENG 690, Intro. to Graduate Studies  
First Ph.D. Language Requirement  
Additional coursework to total a cuml. total of 12

**2<sup>nd</sup> Year:**

Ph.D. Language Requirement  
6 additional degree satisfying courses (completing all coursework requirements)

**3<sup>rd</sup> Year:**

Submission and approval of Ph.D. breadth and oral examination materials  
Ph.D. Breadth Examination  
Ph.D. Oral Examination  
Prospectus (*see note below*)

**4<sup>th</sup> Year:**

Dissertation

**5<sup>th</sup> Year:**

Dissertation

\*\*In individual cases, this progress may be altered slightly by the Director of Graduate Studies. Each appointee will receive a summary of required yearly progress during the first term of appointment.

The prospectus is to be submitted the term following the oral exam. Once the prospectus is approved by the Director of Graduate Studies (usually during the following term) the student is advanced to candidacy (i.e., fall, oral exam; winter, prospectus; spring, review and approval of prospectus and advancement). There are six terms of GTF eligibility after advancement to candidacy. This rule will be followed in adjusting progress and years of eligibility for those students who may not follow the above calendars.

***IMPORTANT INFORMATION:***

**Graduate Students who receive dissertation fellowships or GTF appointments from outside the English Department are held to the above calendar. GTF appointments in other U of O departments, offices or programs, will not extend the total years of GTF eligibility within the English Department.** This includes non-University Fellowships if the student does not apply for a formal leave of absence from the UO Graduate School.

**Leaves of Absence.** Students who need to take a period of time off from teaching during their GTF appointment period may apply for a formal leave of absence from the graduate program. A UO Graduate School REQUEST FOR LEAVE OF ABSENCE form and a letter describing the reason for the request is to be submitted to the Director of Graduate Studies. If the request is approved, all steps of academic progress are "frozen" for the period of the leave. According to Graduate School policies regarding leaves of absence, no coursework can be taken or University resources used during the leave.

In some cases where personal circumstances warrant, academic progress may be altered slightly by the Director of Graduate Studies. In those cases where the alteration would add eligible years of GTF appointment, the exception must also be approved in advance by the Appointments Committee.

*\*The English Department GTF Duties and Requirement Statement (GDRS), is found on the the UO Graduate School website, <http://gradschool.uoregon.edu/qtf/rights-and-responsibilites/qdrs>.*