

English Graduate Program QuickGuide

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2015-2016 Department Academic Policies and Procedures

Internet Location

Degree Requirements

MA: 10 courses/30 credits, of which 5 courses must fulfill one of each of the historical distribution requirements; 4 electives; either Research Methods or Critical Theory; reading knowledge of one foreign language; Master's Capstone writing project; minimum 3.0 GPA (3.5 GPA if funded).

MA Capstone: After completing 6 courses and the language requirement towards the MA degree program, students will convert an existing 12-20 page class paper into a 20-25 page essay (i.e., 6,500-8,000 words), revised for (hypothetical) submission as an article to a specific academic journal. Students will review journals in the field, choose one, develop a critical methodology appropriate to that scholarly publication, and adapt their work to its specific editorial norms. Students work under the supervision of the Director of Placement and Professional Development (DPPD) and register for ENGL 8996.

PhD: 10 courses/30 credits, of which Research Methods (first semester of first year), Critical Theory, and the Pedagogy: Theory/Teaching Practicum are required; 7 elective courses. (NOTE: all students must fulfill each of the 5 historical distribution requirements, either through elective coursework or through previous MA coursework—Non-Fordham MA's must use a department waiver form); reading knowledge of two foreign languages; PhD comprehensive examination; written and oral defense of a dissertation; minimum 3.5 GPA.

PhD Comprehensive Exam: PhD's students must, early in the semester prior to taking the exam, 1) read the PhD Comprehensive Exam Document and 2) follow the instructions on the Exam Registration Form (CERF), and 3) check DegreeWorks to ensure fulfillment of requirements and, if any are incomplete, contact the GPA.

Dissertation Stage: Proposal Development/Acceptance: After successfully passing the PhD comprehensive exam, students follow the instructions in the PhD Dissertation Proposal Checklist. After the Dissertation Proposal is approved, students must maintain continuous enrollment each semester through graduation. The one exception is students who graduate February 1st and who have completed their requirements before the Spring semester begins. The Dissertation Defense: Students must complete and defend their dissertations within 5 years of passing the comprehensive exam. PhD's must follow the instructions in the PhD Dissertation Defense Checklist which includes checking all dates and materials required for the defense and graduation; working with their mentor and committee to set a defense date and time, and finding a 4th reader; emailing the GPA for the room and necessary paperwork to be created, completing the upload of the dissertation and submitting final paperwork to the dean.

Language(s): Students may fulfill the English Graduate Program Language Requirement(s) in French, German, Italian, Latin, or Spanish by receiving at least a B in the zero-credit graduate reading courses given at Fordham University **OR** by passing a proficiency examination with the Modern Languages & Literatures or Classics Departments. Another foreign language may sometimes be waived to count for one of the standard languages if it is found to be germane to the student's studies and by passing a translation assessment exam and approval of the Director of Graduate Studies (DGS).

Waivers: To apply for waivers for historical distribution requirements covered at other institutions, for classes taken outside of English at Fordham, or for graduate tutorials, students submit the **Department Waiver Requirement Form** and attachments to the **Graduate Program Administrator (GPA)** for approval by the **DGS**.

Academic Progress: *Each semester, students must check their DegreeWorks audit to ensure that all degree program requirements are being fulfilled.*

[Degree Requirements](#)
English / Graduate /
M.A. or Doctorate (Ph.D.)

[Languages](#)
GSAS P&P Guidebook
and under
English / Graduate

DegreeWorks can be
accessed through
my.fordham.edu
(under the student tab,
middle of the page).

[Dissertation Stage](#)
[GSAS P&P Guidebook](#),
[GSAS / Academics /](#)
[Thesis and Dissertation](#)
[Guidelines](#), and under
Dissertation Proposal and
Dissertation Defense
Checklists

Continuous Enrollment & Registration

Students must register every Fall and Spring semester according to the GSAS Continuous Enrollment policy via my.fordham.edu (usually April for Summer/Fall, November for Spring). Students must complete changes to their registration by the published add/drop deadline. Courses are listed on my.fordham.edu and the English Graduate Program website.

Matriculated Student Status Certification (MSSC): Each semester students who are not taking a full-time course load of 9 credits **AND** who receive GSAS merit funding or who must certify their time status for any reason (e.g., student loans, insurance, etc.) must complete the MSSC Form.

Maintenance of Matriculation/LOA: Students may register for Maintenance (ENGL 0910) to remain enrolled in GSAS only when they will not be taking courses, using University facilities, receiving faculty advice, or otherwise using University resources. The only exception is an official **Leave of Absence (LOA)** which must be approved by the DGS and GSAS.

Inter-University Doctoral Consortium: Doctoral students must have completed at least one year of full-time study before taking a consortium course.

Audits: Students who audit courses must pay full tuition for them. PhD's who have completed their degree required coursework and who are registered for Proposal Development or Dissertation Direction may audit one course per semester without charge with the approval of the dean.

Registration After Coursework is Complete (0 credit registration):

After coursework is completed, **PhD's** must register for **Requirement Prep ENGL 0912** every semester prior to the one in which their PhD comprehensive exam is taken (except summer). For example, a PhD student who is registered for ENGL 5999, the 0 credit portion of the Pedagogy: Theory/Teaching Practicum, but who is also registered for the exam, does not need to register for Requirement Prep, whereas a similar student registered for ENGL 5999, but not registered for the exam, must register for Requirement Prep.

MA's registered for the Capstone (0 credits), but no other coursework, must register for Requirement Prep ENGL 0912 (fee equivalent to 1 credit).

Dissertation Stage (Post Comps): PhDs maintain continuous enrollment while writing their dissertation proposal by registering for **ENGL 0950 Proposal Development (PD)**, and while writing the dissertation by registering for **ENGL 9999 Dissertation Direction (DD)** each semester up to and including the semester in which they defend (except summer). The one exception is when the student's proposal is officially approved--GSAS will change the student's current semester **PD** registration to **Proposal Acceptance** and will register the student for the following semester for **Dissertation Mentoring**.

Incompletes are granted very rarely; they are reserved for circumstances outside of the student's control and approved at faculty discretion. Students must follow the GSAS policy and submit a Request for Grade of Incomplete signed by the instructor by the deadline to the GPA. Students must submit final coursework to faculty in time for the faculty to submit a Change of Grade form by the deadline listed in the GSAS Academic Calendar.

[Continuous Enrollment /
Registration / Audits
Status Certification](#)
GSAS P&P Guidebook
and under
GSAS / Student Resources

[Doctoral Consortium](#)
GSAS P&P Guidebook,
GSAS / Student Resources,
and under
GSAS / Academics

[Incomplete Coursework](#)
GSAS P&P Guidebook
and under
GSAS / Student Resources

GSAS Merit Funding

The English Graduate Program admissions committee ranks new GSAS applicants for merit-based funding, which is administered by the GSAS. MA's selected for funding receive up to two years aid; all admitted PhD's receive up to five years aid. Students must qualify to have their GSAS funding renewed on a yearly basis by completing and submitting the GSAS Merit Funding Application, maintaining the stipulated GPA (3.5 for PhD's and 3.0 for MA's), and by making satisfactory progress towards their degree. All GSAS funding recipients must commit to full-time studies and be certified by GSAS (see status certification in QuickGuide). Merit funding applicants must also complete a FAFSA application yearly. NY State residents may apply for TAP.

NOTE: No recipient of GSAS Merit funding is to hold outside employment without the permission of the Dean.

The first two years of GSAS merit funding (MA's and PhD's) is a **Graduate Assistantship (GA)**. The duties of a GA are assigned by the DGS in consultation with the English Department Chair and GSAS. Assignments usually entail tutoring in one of the English Department Writing Centers or assisting a program director or faculty member.

For PhD's, the third through fifth year entail a **Teaching Fellowship**. Third year students complete the Pedagogy: Theory/ Teaching Practicum and teach a 1-1 load. The fourth year teaching load is a 2-1 or 1-2. Fifth year students teach a 2-1 or 1-2 and receive a Summer stipend of approximately \$5K (the summer right after the fifth year). This allows fifth year PhD's to devote themselves to their dissertations and ideally to go on the job market in their sixth year. In addition to Graduate Assistantships and Teaching Fellowships, there are several opportunities for students to apply for further aid as described below. Sixth year PhD students and beyond may be eligible for a Teaching Associate position as described below.

PhDs who have exceeded their five years of funding and who have not been awarded any of the distinguished fellowships such as Senior Teaching, Research or Alumni and who are making satisfactory academic progress are eligible to become **Teaching Associates (TA)**. TA's are paid per course, and may teach up to three courses at a rate set by GSAS for the academic year, and a possible fourth course at a lower rate. TA's receive a 3-credit tuition scholarship for each semester they teach. Students email the Writing Program Directors one semester prior to express their interest in this position.

GSAS Fellowships & Research Support Grants

Professional Development Grant: A grant run by and for GSAS students for professional development that would not be possible without funding including, but not limited to, academic research, preparing original work for publication, prestigious internships, professional training in languages, research abroad, outside coursework unavailable at Fordham, and travel to conferences.

Dissertation Grant: A grant that may be applied for twice a year to cover expenses related to dissertation research and promotion.

Research Fellowship: A no-duties fellowship with 10-month stipend and tuition scholarship to support the first year of dissertation research.

Summer Fellowship: Up to \$4,000 to support summer work on proposals to apply for prestigious fellowships and to research and write articles for publication or talks for conferences.

Senior Teaching Fellowship: A teaching fellowship with a 2/1 or 1/2 teaching load, 10-month stipend and tuition scholarship.

Alumni Dissertation Fellowship: A no-duties fellowship with a 10 month stipend and tuition scholarship to support the last year of dissertation work.

GSAS Merit Funding
GSAS P&P Guidebook
and under
GSAS / Funding

Teaching Fellow Loads
Third year 1-1,
Fourth year 2-1 or 1-2,
Fifth year 1-1 plus summer
stipend.

Teaching Associates
GSAS P&P Guidebook

GSAS
Distinguished Fellowships
GSAS P&P Guidebook
and
GSAS / Merit Funding

Federal and External Financial Aid for Graduate Students

Federal and external FA is available and information on this aid can be accessed through Fordham enrollment services. Each semester, it is the student's responsibility to maintain the necessary matriculated student status certification they need to qualify for and/or maintain this aid and not go into repayment.

Federal & External FA
Fordham /
Admissions and Aid /
Graduate Financial Aid

Emergency Aid

Students experiencing emergency financial difficulties may request special consideration for a tuition scholarship. Such requests should go to the DGS to be forwarded to GSAS. Another source for emergency funding is the Steel Loan. A student may request up to \$1,000 interest free for a year. Applications for Steel Loans may be found in KE-216.

Emergency Aid
English DGS and the
GSAS Dean

Fordham University & Department Communications / Change of Contact Information

Email communications are sent to student Fordham Gmail accounts. Students using a non-Fordham email must follow the instructions to forward Fordham emails to that address. Students must notify the University and the GPA in the event that their contact information changes by completing and submitting a Personal Change Form to the GPA and to Human Resources and by making changes via my.fordham.edu.

Student Records
GSAS P&P Guidebook
and under
my.fordham.edu /
Personal Information

English Graduate Program Forms and Documents

The Departmental Exception-Waiver Form must be completed by students who wish to waive one or more historical distribution or other requirements.

The PhD Comprehensive Exam document describes the format of this exam and the PhD Comprehensive Exam Registration Form (CERF) provides a timeline for and is to be completed as part of the registration process for the exam.

The Guide to Academic Publishing, the PhD Student Advice Handbook, and the Dissertation Proposal and Defense Checklists.

The English Graduate Bulletin Board on Blackboard (the BB). Instructions for using the English Graduate Bulletin Board (the BB) on Blackboard.

English / Graduate /
Resources and
Opportunities /
Forms & Resources

GSAS Forms & Resources

GSAS Academic Calendar	Personal Change Form
Matriculated Student Status Certification Form	Fordham Health Insurance Plan
Inter-University Doctoral Consortium Registration Form	Request for Grade of Incomplete
Forwarding Your Fordham Email	GSAS Waiver of Requirements
Request for Transfer of Credit	Dissertation Guidelines
Application for Graduate Tutorial	Add/Drop and Change of Grade (only available from GPA)

This QuickGuide is to be used for quick answers to frequently asked questions on Policies and Procedures of the English Graduate Program. It does not contain all policies and procedures and therefore is to be used as a *supplement* to the GSAS Guidebook, GSAS and English websites, and the Graduate Program Administrator and Director.