



MAEL

MASTER OF ARTS
IN ENGLISH LITERATURES



Graduate Student Handbook



1st edition
MARCH 2024

Acknowledgments

This is the first manual based on the new MAEL program. We are grateful to the authors of the MAEE handbook for creating a blueprint for graduate handbooks in the English Department.

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I. Important Offices and Publications

OFFICES & PUBLICATIONS	
<u>Department of English</u>	Chardon Building #323 Telephones: (787) 265-3847; (787) 832-4040 x 3064 Website: https://www.uprm.edu/english/ Email: ingles.uprm@upr.edu Contact: Dr. Nandita Batra MAEL Graduate Program Coordinator nandita.batra@upr.edu
<u>Office of Graduate Studies (OGS)</u>	Celis Building, Office 111 Telephones: (787) 265-3809; (787) 832-4040, x 3809, 3598, 3442 Website: https://www.uprm.edu/oeg/en/ Email: egraduados.uprm@upr.edu
<u>Financial Assistance Office</u>	Dean of Students Building, 1 st floor 259 Boulevard Alfonso Valdés Telephones: (787) 832-4040 x 3440, 3863, 2572, 3077 Website: https://www.uprm.edu/asistenciaeconomica/ Email: aeconomica@uprm.edu
<u>Registrar's Office</u>	Celis Building, Second Floor Telephones: (787) 832-4040 x 2583, 3424, 3343 Website: http://www.uprm.edu/registrar/ Email: registro@uprm.edu xenia.ramirez@upr.edu
<u>UPRM Graduate Catalog</u>	Most recent version available at the Academic Affairs Webpage under: Graduate Catalog http://www.uprm.edu/p/decasac/catalogo_academico
<u>UPRM Academic Calendar</u>	Most recent version available at the Academic Affairs Webpage under: https://www.uprm.edu/asuntosacademicos/calendario-academico/
<u>Bylaw 09-09 (Certificación 09-09) Policies Governing Graduate Studies at UPRM</u>	Additional important policy documents available at https://www.uprm.edu/oeg/en/resources-and-documents-2/
<u>Office of Graduate Studies Calendar</u>	This OGS document is published at the beginning of each academic semester and is available at: https://www.uprm.edu/oeg/fechas/fechas-importantes/

MAEL Deadlines	This department document is created by the English Department Graduate Program Coordinator from information provided by the Office of Graduate Studies at the beginning of each semester. It is sent to all active MAEL students.
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II. MAEL Mission and Goals

<i>MISSION</i>	<p>The Master of Arts in English Literatures (M.A.E.L) promotes a thorough knowledge of the periods, movements, and genres of the diverse literatures in English in their respective contexts. This knowledge promotes global understanding through the study of literature. The program directs its efforts towards the following groups:</p> <ul style="list-style-type: none"> ● teachers of English with a particular interest in literature ● those seeking a solid base for a variety of careers and for further graduate study ● those who find in the study of literature a culturally enriching and personally satisfying experience <p>Students who graduate from the program will:</p> <ul style="list-style-type: none"> demonstrate knowledge of the field of literary theory have a thorough knowledge of literatures in English from the earliest times to the present demonstrate knowledge of a more specialized field in English Literature demonstrate competence in the application of literary theory demonstrate mastery over oral and written English be able to present their research in public at professional conferences or symposia be able to teach literature at college and high school levels
<i>GOALS</i>	<p>The first would be to produce graduates who are thoroughly prepared for entry into a Ph.D. program in literature at a competitive university.</p> <p>The second would be to enable those who wish to teach literature at the freshman or high-school level to increase their level of competency in that field.</p>

III. MAEL Program Description

A. Overview

The MAEL provides a focus on Literatures in English (British, United States, English-Speaking Caribbean, British Postcolonies and Puerto Rican Literatures in English). Students may also take 9 credits from other programs (such as the MAEE) as elective, giving them the choice of an optional pedagogical component. Thus, the teachers, writers, intellectuals and citizens who graduate from our program will go on to contribute to the cultural life of the community in which we live. Our program will help shape graduate students in a variety of ways at the same time that they will help shape and define the character of our program.

B. Prerequisites

The MAEL requires its applicants to hold a Bachelor's degree but not necessarily in English or in Literature if they have the necessary prerequisites. They may be admitted to the program conditionally if they lack the required prerequisites. These students must complete their prerequisites within their first two years (four semesters) in the program and must obtain an average of 3.00 amongst all prerequisite courses. Failure to do so will result in a year-long suspension after which it will be necessary to reapply for admission. UPRM students applying or taking these prerequisites should have:

British Literature courses (9 credits)

American Literature courses (6 credits)

C. Requirements for MAEL Degree Completion

1. Credit Requirements

These requirements vary depending on the degree completion option chosen by the student.

Option I (Thesis): Minimum of 36 credits: thirty credits of coursework and six credits for thesis.

Option III (Comprehensive Exam): Minimum of 36 credits of coursework, comprehensive examination (which includes two classroom examinations, a take home specialization examination), and an oral examination defense.

2. Core Courses for Both Options (6 credits)

a) Core Methodology

INGL 6605 Research Methods in Literature

INGL 5015 English and American Literary Criticism

b) Core Period

15 credits to be taken from 5 of 6 different periods of literature. The six periods have been defined as the following:

Period 1: Old and Middle English	6478	<i>Old English Language and Literature</i>
	6216	<i>Beowulf and Cynewulf</i>
	6207	<i>Chaucer and Chaucerians</i>
	6206	<i>Middle English Literature: Prose, Drama and the Alliterative Revival</i>
Period 2: Shakespeare and the Renaissance to 1660	6247	<i>Sixteenth Century British Literatures</i>
	6441	<i>Shakespeare: Texts and Contexts</i>
	6208	<i>British Poetry of the Seventeenth-Century</i>
	6215	<i>Seventeenth-Century Drama</i>
Period 3: British Literature from 1660-1900	6479	<i>Neo-classical Poetry, Prose, & Drama</i>
	6218	<i>The Eighteenth-Century Novel</i>
	6487	<i>The Romantic Movement: The First Generation</i>
	6076	<i>The Romantic Movement: The Second Generation</i>
	6448	<i>The Victorian Novel</i>
	6477	<i>Victorian Poetry and Prose</i>
	6459	<i>Early American Literature to 1820</i>

Period 4: American Literature till 1900	6498	<i>US Literature 1820-1860</i>
	6210	<i>US Literature 1860-1900</i>

Period 5: The Twentieth Century through World War II	6217	<i>Poetry from 1900 to 1945</i>
	6476	<i>Fiction from 1900 to 1945</i>
	6075	<i>Drama from 1880-1945</i>
Period 6: Literature since World War II	6048	<i>Poetry since 1945</i>
	6240	<i>Drama since 1945</i>
	6245	<i>Fiction since 1945</i>

3. Elective Courses

Students may use their electives to supplement the core methodology and period courses with two options:

a) Topic Courses:

INGL 6516 Puerto Rican Literature in English

INGL 6518 Literature of the English-Speaking Caribbean

*INGL 6526 Postcolonial Theory & Literature from British
Postcolonies*

INGL 6997 Topics in a Genre or Mode (variable content)

INGL 6527 Novels from the British Isles

b) Courses from Other Programs:

Students may use their Elective option to take courses in other programs, such as the MAEE, including the following recommended course:

INGL 6009 Models for Teaching Literature

4. Course Validations

During the student's first semester in the program, they may request credit validation of English graduate-level courses (5000 or above) completed at UPRM

or other institutions. In addition, following Bylaw 20-94 (28 October 2020), UPR students who have been admitted to the MAEL program may request validation for up to fifteen credits for any qualifying courses taken at the 5000 or higher level with a grade of “A” or “B”, with a maximum of nine credits at the 5000 level. However, students from other institutions may only request credit validations for equivalent qualifying courses that have not been used to complete previous undergraduate degree requirements. These petitions should be submitted in writing to the Department Chair with a copy of the students’ transcripts that include the grades obtained in the courses.

This document should also include the course name and number, the official description of the course from the pertinent academic catalog, as well as the syllabus for the semester and year in which they received the grade reflected on their transcript. The Department Chair then forwards all petitions to the MAEL Graduate Program Coordinator for evaluation by the MAEL Graduate Committee. If the committee approves the request, the Program Coordinator notifies the Department Chair who will then begin the process to obtain the necessary signatures via Sign Request. Upon a successful process, the student’s transcripts will be updated by the Registrar’s Office.

The deadline to submit the request for course validations is outlined in the table below.

Table 1: Deadlines to Submit Course Validation Requests

Cohort	Deadline
Fall Admission (August)	Second Friday of October
Spring Admission (January)	Second Friday of March

IV. Statute of Limitations for Degree Completion

As indicated in Bylaw 09-09, all requirements for the Master’s Degree should be completed within six years of the date of entry to the program, with or without interruptions. Students who exceed this time limit are suspended from the University. However, they may

apply for a second and final admission after they have remained un-enrolled in the MAEL program for two consecutive semesters (one year). Validation of courses taken during the first admission into the program is not guaranteed; the Graduate Committee makes these decisions on a case-by-case basis. However, the student is responsible for requesting a second validation by submitting a letter to the Department Chair.

Students who have been suspended for any reason may not take courses at this institution. Any credits taken during the suspension period at other institutions will not be accepted as part of the requirements for the MAEL program.

Students who interrupt their studies for one or several semesters may apply for readmission into the program as long as they have not exceeded the six-year statute of limitation. The Department Chair refers readmission applications to the MAEL Graduate Committee who evaluates and establishes the conditions on each case for readmission. Likewise, any graduate student from another program who wishes to transfer to the MAEL program must comply with the application process keeping in mind the statutes of limitation.

V. Completing the MAEL Program

A. Advising upon Enrollment

The MAEL Coordinator assigns a temporary advisor to each student once they are in their first semester in the program. During that semester, the temporary advisor will schedule an initial meeting with the student to discuss information about program requirements, the student's options to complete the degree, the process of selection of committee members, and to clarify questions. Together, they complete the *First Semester Advising Meeting Record* (available [here](#)). During their second semester, students carefully choose their Graduate Committee members in consultation with their temporary advisor and/or the Department Chair.

Students must consult with professors on their availability to serve on thesis or comprehensive exam committees. In the second week of the second month of their second semester (2/2/2) in the program, students are required to file a *Plan of Graduate Study* (available [here](#)), which includes the signatures of all committee members. At this point, the Committee Chair becomes the student's permanent advisor and their primary source of support and guidance. **This appointment becomes official once the Plan of Graduate Study is processed with all the necessary signatures via Sign Request. The Sign Request process must begin at the English Department, when the graduate student submits an accurate and**

completed Plan of Graduate Study to ingles.uprm@upr.edu. The Plan of Graduate Study must have already been revised carefully by the student's Thesis/Comp Exam Committee and edited by the student. Incomplete or incorrect documents will be returned to the graduate student and Committee Chair.

B. Enrolling for the First Time

Before enrolling for the first time, students should schedule a meeting with the Department Chair. The Department Chair provides an orientation about the program, alongside a list of the courses to be offered during that academic year, to then advise them on the courses to take that first semester.

The Department Chair can also ask the temporary advisor to advise their advisees in the selection of courses for the first semester. This first time, the Department Chair manually enrolls the graduate student via an [Ajustes Ticket System Request](#). In subsequent semesters, when students have already constituted their Thesis/Comp Committee, they discuss their program and plans with the Thesis/Comp Committee Chair before enrolling each semester. Make sure to complete the *Graduate Student Academic Counseling Sheet*: August Cohort (available [here](#)) or January Cohort (available [here](#)), before meeting with the Department Chair for registration.

C. Enrollment and Course Selection

Registration for courses is completed online in the English Department office. Before registering it is very important to select courses carefully. After discussing the matter with their Thesis/ Comp Committee Chair or Temporary Advisor, the student should select courses each semester that correspond, as closely as possible, to the *Plan of Graduate Study* they are required to file (For a detailed description see Section E below).

Students need to plan ahead if there is an area of study that particularly interests them. A course in each period is generally offered once a year. Students writing a thesis will want to select courses that will give them a strong background in areas related to their thesis topic. Some basic guidelines to consider include the following:

1. If admitted with conditions, register for the prerequisite courses as soon as possible, preferably, during the first and second semester.

2. Take core courses as soon as possible during the first and second semester.
3. Take courses to fulfill the Period requirement during the first two to three semesters.
4. Avoid a heavy schedule during the semester in which you will be completing your thesis or preparing to take the comprehensive exam.
5. Prepare in advance for meetings with advisor and other committee members and take responsibility for your academic progress while in the program.
6. Plan your schedule significantly before the registration deadline.
7. Remember your advisor and committee members also have a schedule to follow and many professional commitments to honor. Always plan extra time in the eventuality they may not be available to give advice, comment on work, or provide signatures immediately. A good timeline to remember is to turn in materials to your committee members, on average, two weeks before you would like a response from them. The same holds true for requests for letters of reference, conference papers, and presentations among others.

D. Student's Graduate Committee

Students begin the Thesis (Option I) or Comprehensive Examination (Option III) process by selecting a faculty member in the English Department to serve as their Thesis/Comp Committee Chair. Committee Chairs take on the role of guiding the student in the preparation of their Program of Study, overseeing their coursework and progress through the degree, advising them on their thesis or comprehensive examination through drafting, revision, submission and presiding at their thesis or comprehensive examination oral defense. Students enrolled in thesis credits (INGL 6999) should meet with their graduate committee chair on a weekly basis and regularly provide updates to their other committee members about their plans and progress, including making revisions according to feedback provided by the chair and committee members. The Committee Chair should be someone the student feels comfortable going to for guidance, feedback, and support for issues involving course selection, degree completion, academic and professional development, among other issues essential to graduate studies and post-graduation career choices.

In consultation with their Committee Chair, students should choose a minimum of two additional faculty members to serve on their committee for both thesis and comprehensive exams. Requirements for graduate committee membership are listed in Sections D and E of Bylaw 09-09. Although they may choose up to five members at least half of the committee members, must be from the English Department and from the student's program. The committee chair must be a fulltime, tenured or tenure-track faculty member from the English Department. Other members may be from other departments, faculties, and UPR campuses as well as specialists from outside the UPR system. In those cases, the process stipulated in Bylaw 10-46 for Ad Honorem committee members must be completed before external members are added to the student's Plan of Study as graduate committee members. Students should select committee members with whom they can work collaboratively and effectively. All committee members must be selected by the time the Plan of Study is filed, typically on or before the second week of the second month of their second semester of enrollment (2/2/2).

E. Plan of Graduate Study

The Plan of Graduate Study (Form DAAEG-003 Rev. September 2014, which is available [here](#)) is the document in which students declare the option they have chosen to complete their degree, the courses they will take in the program and the composition of their committee. The Registrar's Office uses this information to update students' transcripts and evaluate if the student has completed the program requirements. Students must prepare an accurate and complete Plan of Graduate Study (available [here](#)) and submit it to ingles.uprm@upr.edu so it can be processed via Sign Request for signatures. The Registrar's Office, OGS, English Department, graduate committee and the graduate student receive digital copies of signed forms. All signers, including the student, must keep a copy for their personal records.

The Plan of Graduate Study should list the required and elective courses the student plans to take to complete the degree and, in the case of students who were admitted with conditions, the prerequisites stipulated in their admission letter. As indicated above, the Plan should also list the members of the student's committee. The Plan

should be prepared in close consultation with the student's Committee Chair and other committee members. The document is considered officially completed once it has been processed via Sign Request with all the corresponding signatures from all the members of their committee, the Department Chair, the MAEL Graduate Program Coordinator and the graduate student. The MAEL Graduate Program Coordinator will place a copy in the student's official departmental file.

F. Changes to the Plan of Study

Any changes in the Plan—courses, committee members, or degree completion options—must be reported to the Registrar, OGS, the MAEL Graduate Program Coordinator, and the Department Chair in writing by filing an *Amendment to the Plan of Study* (form DAAEG-004, Rev. November 2010, which is available [here](#)). The Sign Request process must begin at the English Department, when the graduate student submits an accurate and completed *Amendment to the Plan of Study* to ingles.uprm@upr.edu. The *Amendment to the Plan of Study* must have already been revised carefully by the student's Thesis/Comp Exam Committee and edited by the student. Incomplete or incorrect documents will be returned to the graduate student and Committee Chair. A copy of the completed form will be placed in the student's Department File.

G. Suggested Programs of Study

The MAEL Graduate Committee (GC) developed a *Suggested Programs of Study* based on a two-year degree completion plan (available [here](#)). Accomplishing this requires careful planning and intense dedication to the program. Moreover, the suggested plans of study only work for students who received full admission.

The suggested programs, to be completed in two years, do not include taking any courses during the summer. In all of the programs, it is suggested the student take the two Core courses and the five Period requirements as soon as possible.

H. Deadlines

Whether or not students complete the program in two years, there are certain crucial deadlines they are responsible for meeting.

1. First Semester Students

- a) Meet with the temporary advisor as soon as possible.
- b) If applicable, request course validations before the second week of classes.
- c) Form the committee and submit *Plan of Graduate Study* by the second week of the second month of the second semester in the program (available [here](#)).

2. Option I Students

The thesis proposal should be submitted before registering for thesis (INGL 6999) for the third time. The *Form to Submit Dissertation, Thesis, or Project Proposals* (available [here](#)) should be processed via Sign Request. The Sign Request process must begin at the English Department by submitting the accurate and complete form to ingles.uprm@upr.edu. Incomplete or incorrect documents will be returned to the graduate student and Committee Chair.

Please consider that the *Form to Submit Dissertation, Thesis or Project Proposals* must be approved before registering for thesis (INGL 6999) for the third time. The Office of Graduate Studies (OGS) will place a hold on your registration if this requirement is not met, therefore, you will not be able to complete the registration process.

Upon **thesis completion** and in consultation and agreement with the graduate committee, the graduate student must formally request a date, time, and place for the oral examination (thesis defense) by submitting the completed *Request for Admission into the Oral Examination for Dissertations, Theses, and Projects* (Rev. October 2015) which include

the new requirement *Output Matching for Handling Hazardous Waste* to OGS (available [here](#)). The thesis project should be submitted to OGS a minimum of thirty days prior to the date requested for the thesis defense. After submitting the thesis project to OGS, students may not continue revising their projects until after the defense.

***IMPORTANT:** On January 22, 2024, OGS established new requirements for requesting oral exams. See letter *Solicitud de Exámenes Orales de Defensa* (available [here](#)). A Google Form must be completed and the required documents uploaded to the form; otherwise, your request for defense will not be considered nor processed.

Note: Students who intend to change from the comprehensive exam Option III to the thesis Option I must fill out the form *Change of Plan under the Same Graduate Program* (Rev. October 2015) (available [here](#)). The Sign Request process must begin at the English Department by submitting the accurate and complete form to ingles.uprm@upr.edu. Incomplete or incorrect documents will be returned to the graduate student and Committee Chair.

3. Comprehensive Examination (Option III) Students

The *Request to Take the MAEL Comprehensive Exam* form (available [here](#)) should be submitted before the last day of classes in the semester prior to the one in which you would like to take the exam (NOT the last day of the semester). For example, if you intend to take the exam in the following spring semester, you need to register during the enrollment period in the preceding fall semester. Without this document, students will not be able to complete the enrollment process. Upon consultation and agreement with their graduate committee, graduate students submit the *Request to Take the MAEL Comprehensive Exam* form. Students must submit the accurate and complete form with all questions and

reading lists to ingles.uprm@upr.edu, where the Sign Request process will begin. Incomplete or incorrect documents will be returned to the graduate student and Committee Chair. Registration for the Comprehensive Exam course (INTD 6015) is done by the Department Chair in coordination with the Office of Academic Affairs.

NOTE: Students who intend to change from thesis (Option I) to the comprehensive exam (Option III) must fill out the form *Change of Plan Under the Same Graduate Program* form (available [here](#)). The Sign Request process must begin at the English Department by submitting the accurate and complete form to ingles.uprm@upr.edu. Incomplete or incorrect documents will be returned to the graduate student and Committee Chair.

4. Students Who Plan to Graduate

Request graduation online by the second month of the semester **prior to** the anticipated graduation date; or, request graduation by the second month of the semester you plan to graduate and pay a late fee. Please visit the Registrar's Office website, which is available [here](#) to ensure compliance with **all** graduation requirements.

NOTE: Students must submit the graduation payment receipt as evidence to request a thesis defense date.

All Students

Each semester students should consult the following:

- a) *Academic Calendar* available [here](#)
- b) Office of Graduate Studies (OGS) deadlines, published [here](#) and the *MAEL Deadlines* document circulated electronically (via email) by the MAEL Graduate Program Coordinator or Department Chair.

VI. Option I: Thesis

Writing a thesis is one of the two options presently available for completing the MAEL program. A thesis is the written result of an original research project planned and conducted by the student, working closely with the thesis chair and other committee members chosen by the student. According to OGS, students must access the following examples and guidelines to comply with OGS standards.

[Tesis, Disertaciones e Informes de Proyecto \(TDP\): Propuesta](#)

[Thesis Template](#)

[Tesis, Disertaciones e Informes de Proyecto \(TDP\): Organización y Redacción](#)

A. Selecting a Topic

Writing a thesis gives students an opportunity to identify and explore a research topic that truly interests them in order to contribute to furthering knowledge in the student's field of study. In addition, completing the thesis will improve their writing, research and critical thinking skills. Thus, the thesis option can be a rewarding experience for students interested in pursuing careers in education, as well as a beneficial option for students planning to continue their studies in a doctoral program.

As students take their first courses, they should be thinking about subject areas that are of particular interest to them. Students should take notice when questions occur to them that have not been answered or have not been answered to their satisfaction in the literature, course assignments and discussions. If the student teaches, classroom observations may also raise questions for further exploration. All such questions may lead to an idea for a thesis. Students should refer to the *List of Faculty Members* included in the department's website which is available [here](#) to identify faculty who might direct them to resources and help them develop a line of inquiry.

B. Writing the Thesis

The procedure for writing a thesis involves planning, research, and materials development. In this process, the student first defines initial goals more precisely, reviews the relevant current research, figures out how his/her topic fits into this research, identifies specific objectives, and selects the method(s) and sources to be used in the research. These planning stages become part of a thesis proposal. Students work closely with their committee Chair and other committee members in developing the proposal. Visit the following site for a guide on how to prepare proposals, theses and projects ([Tesis, Disertaciones e Informes de Proyecto \(TDP\): Propuesta](#))

1. Please note that students cannot begin their research until their proposals have been approved by all the committee members and required proposal materials have been submitted to the OGS and the English Department.
2. After the proposal is approved by the student's committee, the student will conduct research, analyze secondary sources, and write the thesis manuscript. The student's proposal focuses this process of research and often serves in creating the standard initial section/s of the thesis. The length and organization of theses vary, but should be agreed upon by all members of the student's committee (75 pages is considered the norm). When working on the thesis, students enroll in INGL 6999; for the first two times the course must be taken for three (3) credits. After that, students register for zero credits until thesis completion. A student must be enrolled in INGL 6999 in order to defend their thesis.
3. It is expected that the student will be able:
 - a) to demonstrate, in writing and orally, familiarity with scholarly conversations in a given field of study;
 - b) to use, in writing, Modern Language Style or another appropriate system of citation in the thesis;
 - c) to incorporate theory to support an interpretation or reading of a literary text or texts in the thesis;

- d) to defend, in writing and orally, an interpretation or reading of a literary text or texts;
 - e) to conduct research independently in a given field of study;
 - f) to write a thesis of least seventy-five double spaced pages; and,
 - g) to present their research to the university community
4. If your thesis project includes the study of human subjects (such as a thesis with interviews, surveys, and/or analysis of students' assignments from a course), you will need to procure from the UPRM Institutional Review Board (IRB) approval for your study prior to beginning your research. Plan carefully since this entails being certified by The Collaborative Institutional Training Initiative (CITI Program, which can be found [here](#)) prior to requesting IRB approval. Submit your IRB application (and CITI certification) at the same time you submit your thesis proposal. Information about the IRB is available on the UPRM Committee for the Protection of Human Subjects in Research (CPSHI) website which is available [here](#). Students cannot begin their research until their proposals (and/or IRB) have been approved by all the committee members and required proposal materials have been submitted to OGS and the English Department. As a reminder, the approval of the proposal should happen before the student registers for thesis the third time.
5. Please note that students cannot begin their research until their proposals have been approved by all the committee members and required proposal materials have been submitted to the OGS and the English Department.
6. After the proposal is approved by the student's committee, the student will conduct research, analyze findings and/or texts, and write the thesis manuscript, which in some cases might include the development of curricular materials and/or research protocols. The student's proposal focuses this process of research and often serves in creating the standard initial section/s of the thesis. The length and organization of theses vary, but should be agreed

upon by all members of the student's committee. When working on the thesis, students enroll in INGL 6999; for the first two times the course must be taken for three (3) credits. After that, students register for zero credits until thesis completion. A student must be enrolled in INGL 6999 in order to defend their thesis.

C. Defending the Thesis

When all members of the student's committee agree that the thesis is complete, the next step is to submit a request for oral defense thirty days prior to the date agreed by the committee. A representative of the Director of the Office of Graduate Studies, is assigned from faculty at UPRM (no faculty from the English Department can represent OGS in a thesis from the English Department). According to the OGS Norms, the established timeframe for the oral examination (thesis defense) is no less than two hours and no more than four hours.

The graduate student has the option to request an open or closed defense. An open thesis defense begins as a public forum in which the student delivers an oral presentation of their research project, which should be thirty minutes long, and addresses questions and comments from the public. At the conclusion of the public discussion, the chair requests that the public leave the room and the student is expected to respond to additional questions posed by the committee. After this exchange, the student is asked to leave the room for the committee to deliberate in private about both the oral defense and the thesis manuscript. A closed defense is composed only by the graduate student, the OGS representative and the committee.

The committee may or may not pass the student on the oral defense. If the student does not pass the oral defense, they may repeat the defense once. At the defense, the committee may accept the thesis manuscript as submitted, request minor revisions (establishing a clear timeline for the submission of revisions), request major revisions (establishing a clear timeline for the submission of revisions), or not accept it. See the

Tesis, Disertaciones e Informes de Proyecto (TDP): Organización y Redacción from OGS for more detailed information on how to prepare proposals, theses, and projects which is available [here](#).

VII. Option III: The Comprehensive Exam

Taking the comprehensive examination is one of the two options currently available for completing the MAEL program. A comprehensive exam is a demonstration of the knowledge cumulatively gained in a program, and it is an opportunity to showcase this information synthesized under a specific topic of interest to the student. Working together with the exam chair and other committee members, the student drafts questions and reading lists related to the MAEL program and their personal interests, which in turn, shape the exam. This section helps students understand the process involved in taking the comprehensive exam. It outlines the steps involved in this process, including the formation of the Examination Committee, understanding the format and components of the exam, requesting and studying for the exam, and the steps to take to timely complete their degree. It also provides valuable information on how the comprehensive exam is evaluated.

A. Creating the Examination Committee

Similar to the thesis option, the student taking the comprehensive exam should have a graduate committee. The Examination Committee is the equivalent of the student's graduate committee for Option I students.

Students begin the comprehensive examination (Option III) process by selecting a faculty member in the English Department to serve as their graduate committee chair and advisor. This is the same process for students who have chosen to write a thesis, and this information is included in the Plan of Study submitted by students in their second semester in the program. Graduate committee chairs guide the student in the preparation of their Program of Study, overseeing their coursework and progress through the degree, advising them on their comprehensive exam through drafting questions and reading lists, submission of the form *Request to Take the MAEL*

Comprehensive Exam (available [here](#)) and presiding at their exam defense. Students preparing to take the exam should meet with their graduate committee chair regularly and provide regular updates to their other committee members about their plans and progress, including making revisions according to feedback provided by the chair and committee members. The committee chair should be someone the student will feel comfortable going to for guidance, feedback, and support for matters such as course selection, degree completion, academic and professional development, among other essential aspects of graduate studies and post-graduation academic and career choices.

Requirements for graduate committee membership are listed in Sections D and E of Bylaw 09-09. Although they may choose up to five members at least half of the committee members must be from the English Department and from the student's program. The committee chair must be a fulltime, tenured or tenure-track faculty member from the English Department. Other members may be from other departments, faculties, or UPR campuses as well as specialists from outside of the UPR system. In those cases, the process stipulated in Bylaw 10-46 for Ad Honorem committee members must be completed before external members are added to the student's Plan of Study as graduate committee members. Students should select committee members with whom they can work comfortably and effectively, and they must select all committee members by the time they file their Plan of Study, typically in the second week of the second month of their second semester of enrollment.

B. Exam Content and Format

The exam has three components:

1. A written classroom exam on 4 literary periods, taken over two consecutive days (three hours each)
2. a take-home specialization examination
3. an oral defense of both exams

The content of the examination is not restricted to coursework in the student's Plan of Graduate Study and students may be required to prepare in areas not covered in their courses. The student must initiate negotiation and dialog with his/her committee to determine the focus of the exam in the selected periods (Point D below). Students must

initiate these discussions at least one semester before they plan to take the exam in order to prepare reading lists for both exam areas.

C. Preparing to Take the Exam

Prior to taking the comprehensive exam, students must fulfill certain course requirements:

1. Prerequisites

To request the examination, the student must have **completed** 27 (out of 36) credit hours in the program, including the following courses:

INGL 5015 English and American Literary Criticism and Theory
INGL 6605: Research Methods in Literature
and courses in at least four periods

Candidates must be registered in *INTD 6015 Comprehensive Exam* during the semester in which they plan to take the examination.

2. Registration in INTD 6015

If students have already completed all course and credit requirements for the degree, students should register in *INTD 6015*, which is equivalent to zero (0) credits. Once a student is registered for this course, they must take their comprehensive exams during that semester. If a student is registered for *INTD 6015* and does cancel it on time or does not take the exams, this will result in a failure of the exams. Students who have never taken the exams will have one more opportunity to take the exams. If the student has already taken the exams once, and they fail their second attempt, they will be suspended from the program. In this case, the only option for the student would be to apply for a second and final admission to the program, for which the student must wait for a full year in suspension.

3. Exam Dates

The written exam is given over a period of two consecutive days on dates agreed upon by the student and committee members. Students will answer two

exam questions on the first day (three hours) and the second two (three hours) on the second day. The specialization exam will be turned in two weeks after the classroom examinations have been completed. The oral defense of the exams will take place within one week after the specialization exam has been turned in. The last day a student is allowed to complete the oral defense is **the last day of classes** for the semester in which the student takes the comprehensive exam (and is registered in *INTD 6015*). All of the exam dates and times must be included in the *Request to Take the MAEL Comprehensive Exam* (available [here](#)) and the exams must be done during those dates previously agreed upon.

4. Study Guide

In consultation with the committee, the student will prepare a reading list of the appropriate number of primary (literary) sources and at least five recent secondary (academic) sources (scholarly journals, book chapters or books, dissertations, etc.) to be read in preparation for each of the period examinations and seven for the specialization exam (A minimum of four of these sources should be referred to in the answer to each period exam question and five of these sources for the specialization question). In preparation for the exam, the student may wish to prepare an annotated bibliography and an outline of his or her answers to each exam question listed on the Request to *Take the MAEL Comprehensive Examination* form. However, no outlines or notes of any kind will be allowed during the written exam. For the oral defense of the exam, students may bring a copy of their answers of each written exam, but they may not use notes or other resources.

5. Requesting the Exam

The *Request to Take the MAEL Comprehensive Exam* form (available [here](#)) should be submitted before the last day of classes in the semester prior to the one in which you would like to take the exam (NOT the last day of the semester). For example, if you intend to take the exam in the following spring semester, you need to register during the enrollment period in the preceding fall

semester. Without this document, students will not be able to complete the enrollment process. Upon consultation and agreement with their graduate committee, graduate students submit the Request to Take the MAEL Comprehensive Exam form. Students must submit the accurate and complete form with all questions and reading lists to ingles.uprm@upr.edu, where the Sign Request process will begin. Incomplete or incorrect documents will be returned to the graduate student and Committee Chair. Registration for the Comprehensive Exam course (INTD 6015) is done by the Department Chair in coordination with the Office of Academic Affairs.

On the request form, candidates indicate the following information:

- a) Their intention to take the comprehensive examination;
- b) The dates of the period classroom examination, due date of the specialization take-home examination, and date of the oral defense;
- c) The study questions for the classroom examinations and specialization examinations (3 per exam);
- d) A reading list of an appropriate number of primary (literary) sources and at least 5 recent secondary sources (scholarly journals, book chapters or books, dissertations, etc.) agreed upon by the committee for each part of the exam (Period exam and specialization). Sources on the list may overlap.
- e) In the case of a second attempt to pass the exam, the candidate should indicate which parts of the exam will be retaken.

6. Cancellation of Request to Take the MAEL Comprehension Exam

Once the *Request* has been received by the Department Chair, students are committed to taking the comprehensive exam on the days and times stipulated in the form. If a student wishes to reverse this decision, they must file a *Cancellation of Request to Take the MAEL Comprehensive Exam* at least ten working days before the date set for the requirement in the first component of the exam. In the unlikely event a student does not request the cancellation in a timely manner, the original *Request to Take the MAEL Comprehensive Exam*

will be recorded as an official attempt to pass the exam regardless of whether or not the student actually takes it and will count as a failure of all parts of the exam.

D. Taking the Exam

As stated above, the Comprehensive Examination includes a Period written exam on four periods of literature (written over two consecutive days, two questions each day), a specialization take-home exam, and an oral defense. Each component of the examination is further explained below:

1. Period Written Examination Content

A written classroom exam on 4 literary periods, taken over two consecutive days (three hours each):

- a) One take-home specialization examination
- b) An Oral defense of both exams

2. Written Examination Protocol

Students will be examined on 4 of the major 6 periods of English Literatures, which have been defined as follows:

- a) Old and Middle English
- b) Shakespeare and the Renaissance to 1660
- c) British Literature from 1660-1900
- d) American Literature till 1900
- e) The 20th Century through World War II
- f) Literature since World War II.

The written examinations will be administered and evaluated by the members of the student's committee. Committee members will jointly select the exam question for each of the four areas from the three questions filed by the student in the *Request to Take the MAEL Comprehensive Exam* (available [here](#)). **This information will not be communicated to the student prior to the time of the exam.** The committee will also decide which member will be in charge of

administering each of the written examinations and booking a computer-equipped room for this purpose in consultation with the Department Chair. Students should be notified about their faculty exam proctors and examination sites at least one week before the scheduled exam date.

On each of the two consecutive exam days, the committee member chosen to administer it will provide the student with an official copy of the exam question. The student will answer the question on a computer provided by the department or committee member (not the student's personal computer). Students will not be allowed to use the Internet or consult any personal files or notes during written examinations. At the end of the examination period, the committee member will keep a digital copy of the student's completed exam and will make the file available to the other committee members by the next business day. Digital copies of the completed exams must be placed in the student's departmental file.

3. Specialization Exam

When the student completes the last of the Period written examinations, they will receive the specialization question. As soon as the student receives the questions, they will have two weeks to turn in the written specialization examination. Because it is a take-home exam, students may use their notes, annotated bibliography, and other resources to answer the question. However, it is inappropriate to receive any input or assistance on the answer to the specialization question from faculty members, other students, etc. The exam will be based on their application of literary theory from the core course to an area of literature in which they would like to specialize.

4. Oral Defense

One week after the student turns in the specialization exam, they will sit for the oral defense with all three committee members. The defense is closed to the public. The oral defense is an opportunity for the students to verbalize answers about their written exams. Questions are about the students' written exams and

therefore should NOT include new questions about the reading lists. During the defense, committee members may not intervene to aid the student in answering the questions. Each committee member will ask up to two questions about each of the three written parts of the exam. These questions will NOT be shared in advance with the student. After the defense is finished, the student will be asked to leave the room while the committee deliberates. The student will be invited back in and told the results immediately after the deliberation.

E. Passing the Exam

In order to pass the MAEL Comprehensive Exam, the student must obtain passing marks on all components: the written examination, specialization exam, and oral defense.

1. Period Written Examination:

To pass the period written examination students must obtain a passing grade on all four periods. The student's Examination Committee members will evaluate the exam. General evaluation criteria for the exams are based on the student's ability to perform the following tasks:

- a) Synthesize the key theoretical and analytical debates defined by the exam questions.
- b) Articulate an independent argument in response to those debates.
- c) Demonstrate knowledge of primary sources in the period.
- d) Integrate information from a variety of sources into an organized, cogent, and scholarly response.
- e) Contextualize the argument appropriately.
- f) Include a minimum of 4 appropriate citations (recent academic journal articles, academic book chapters and/or books) in MLA format.
- g) Compose a scholarly essay of 4-5 pages (double-spaced)

After reading the student's work, Examination Committee members will confer to evaluate the student's written examination (on a pass/fail basis) and complete the corresponding portion of the *Examination Result Form* required by the

Registrar's Office and the Office of Graduate Studies (form DAAEG21 Revised October 2008, which is available [here](#)). Written justification will be submitted to the student and the Department Director (for inclusion in the student's file) in case of failure in any of the exams. Students who fail two or fewer periods of the Period written exam on their first attempt will have one more opportunity to pass the failed parts. (If they fail more than two periods they will be required to retake the entire exam.) They may retake the exam (in full or in part) no sooner than the following semester and no later than one year after their first attempt to pass the exam. (The student may register to take the exam during the summer if all members of the student's committee agree to meet and work during the summer.) Failure in **any** area exam during a second attempt will constitute failure in the MAEL program.

2. Specialization exam:

As stated above, to pass the Comprehensive Exam students must also obtain a passing mark on the specialization exam. General evaluation criteria for the specialization exam are based on the student's ability to perform the following tasks:

- a) Review recent academic literature related to the specialization topic.
- b) Synthesize key theoretical and methodological debates pertinent to the topic.
- c) Articulate an independent argument.
- d) Integrate information from a variety of sources into an organized, cogent, and scholarly response of 12-15 pages.
- e) Contextualize the argument appropriately.
- f) Include a minimum of 5 appropriate citations (recent academic journal articles, academic book chapters, and/or books) following MLA format.

3. Oral Defense:

The general evaluation criteria for the oral presentation are based on the student's ability to perform the following tasks:

- a) Extemporaneously and formally synthesize the theoretical and conceptual frameworks present in the exam questions.
- b) Knowledgeably respond to questions and comments about the exam responses

At the end of the oral defense, the Examination Committee will confer, in private, to evaluate (on a pass/fail basis) the oral defense component of the examination. The student will be informed of the committee's decision immediately after the discussion. The committee's evaluation should be reported in the corresponding section of the *Examination Result Form* required by the Registrar's Office and the Office of Graduate Studies (form DAAEG21 Revised October 2008), available [here](#). Written justification will be submitted to the student and the Department Chair (for inclusion in the student's file) in case of failure in this component of the examination.

F. Reporting the Results of the Exam

The English Department Director is the person in charge of reporting the *Results of the Comprehensive Exam* (form DAAEG21) to the Registrar and the Office of Graduate Studies. For the Director to be able to do so in a timely fashion, the Examination Committee chair must submit form DAAEG21 to the Department Chair within three working days of the completion of the examination process (i.e., Period written examination, the specialization exam, and the oral defense).

VIII. Financial Aid

Financial aid is available in various forms from the English Department and the University. Each type is explained below.

A. Teaching Assistantships

See Junta de Gobierno Universidad de Puerto Rico's Normas para el programa de ayudantías graduadas subvencionadas mediante el programa de asistencia suplementaria en la universidad de Puerto Rico section 12 of Bylaw 147 (31 May 2023), which is available [here](#).

1. Eligibility

A limited number of Graduate Teaching Assistantships (GTA) are available through the English Department office. They are awarded on a competitive basis. Students may obtain a Teaching Assistantship if they are taking nine graduate credits (including 5000-level courses) or are enrolled in thesis, INGL 6999. In order to qualify for a Teaching Assistantship, students must maintain a grade point average of 3.00 or higher. Also, GTAs must be enrolled in INGL 6996, a one-credit course on University Teaching Development (UTD) for three consecutive semesters. (If a student is placed on probation or obtains an *NS* in thesis, they will not be eligible for any assistantship.) For more information on Teaching Assistantships, contact the Department Chair.

2. Limitations

A teaching load can range from three to six credits. Graduate Teaching Assistants **cannot** have another full-time job inside or outside of the university.

3. Benefits

As teaching assistants, students are exempt from tuition cost, though they are subject to medical plan fees, technology fees, and facility fees. GTAs also receive a modest stipend and gain valuable college-level teaching experience.

4. Duties

- a) As a graduate teaching assistant (GTA) students are responsible for planning and teaching classes in compliance with the objectives and guidelines set out by the master syllabus on file in the English Department and/or by course coordinators.
- b) GTAs are also charged with evaluating students and assigning grades.
- c) GTAs must hold office hours (one and a half hours per week for every three credits that they are teaching).

- d) They must contribute to course committee work, and participate in other training and oversight obligations. See Junta de Gobierno Universidad de Puerto Rico's Normas para el programa de ayudantías graduadas subvencionadas mediante el programa de asistencia suplementaria en la universidad de Puerto Rico Bylaw 147 (31 May 2023), which is available [here](#).
- e) Each section they teach will undergo a student evaluation in accordance with UPRM policies (COE) and a faculty member will visit GTAs' classes at least once per semester to conduct a class evaluation.
- f) Graduate Teaching Assistants are held to the same standards as other faculty members and must treat all students respectfully, explain class policies and assessment procedures clearly, and assess student work reasonably and fairly.
- g) In addition to adhering to best practices in classroom teaching, GTAs are expected to uphold all regulations of the University of Puerto Rico at Mayagüez that govern teaching faculty. This includes, but is not limited to, attending all required meetings, University Teaching Development classes and functions, and Center for Professional Development (CEP) events; following the university drug and alcohol policy and the smoking restrictions placed on university property; and maintaining professional standards on campus.

5. Support

Graduate Teaching Assistants are supported by many people in the Department, including the Graduate Committee, the Department Chair, the University Teaching Development Coordinator and the course coordinators.

- a) Supervisor of the University Teaching Development (INGL 6996) Program
 - The supervisor directly oversees the development of teaching assistants and gives the UTD (formerly TADS) course, the required orientation course for GTAs.

- If the supervisor is not an elected member of the Graduate Committee, they will be periodically invited to exchange information about the UTD program with members of the Graduate Committee.
- b) Course Coordinators
- Course coordinators provide the master syllabus upon which Teaching Assistants will base their course as well as practical assistance for the courses they teach.
- c) Graduate Committee (GC)
- The GC is composed of elected faculty members from the English Department and a graduate student representative (elected by MAEE and MAEL students each year).
 - This committee coordinates, in collaboration with the Department Chair, the MAEL program and fulfills the responsibilities stated in Bylaw 09-09: Policies Governing Graduate Studies at UPRM.
 - GTAs may bring their concerns to the attention of the GC via the graduate student representative or by contacting the MAEL Graduate Program Coordinator directly.

B. Research Assistantships

A limited number of research assistantships become available each year, based on availability of University funding. A research assistantship allows students to gain research experience while working on a project coordinated by a member of our faculty. The number of positions available and the terms of the positions (salary, tuition waiver, etc.) vary depending on the needs and budgets of each research project. Eligibility criteria for these positions are determined by the faculty member in charge of the research project.

C. University Loans

In order to qualify for a university loan, students have to complete an application for a Federal Pell grant and be given a Pell grant number (FAFSA). Graduate students do not qualify to receive Pell grants, but this is, nevertheless, the necessary first step to qualify for other financial aid and loans.

There are two major university loans. One is the Direct Federal loan, or the William D. Ford loan. The amount varies depending on the number of credits the student is taking and the other sources of income the student may have. There are two types of William D. Ford loans.

Subsidized: eligibility is based on need and the federal government pays the interest until the student starts to pay.

Not based on need: students are responsible for the interest as soon as they receive the loan disbursement.

The second loan option is the Sallie Mae loan, which is a private or alternative loan. A student only qualifies for this loan option if they do not meet the prerequisites to qualify for the William D. Ford loan, and approval of this loan is subject to additional conditions. To learn more about the William D. Ford or Sallie Mae loans, including the evaluation and procedure processes, you may visit the Federal Loans which is available [here](#) within the Office of Financial Aid.

D. Scholarships

The Graduate Legislative Scholarship awards a stipend based on the information from FAFSA and the number of credits the student is taking. For more information about university loans and scholarships, students should inquire at the Financial Aid Office at the Deanship of Student Affairs Building. Their website is available [here](#).

IX. Important Documents & Resources

Links to important resources, forms, and documents are provided below.

1. [MAEL Courses and Descriptions](#)
2. [First-Semester Advising Meeting Record](#)
3. [Plan of Graduate Study](#)
4. [Amendment to the Plan of Study](#)
5. [Change of Plan under the Same Graduate Program](#)
6. [MAEL Thesis Repository](#)
7. [Form to Submit Dissertation, Thesis, or Project Proposals](#)
8. [Request for Admission to the Oral Examination for Thesis or Projects](#)
9. [Request to Take the Comprehensive Exam](#)
10. [Examination Result Form](#)
11. [List of English Department Faculty Members](#)
12. [Rubric to Evaluate MAEL Comprehensive Exam Essays](#)
13. [Graduate Students Academic Counseling – August Cohort](#)
14. [Graduate Students Academic Counseling – January Cohort](#)
15. [Instructions: Requesting Oral Exam Defense of Dissertation, Thesis or Project](#)
16. [Online Form to Request Oral Exam Defense of Dissertation, Thesis or Project](#)

Suggested Program of Study

Option I: Thesis (August) Cohort: Students Entering in Fall

Requirements	First Year		Second Year	
	Fall	Spring	Fall	Spring
Credits: 36*	9	9	9	9*
Courses	One Core course	One Core course	Thesis: INGL 6999 (for 3 credits) One required	Thesis: INGL 6999 (for 3 credits)
Electives	Two period courses	Two period courses	One period course One elective	Two electives
Timeline	<p><i>By October-</i></p> <ul style="list-style-type: none">) meet with temporary advisor) determine who your advisor will be (suggested) <p><i>By the end of the semester-</i></p> <ul style="list-style-type: none">) set up full graduate committee) submit your Plan of Study (suggested) 	<p><i>By February-</i></p> <ul style="list-style-type: none">) determine who your committee members will be) turn in plan of study form) start drafting thesis proposal (suggested) 	<p><i>By September-</i></p> <ul style="list-style-type: none">) complete thesis research and outline thesis (suggested)) request & pay for graduation in May OGS deadline <p><i>By December-</i></p> <ul style="list-style-type: none">) submit thesis proposal- OGS deadline 	<p><i>By February-</i></p> <ul style="list-style-type: none">) request & pay for May graduation if you didn't in September) pay late fee OGS deadline <p><i>By March-</i></p> <ul style="list-style-type: none">) Complete thesis <p><i>By April-</i></p> <ul style="list-style-type: none">) arrange date of thesis defense in May <p><i>By May-</i></p> <ul style="list-style-type: none">) turn in the thesis OGS deadline) defend thesis OGS deadline

*33 credits when thesis is submitted and defended during the first semester registered in INGL 6999.

Suggested Program of Study

Option I: Thesis (January) Cohort: Students Entering in Spring

Requirements	First Year	Second Year		Third Year
	Spring	Fall	Spring	Fall
Credits: 36*	9	9	9	9*
Courses	One Core course	One Core Course	Thesis: INGL 6999 (for 3 credits) One required	Thesis: INGL 6999 (for 3 credits)
Electives	Two Period courses	Two Period Courses	One Period Course One elective	Two Electives
Timeline	<p><i>By March-</i></p> <ul style="list-style-type: none"> } meet with temporary advisor } determine who your advisor will be (suggested) <p><i>By the end of the semester-</i></p> <ul style="list-style-type: none"> } set up full graduate committee } submit your Plan of Study (suggested) 	<p><i>By September-</i></p> <ul style="list-style-type: none"> } determine who your committee members will be } turn in Plan of Study form } start drafting thesis proposal (suggested) 	<p><i>By February-</i></p> <ul style="list-style-type: none"> } complete thesis research and outline thesis (suggested) <p><i>By April-</i></p> <ul style="list-style-type: none"> } submit thesis proposal- OGS deadline 	<p><i>By September-</i></p> <ul style="list-style-type: none"> } request & pay for graduation in May <p><i>By October-</i></p> <ul style="list-style-type: none"> } complete thesis <p><i>By November-</i></p> <ul style="list-style-type: none"> } arrange date of thesis defense in December } turn in the thesis OGS deadline <p><i>By December-</i></p> <ul style="list-style-type: none"> } defend thesis OGS deadline

*36 credits when thesis is submitted and defended during the first semester registered in INGL 6999.

Suggested Program of Study

Option III: Comprehensive Exam (August)

Cohort: Students Entering in Fall

Requirements	First Year		Second Year	
	Fall	Spring	Fall	Spring
Credits: 36	9	9	9	9
Courses	One Core Course	One Core Course	One Period Course	*
Electives	Two Period Courses	Two Period Courses	Two electives	Three electives
Timeline	<p><i>By October-</i></p> <ul style="list-style-type: none"> ↳ meet with temporary advisor ↳ determine who your advisor will be (suggested) <p><i>By the end of the semester-</i></p> <ul style="list-style-type: none"> ↳ set up full graduate committee ↳ submit your Plan of Study (suggested) 	<p><i>By February-</i></p> <ul style="list-style-type: none"> ↳ determine who will be your committee members ↳ turn in plan of study form ↳ start drafting thesis proposal (suggested) 	<p><i>By September 15-</i></p> <ul style="list-style-type: none"> ↳ request & pay for graduation in May OGS deadline <p><i>By December-</i></p> <ul style="list-style-type: none"> ↳ inform the department in writing of your desire to take the examination next semester (see Part VIII: Comprehensive Exam) 	<p><i>By February-</i></p> <ul style="list-style-type: none"> ↳ request & pay for May graduation if you didn't in September ↳ pay late fee OGS deadline <p><i>By April-</i></p> <ul style="list-style-type: none"> ↳ take written examinations on two consecutive days ↳ take-home specialization question (two weeks) ↳ schedule oral defense (one week after handing in take home) ↳ defend successfully OGS deadline

*If you have taken all of the required courses, you may register in INTD 6015 for zero credits during the semester you take your comprehensive exams.

Suggested Program of Study

Option III: Comprehensive Exam (January) Cohort: Students Entering in Spring

Requirements	First Year	Second Year		Third Year
	Spring	Fall	Spring	Fall
Credits: 36	9	9	9	9
Courses	One Core Course	One Core course	One Period course	*
Electives	Two period courses	Two period courses	Two electives	Three electives
Timeline	<p><i>By March-</i></p> <ul style="list-style-type: none">) meet with temporary advisor) determine who your advisor will be (suggested) <p><i>By the end of the semester-</i></p> <ul style="list-style-type: none">) set up full graduate committee) submit your Plan of Study (suggested) 	<p><i>By September-</i></p> <ul style="list-style-type: none">) determine who your committee members will be) turn in plan of study form-) start drafting thesis proposal (suggested) 	<p><i>By February-</i></p> <p><i>By April-</i></p> <ul style="list-style-type: none">) inform the department in writing of your desire to take the examination next semester (see Part VIII: Comprehensive Exam) 	<p><i>By September-</i></p> <ul style="list-style-type: none">) request & pay for graduation <p><i>By November</i></p> <ul style="list-style-type: none">) take written examinations on two consecutive days) take-home specialization question (two weeks)) schedule oral defense (one week after handing in take home)) defend successfully OGS deadline

*If you have taken all of the required courses, you may register in INTD 6015 for zero credits during the semester you take your comprehensive exams.