

Academic Progress Policy

To enable you to complete your degree successfully, regular consultation about program requirements is essential. This policy ensures that every student has regular and frequent opportunities to review progress in close consultation with graduate faculty and advisors, so that you can complete the program in good time and meet your long-term goals. It keeps you in regular and expected contact with your committee at periodic stages throughout the program. The Graduate School and the English Department determine good progress in the PhD program by the following measures.

Graduate School Policies on Academic Progress

Academic Good Standing

After completing nine credit hours of graduate coursework, students must maintain a cumulative GPA of at least 3.0 in all graduate coursework at UNCG to remain in Academic Good Standing.

Academic Probation and Academic Dismissal

Any student who has completed at least nine credit hours of graduate coursework and whose cumulative GPA for all graduate courses drops below 3.0 will be placed on Academic Probation. Probationary status will be removed if, within the next nine credit hours, a student brings the cumulative GPA to at least 3.0 for all graduate coursework. If probationary status is not removed, the student will be dismissed from the program and is ineligible to continue in The Graduate School.

Academic Progress and Professionalism

Satisfactory performance in The Graduate School also involves maintaining the professional standards and academic progress expected in a particular discipline or program. Failure to maintain the standards or progress set out in a student's departmental or program handbook may result in dismissal of the student from the program.

Failure to meet any of the following measures will result in dismissal by the Graduate School.

English Department Policy on Measures of Good Progress

First-Year Review and Evaluation

The first-year review and evaluation are early opportunities to reflect upon and receive feedback on your progress in the beginning stages of the program.

First-Year Review

After completing nine hours (9) in the program, students will meet to discuss their progress in the program. During the semester following the completion of nine hours, faculty in the student's courses will be asked to submit confidential evaluative comments available only to The First-Year Review Committee. These comments will discuss three major areas: 1) content acquisition, 2) writing skills and 3) progress toward exams. The First-Year Review Committee will meet with each student to evaluate progress on the basis of these comments. The First-Year Review Committee will be composed of the Director of Graduate Studies and two (2) members of the Graduate Studies Committee selected by the DGS. Within two weeks of the conclusion of the meeting, the First-Year Review Committee will provide a letter identifying particular strengths on which to build and particular areas for improvement.

First-Year Evaluation

After having completed eighteen (18) hours in the program, students will meet with the First-Year Review Committee to review their progress since the previous meeting. In addition to evaluative comments from professors in courses from the first (18) hours, the committee will require each student to submit a self-evaluation that addresses the comments from the First-Year Review (250 words), a brief (500 word) description of their proposed research, and a list of at least three (3) possible committee members. The First-Year Review Committee will meet with each student to evaluate progress on the basis of these documents. Within two weeks of the conclusion of the meeting, the First-Year Review Committee will provide a letter indicating the progress the student is making on the following scale: (1) satisfactory progress or (2) unsatisfactory progress. Students receiving a rating of (2), unsatisfactory progress, will be asked to provide evidence of sufficient progress, as specified in the committee's letter, no later than the first day of classes the following academic-year semester. The committee may request evidence that includes but is not limited to improved grades, enrollment in a foreign language course, a faculty letter that attests to improvement on a particular issue, or missing elements of the self-evaluation.

Exams

Students must pass the Ph.D. Preliminary Comprehensive Examinations, both the written and oral components, to continue in the program. For a fuller description of the examination process see the "Doctoral Preliminary Exam" section of this handbook.

Committees

In preparation for the exams, throughout the exams, and throughout the writing of the prospectus and the dissertation, students are expected to maintain a committee of at least three (3) UNCG English Department faculty members. It is crucial that students' committees consist of faculty members who can successfully guide them in their chosen specialties and provide them with strong recommendations. The particular areas needed may shift between exams and the dissertation or as the dissertation project progresses, and committee members may be added or replaced as the project proceeds. Faculty from other departments and institutions with appropriate credentials may serve on either exam committees, dissertation committees, or both, but they must be **in addition to** these three (3) UNCG English Department faculty members. Once the committee is constituted, students should consult with each member in order to ascertain what he or she considers standards of good progress. The standards may include but are not limited to the timely submission of drafts, the ability to incorporate feedback in an effective manner, or the ability to produce original research. Students and their committee Chairs must remain in regular contact about the progress students are making toward their degree. Ordinarily, the Chair or student should respond to the other's inquiry within a month. If such timely communication proves a continuing or significant problem, the Chair or student should consult with the DGS about the issue.

If an individual member of this committee has concerns about the academic progress of a particular student, that faculty member should indicate these to the student in writing with clear expectations for how the student can demonstrate sufficient progress. If, after the student has had multiple opportunities to demonstrate sufficient progress, a faculty member determines that the student's work does not constitute good progress and elects to leave the committee for that reason, he or she must notify the student and the DGS in writing. The DGS will then assume responsibility for determining the student's good progress and may recommend that the student identify another committee member or consider discontinuing the program. The student will then have until the end of the first week of classes of the

following semester of the regular academic year to constitute a complete committee, the members of which will then assume responsibility for determining good progress. The first step in the process, after an initial consultation with the DGS, is the identification of the committee Chair; the rest of the committee will be formed by the student with the advice of the Chair.

If the student is unable to constitute a complete committee either because he or she is unable to identify three (3) UNCG English department faculty members with the appropriate expertise to guide the dissertation, or because he or she has been unable to show sufficient promise of a dissertation completed in a timely fashion in the professional determination of (3) UNCG English Department faculty members, the Graduate School will dismiss the student from the program.

Should a committee member leave the institution while serving on a student's committee, the student should consult with the DGS to determine how to reconstitute committee.

Fourth-Year Requirement

Students who do not apply to graduate in May of their fourth year should request written permission to continue from each of their committee members. Students must provide this permission by May 1 of the end of their fourth year. Should a committee member be unwilling to provide such endorsement, the student should refer to the committee policy above.

Students seeking a teaching assistantship in their 5th year must have advanced to candidacy by May of their Fourth year.

Fifth-Year Review

In order to continue past the fifth year, students must convene a formal meeting with all committee members to discuss their progress. No later than two weeks after this meeting, students must submit a timeline for completion to the DGS signed by all committee members. Should a face-to-face meeting prove difficult to arrange, the committee chair should seek an accommodation from the DGS. This meeting must be completed by June 1 of the end of the fifth year.