

Department of Cultural Studies and Comparative Literature
Graduate Programs in Comparative Literature and in
Comparative Studies in Discourse and Society

Satisfactory Progress toward the Ph.D.

5 November 2007

The Graduate School and the graduate programs in CL and CSDS determine what constitutes the status of making “satisfactory progress toward the Ph.D.” This status is a necessary consideration in a number of departmental and graduate-program decisions, including eligibility to apply for various fellowships, and appointment to teaching and research assistantships. (This policy does not address whether and how any given fellowship, assistantship, or other matter is dependent on satisfactory progress; it only serves to define what satisfactory progress is.)

For Graduate School requirements and forms, see the Graduate School website at http://www.grad.umn.edu/Current_Students/degree_completion/doctoral/
Graduate School forms mentioned below can be obtained at this site.

Following, in checklist format, are requirements that must be met in order to maintain satisfactory progress toward the Ph.D. in CL and CSDS:

In general

- Keep your GPA at 3.5 or above.
- Carry no more than 6 credits (two courses) incomplete at any one time.
- Take required courses and complete all required credits. For details, see the information on the department website under “Degree Requirements” for CL (<http://cscl.umn.edu/grad/clDegree.html>) and for CSDS (<http://cscl.umn.edu/grad/csdsDegree.html>).

Year 1

- Take required courses, including the Basic Seminar, Pedagogy, and Methodology.

Year 2

by 15 March:

- Choose your Permanent Advisor and inform the DGS via email.

Year 3

by 15 March:

- Name your Preliminary Oral Defense Committee (three members from your major [CL or CSDS] and one member from outside your major). This committee must be listed on your Degree Program form.

- Establish your Degree Program with the DGS.
 - File your Degree Program form (G.S. Form 89a) with the Graduate School.
- by 15 May:*
- With your adviser, determine the three fields on which your Preliminary Exams will be based and establish your preliminary reading list. File a copy of each with the DGS.

Year 4

by 15 December:

- With your adviser, finalize the three fields on which your Preliminary Exams will be based and your reading list. File a copy of each with the DGS.

by 15 May:

- Sit for your Preliminary Written Examination, providing responses that will be forwarded to your Preliminary Oral Defense Committee.
- Submit two copies of the signed Preliminary Written Examination Report (G.S. Form 17): one to the Graduate School, and one to the DGS.
- Formally schedule your Preliminary Oral Examination with the Graduate School (at least one week prior to the proposed exam date).
- Sit for your Preliminary Oral Examination.
- Submit two copies of the signed Preliminary Oral Examination Report (provided by the Graduate School to your Adviser, and given to you after the examination): one to the Graduate School, and one to the DGS.

Year 5

by 15 September:

- Complete your Dissertation Prospectus.
- Meet with your Dissertation Committee to discuss the Dissertation Prospectus, and file the approval form (available from the departmental website, (<http://cscl.umn.edu/pdf/dissertationProspectus.pdf>) with the DGS.
- File two copies of your Thesis Proposal Form (G.S. Form 63a), which also includes the names of your Final Oral Exam Committee members: one with the Graduate School, and one with the DGS.

Year 5 and beyond

- Take 24 Thesis Credits in the two terms following completion of the Preliminary Oral Examination.
- Complete your research and writing, and submit your dissertation to your dissertation Readers. The dissertation must be completed within five years after passing the Preliminary Oral Examination. (Ideally it will be completed much earlier.)
- Request a Graduation Package from the Graduate School. (http://www.grad.umn.edu/Current_Students/forms/grad_packet/doctoral/confirm.html) File two copies of the Thesis Reviewer's Report: one with the Graduate School, and one with the DGS.
- Schedule the Final Oral Defense with the Graduate School at least one week prior to the defense.

- ❑ File two copies of the Final Oral Examination Report (provided by the Graduate School to the Chair of your Committee), one with the Graduate School and one with the DGS, within one working day after the defense.
- ❑ Submit an Application for Degree Form to the Graduate School by the first working day of the intended graduation month.
- ❑ Submit two copies of the Thesis Abstract, two copies of the Thesis (signed by your Advisor[s]), the Microfilm Agreement Form, and the Survey of Earned Doctorates Form to the Graduate School.