



Manual for Policies and Procedures
for Graduate Students

Beering Hall of Liberal Arts and Education, Room 1289
100 North University Street
West Lafayette, IN 47907-2098 U.S.A.

Phone: (765) 496-9629
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<http://www.cla.purdue.edu/american-studies/>

DISTINGUISH *yourself*

Checklist and Instructions for Graduate Admission American Studies Program, Purdue University

- | | | |
|---------------------------------------|----------|--|
| Department | 1. _____ | Application for admission and \$55 application fee submitted directly to the Graduate School. |
| Degree or Enrollment Objective | | The Graduate School requires an electronic application. This electronic application can be accessed by going to:
http://www.gradschool.purdue.edu/admissions/

Indicate “American Studies” and “Literature”, “History”, “Political Science”, “Sociology”, “Communication”, “Philosophy”, or “Educational Studies” for specific subject area, which will be your area of concentration in the program.

If you will not have the Masters (or its equivalent) when you enter our graduate program, please select “Master’s Degree” even if your eventual goal is the Ph.D. If you wish to take course work, but are not immediately interested in a degree program, select “Postbaccalaureate” on the form. If you apply for Postbaccalaureate status, you may eliminate items 4, 5, 6, and 8 below. |
| Statement of Purpose | 2. _____ | In this statement be sure to describe your long range goals and your preparation and background in research and writing. You may wish to describe your prior work experiences and cite any published works. (Approximately 500 words.) This may be submitted with your application. |
| Transcripts | 3. _____ | Official transcripts of all higher education institutions. Upon beginning their studies at Purdue, students must have had final transcripts from their previous school(s) filed with the Purdue Graduate School. Foreign transcripts must include the English translation of both transcripts and diplomas and must be original documents. |
| GRE Scores | 4. _____ | M.A. and Ph.D. admission requires the general test only. |
| TOEFL Scores | 5. _____ | Required if your native language is not English. Minimum of 550 required of paper-based tests; 213 for computer-based tests; and the following for internet-based tests: writing – 18, speaking – 18, listening – 14; reading – 19, total – 77. |
| TWE Scores | 6. _____ | Required of anyone submitting TOEFL scores. |
| Writing Sample | 7. _____ | An academic paper written in English, consisting of at least 2,500 words. |
| Letters of Recommendation | 8. _____ | Three (3) letters of recommendation from persons familiar with your academic ability. The Graduate School now has an electronic form available on their Admissions website (http://www.gradschool.purdue.edu/admissions/). Please see this site for instructions on completing the on-line recommendations. |
| Deadline | 9. _____ | January 15 for anyone seeking financial support. |

Items 2-8 must be sent to: Graduate Studies Office, American Studies Program, Purdue University, Beering Hall of Liberal Arts and Education, Room 1289, 100 North University Street, West Lafayette, IN 47907-2098. Applications for admission that include requests for financial support must be complete and in our office by **January 15**. Applicants not seeking support should have completed application files to us by May 1 (for fall semester) or September 1 (for spring semester).

Introduction

Purdue's graduate American Studies Program offers a wide range of course and seminar work leading to the M.A. and Ph.D. degrees. The program is designed for students of demonstrated abilities in many kinds of undergraduate study who have interdisciplinary interests. The curriculum on both levels encourages students to tailor their studies to their own interdisciplinary concerns.

The following guidelines describe the requirements for master's and doctoral students and are designed to introduce our program and to assist students in planning their graduate study. Included are "Check Lists" which summarize the requirements for both degrees.

Additional information concerning Graduate School requirements and deadlines is provided in the *Graduate School Bulletin* (<http://www.gradschool.purdue.edu/faculty/bulletin.cfm>), which also offers a complete listing of American Studies courses.

Faculty

Evelyn Blackwood: Gender and sexuality, feminist theory, women's same-sex relations, kinship, emerging identities.

Kristina Bross: Colonial American literature

Susan Curtis: American intellectual and cultural history

Charles Cutter: Latin American history & the Spanish Southwest

Nadine Dolby: International education, higher education, qualitative inquiry, youth culture, popular culture, and education in South Africa.

Lance Duerfahrd: Film studies and history of photography

John Duvall: 20th century American literature

Nancy Gabin: American women's and labor history

Sonia Gonzalez: Spanish and Latino literature.

Leonard Harris: American philosophy, African American philosophy, race and realism

Nathalia Jaramillo: Educational studies.

Christian Knoeller: English education

Anne Knupfer: Women's education; women's activism; African-American urban communities; history and philosophy of education.

Robert Lamb: 19th and 20th century American literature, literary history, intellectual history

Alfred Lopez: Postcolonial literature

Christopher Lukasik: American Literature before 1900; Early American Studies; visual culture and theory; American literary history and criticism

Dawn Marsh: Indigenous North American history from pre-contact through the colonial period with a special interest in indigenous women's history and sovereignty

Valentine Moghadam: Sociology of gender, gender and development, globalization and transnational social movements, sociology and political economy of the Middle East and North Africa

Daniel Morris: 20th century American literature, American poetry, 20th century American art, popular culture

Bill Mullen: American Studies; African American Studies; Cultural Studies; Working-Class Studies; Critical Race Theory; Marxist Criticism

Venetria Patton: African American literature

Nancy Peterson: 20th century American literature, minority studies, gender studies

Yvonne Pitts: U.S. legal/constitutional history

A.G. Rud: Cultural foundations of education; P-12 educational leadership; higher education.

Ryan Schneider: Antebellum American literature, 19th and 20th century public intellectuals and intellectual history

Charlene Haddock Seigfried: Classical American philosophy, pragmatist feminism

Offices and Staff

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General

Advising

Entering students in American Studies will be counseled initially by the Director of American Studies. All students will be assigned to an advisor in the department of their main area of concentration, but this arrangement may be only temporary. By the end of their first year of studies, students should have chosen their major professor and, in consultation with this major professor, an additional two faculty members for their advisory committee. Prior to the formal start of work on the dissertation, doctoral students should reconstitute their advisory committee by substituting faculty members as needed for the dissertation project and by increasing their advisory committee to four members.

The advisory committee is the liaison between the student and the Director in matters such as: plans of study, course registration, monitoring of academic progress, retention in program or termination, and scheduling of doctoral preliminary examinations. The student's advisory committee and the Director of American Studies certify the completion of degree requirements.

Minimum Registration Requirements

All students are expected to make steady progress toward their degrees. Students holding a half-time assistantship must register for a minimum of eight hours per semester. Students on scholarships and fellowships are expected to register for at least eight hours per semester, or as directed by the award.

Residency Requirements

Residency requirements for graduate degrees are governed by rules specified in the *Graduate School Bulletin* (<http://www.gradschool.purdue.edu/faculty/bulletin.cfm>); at least one-third of the course work must be taken during continuous residency.

Transfer Credits

With the approval of the student's academic advisor and the Director of American Studies, up to twelve credit hours may be transferred toward the master's student's M.A. degree or the doctoral student's Ph.D. degree. Such credits must be requested in writing (with transcript and course content documentation), and must be for courses appropriate for an American Studies plan of study at Purdue. Any transfer credits must have been earned within the last five years, must have carried a "B" or better, and may not have been used previously to satisfy the requirements of a degree held by the student. Petitions for transfer credits should be submitted in the student's first year of graduate course work at Purdue.

Plan of Study

Beginning Fall 2006, all M.A. and Ph.D. students entering the program must submit a Plan of Study for their degree by the end of their second full semester of study. Each student must meet with their Plan of Study committee at least once during each academic year, but no later than the end of spring semester. The Chair of the Plan of Study committee must submit a one-page progress report based on the meeting to the student, the Director of American Studies, and to the student's file. The Director of American Studies will, as necessary, meet with each student after filing of the progress report.

Incompletes

In those rare cases in which an Incomplete is legitimate, the academic regulation of the University Senate applies: "The student must achieve a permanent grade in the course no later than the twelfth week of the second subsequent semester, or the I-grade will revert to a failing grade." Summer semester is not counted as a "subsequent semester".

Assistantships

Assistantships are awarded competitively to incoming students who have satisfied our criteria, which include the quality of the applicant's undergraduate education (and prior graduate education in the case of applicants to doctoral studies), grades in previous university studies, statement of purpose, writing samples, GRE scores, prior experience as an assistant or tutor, and letters of reference.

Normally teaching assistants are appointed in the department of their area of major concentration (Anthropology, English, Educational Studies, History, Communication, Political Science, Philosophy, or Sociology). Thus the nature of the assignments is determined by the department in which they are employed.

Students already in residence who have not been appointed to an assistantship may apply for one in writing in January. Letters from at least two instructors at Purdue with whom they have studied are required.

Assistantships are offered in the form of annual contracts and thus are not automatically renewable. Retention of assistantships is contingent on four factors: (1) budgetary allocations; (2) the student's academic progress; (3) the student's performance as an assistant; and (4) term limits.

By term limits we mean the maximum number of years a student may carry an assistantship. Broadly summarized, our rules limit master's students to four or five semesters and doctoral students to terms as set by the department in which they are employed. These terms vary from four to five years. A year on scholarship or fellowship does not count against these limits, but an assistantship concurrent with a fellowship does count. The exception to this is with the Department of English, where they do count fellowship years toward years of funding.

The salary for an assistantship is paid in ten monthly installments (September through May). The deadline for a completed application file is January 15 if the applicant is seeking an assistantship.

Women's Studies Teaching Assistant Positions

In order to be considered for a teaching assistant position in Women's Studies, students must complete an application as well as a graduate minor (more information can be found on Page 6 and Page 9). Below are the application procedures.

Submit to the Women's Studies Program the following:

- Cover Letter
- Application form (can be found on the Women's Studies website: <http://www.cla.purdue.edu/womens-studies>).
- 2 letters of recommendation
- Copy of transcripts and GPA

University Fellowships

Purdue Doctoral, Chappelle, Knox, and Lynn Fellowships are designated principally for incoming students. Bilsland Strategic Initiatives Fellowships are designed for current students with a specific initiative to impact graduate education at Purdue. Bilsland Dissertation Fellowships are intended to provide support to Ph.D. students in their final year of doctoral degree completion. Purdue Research Foundation Grants (year-long and summer grants) are designed for dissertation research. For further information on these stipends, please consult the Graduate School's funding page (<http://www.gradschool.purdue.edu/funding/>) or contact the Graduate School's Fellowship Office (765) 494-2598 or gradinfo@purdue.edu. Applicants who hope to be nominated for University fellowships must have **completed** their application files by January 15.

Guidelines for the M.A. Student

Degree Requirements

The student who wishes to earn an M.A. in American Studies must complete a minimum of 36 graduate hours in designated subject areas. The course of study prescribed for degree candidates is as follows:

1. **Major Field:**

Beginning Fall 2007 all AMST M.A. students will be required to take AMST 60100 and AMST 60200 in their first two semesters.

12 hours in the major field– i.e., in anthropology, communication, educational studies, history, literature, philosophy, political science, or sociology.

In addition, specific major fields have requirements for American Studies students.

Political Science

M.A. students in American Studies (and concentrating in Political Science) are expected to take POL 61000 along with whatever additional course work that relates to their particular interest. Exceptions to this may be made upon petition to the Graduate Studies Committee, if clear and convincing reasons are provided.

Sociology

An American Studies concentration in Sociology requires 12 credit hours in Sociology. The Sociology graduate committee recommends that these include at least one theory course and one methods course.

Women's Studies

A graduate minor in Women's Studies is required to be considered for teaching assistant positions in Women's Studies. Below are the requirements. The M.A. requires 9 credit hours and the Ph.D. requires 12 credit hours.

Requirements:

- A core course in Feminist Theory and Methodology (WOST 68000) for both M.A. and Ph.D. students
- Ph.D. students are required to take a second core course in Contemporary Issues in Feminist Scholarship (WOST 68100)
- Beyond the core courses, students may choose electives from courses listed by the Women's Studies Program, according to their research interests.

2. **Interdisciplinary Field(s)**

(a) 9 hours in social science, with a minimum of 6 hours in one social science, if the major field is in the humanities (history, literature, philosophy)

(b) 9 hours in humanities, with a minimum of 6 hours in one humanities, if the major field is in the social sciences (anthropology, communication, political science, sociology)

(c) One AMST 65000 seminar may be used to satisfy up to 3 hours of the "Interdisciplinary Field" requirement provided this AMST 65000 is officially listed in the appropriate "Interdisciplinary" department.

The major field and the interdisciplinary field(s) may be in other disciplines by special permission of the American Studies faculty.

3. **American Studies Seminars:**

12 hours in seminars in American Studies – three seminars (AMST 60100, 3 hours AMST 60200, 3 hours and AMST 63000, 6 hours), the former to be taken in the first semester and the latter in

the fourth semester of graduate study. Students are also encouraged to take an AMST 65000 seminar as an elective.

4. 3 hours of electives (Beginning Fall 2007; previous students will be required to take 6 hours of electives).

No thesis or special exam is required.

Students are expected to maintain a minimum grade point average of 3.0 (on a 4 point scale) in their course work. Those who fail to maintain the minimum cumulative average for two consecutive semesters will likely be dropped from the program.

Major Professor and Advisory Committee

Each student shall select an advisory committee, the chair of which is the student's major professor. The major professor must be a member of the American Studies faculty in the department which the student chooses as his or her major field. The advisory committee is to be consulted in the preparation of the plan of study. The major professor and the Director of American Studies should be consulted on the scheduling of courses and the distribution requirements as outlined above.

Foreign Language Requirement

There is no foreign language requirement for the M.A. degree in American Studies.

Plan of Study

Beginning Fall 2006, all M.A. students entering the program must submit a Plan of Study for their degree by the end of their second full semester of study. Each student must meet with their Plan of Study committee at least once during each academic year, but no later than the end of spring semester. The Chair of the Plan of Study committee must submit a one-page progress report based on the meeting to the student, the Director of American Studies, and to the student's file. The Director of American Studies will, as necessary, meet with each student after filing of the progress report.

Admission to the Ph.D. Program

Purdue American Studies M.A. students wishing to be admitted to the doctoral program in American Studies must submit a formal letter of application to the Director of American Studies early in the semester proceeding the academic year they wish to enter doctoral studies. The letter should indicate the applicant's proposed major field for the Ph.D. and the major professor with whom the applicant will work. The letter should also state whether the applicant seeks financial support for the Ph.D. program. In addition, they should submit an updated statement of purpose and one (1) letter of recommendation from an American Studies faculty member. Those planning to enter the Ph.D. program in the fall semester and seeking financial support must submit their letters no later than January 15.

“The following page contains a checklist summary of all requirements for the M.A. degree in American Studies.”

Checklist for the M.A. Student

- Provide Graduate School with documents required as stated in letter of acceptance. These may include the following:
- English proficiency examinations
 - Final transcripts and/or official evidence of B.A. awarded.

These documents must be in the Graduate School during the first semester of enrollment.

- Complete course requirements:
- AMST 60100 3 hrs.
 - AMST 60200 3 hrs. (*Beginning Fall 2007; previous students not required*)
 - AMST 63000 6 hrs.
 - Courses in Major Field 12 hrs.
 - _____
 - _____
 - _____
 - _____
 - Courses in Interdisciplinary Field(s) 9 hrs.
 - _____
 - _____
 - _____
 - Electives 3 hrs. (Beginning Fall 2007; students prior to this = 6 hrs.)
 - _____
 - _____
- _____
- 36 hrs.

- Form M.A. Committee
Committee must have a chair (your major professor) who is a member of the American Studies faculty from your major field. Committee must have at least two additional members.

_____, Chair; _____; _____

- File Plan of Study
A Plan must be submitted by the end of the second full semester of study. You must have all coursework added and committee changes made to the Plan no later than the end of the semester prior to the semester in which you plan to receive the degree. Please see the American Studies web site (<http://www.cla.purdue.edu/american-studies/>) for information on completing the Plan of Study.
- Declare degree candidacy:
When registering for the final semester, indicate on the registration form (Form 23) or to the Administrative Assistant through email that you are a degree candidate.

Guidelines for the Ph.D. Student

No fixed number of graduate hours is required. The Graduate School, however, sets certain resident study requirements for all Ph.D. students in the University. Details concerning these requirements are provided in the *Graduate School Bulletin* (<http://www.gradschool.purdue.edu/faculty/publications.cfm>) and the *Graduate School Policies and Procedures Manual*.

Below is the course of study prescribed for Ph.D. degree students in American Studies:

1. Each student designates a major field (anthropology, communication, educational studies, history, literature, philosophy, political science, or sociology) and takes a sufficient number of courses and seminars in that field in order to insure the kinds of mastery required by the department of the student's major field. Below are requirements for specific major fields for American Studies students.

Political Science

In addition to the Ph.D. requirements stipulated by American Studies, students with an emphasis in social/political science must complete course requirements expected of a major in one field and a minor in another field of Political Science, one of which must be American Political Systems. The student must pass the usual written preliminary examinations for major and minor in the appropriate fields.

Sociology

For the major field in Sociology at the Ph.D. level, Sociology requires 12 credit hours in Sociology. The Sociology graduate committee recommends that these include at least one theory course and one methods course. In addition, one 60000-level seminar must be completed.

The preliminary examination in Sociology will fulfill the Ph.D. student's examination requirements in the major field. A special examination by a committee of two persons, at least one of whom is a Sociology faculty member is required for the American Studies student who selects Sociology as a interdisciplinary field for the Ph.D.

The Ph.D. advisory committee for students choosing Sociology as a major or interdisciplinary field must include at least one member from the Sociology faculty.

Finally, American Studies students who choose Sociology as a major or interdisciplinary field are encouraged to complete as many additional methods, theory, and other courses as may be deemed appropriate by their advisory committees in preparation for preliminary examinations, dissertation research, and subsequent career plans.

Women's Studies

A graduate minor in Women's Studies is required to be considered for teaching assistant positions in Women's Studies. Below are the requirements. The M.A. requires 9 credit hours and the Ph.D. requires 12 credit hours.

Requirements:

- A core course in Feminist Theory and Methodology (WOST 68000) for both M.A. and Ph.D. students
 - Ph.D. students are required to take a second core course in Contemporary Issues in Feminist Scholarship (WOST 68100)
 - Beyond the core courses, students may choose electives from courses listed by the Women's Studies Program, according to their research interests.
2. The interdisciplinary requirement will facilitate access to methodologies and theories from various disciplines. Students will take at least three courses outside of major field (e.g., English)

and required American Studies courses (e.g., AMST 603). These courses might but need not be in a single department or program. The courses used to fulfill this requirement must be approved by the student's major professor and advisory committee as part of the student's plan of study.

Upon completion of these courses, the student will write a seven to ten page paper, demonstrating how the benefits gleaned from these courses will be manifest in the special field exam and the dissertation prospectus. This essay will be evaluated by members of the student's special field committee. Their approval of the interdisciplinary essay is a pre-requisite for the Special Field examination.

3. Each student chooses a special field research project defined by the student in consultation with the major professor and any other appropriate faculty members. Usually such additional mentors will be members of the student's advisory committee. In the past, students have produced two kinds of projects. One is an AMST course proposal that includes not only lecture topics, readings, and assignments, but also a substantial course justification that explains how the course melds two or more disciplinary approaches into a single, interdisciplinary lens through which course materials will be studied. The other is a lengthy, interdisciplinary essay that explores a research problem from multiple analytical perspectives and that explains how the intertwining of disciplinary approaches produces insights unavailable through a single analytical lens. In the past, students producing the teaching/course design project have used the proposal as a way of articulating American Studies pedagogy not only for their special field exam but also for their job market preparations. Students working on the research option have gone on to successfully submit their work for publication. Students enrolled in AMST 60300 may use the final project to develop a first draft of the Special Field exam.
4. Each student will take all of the following American Studies seminar at least once:
 - a) AMST 60100 (unless already taken in the M.A. Program at Purdue).
 - b) AMST 60200 will be required for all students entered into the Ph.D. program after Fall 2001.
 - c) AMST 60300 will be required for all students entered into the Ph.D. program after Fall 2007.
 - d) AMST 65000. This variable title/variable content interdisciplinary reading seminar may be repeated for credit.
5. Students will complete and submit to their dissertation committee an interdisciplinary dissertation.

Examinations

1. Foreign Language and/or Research Methods:
All doctoral students must demonstrate competence in a foreign language and/or research method. This requirement must be completed before the student is admitted to candidacy. Students are encouraged to fulfill this requirement as early in their program as possible.

This requirement may be met in the following ways:

- a) Passing the ETS Graduate School Foreign Language Test at a 550 level or above; receiving a "B" grade or better in two 50000 level courses in the same language in the Department of Foreign Languages and Literatures; passing a special examination given by a member of the Department of Foreign Languages and Literatures; or receiving a grade of "B" or better in FLL 60100 or FLL 60500.
- b) Passing the fourth semester of Purdue's undergraduate course sequence in an acceptable language with at least a grade of C in the last course, or with an equivalent of this requirement transferred from another institution. If a language requirement is to be met by transfer of undergraduate courses from another institution, the language courses must show on the official transcript supplied to the Graduate School.

- c) Students with an area of concentration in Sociology and Anthropology or Political Science may have the foreign language requirement waived and replaced by demonstrated proficiency in research tools and methodology as required by the Department of Sociology and Anthropology or Political Science. This requirement may be met by taking at least three of the following courses and receiving a “B” grade or better in each:

Sociology 38200, 38300, 58000, 58100, 68000, 68200;
Political Science 50000, 50100, 60500, 60600.

NOTE: The Department of Sociology and Anthropology and Political Science may add required methods courses or allow substitutions for the courses listed above. Students whose major field is in these disciplines are responsible for meeting the Departments’ current methods requirements. Any substitutions for the course listed above must be approved by the department involved and by the student’s major professor.

In some cases, proficiency in a foreign language may be required in addition to research methods.

- d) Students concentrating in the humanities may have the foreign language requirement waived and replaced by demonstrated proficiency in research tools and methodology if such competency is required by the student’s research. A waiver of the foreign language must be requested in writing and must be approved by the student’s advisory committee. The research tools and methodology requirement will be satisfied with a “B” grade or better in at least three appropriate courses. These courses include the following:

Sociology 38200, 38300, 58000, 58100, 58300, 68000, 68200;
Political Science 50000, 50100, 60500, 60600;
Statistics 50100, 50200
Psychological Sciences 50000
See the *Graduate School Bulletin* for course descriptions.

The choice of courses from this list or appropriate substitutes, including those from other departments such as Computer Science, should have received the approval of the student’s advisory committee before the student begins the course work.

2. Preliminary examinations:

The following preliminary examinations are to be taken within a period not to exceed two consecutive semesters (summer semester excepted):

- a) in the major field, at least two examinations, the content and coverage as determined by the appropriate department;
- b) in the interdisciplinary field, as arranged with the student’s instructor(s) in his or her interdisciplinary field and in consultation with the appropriate member(s) of the American Studies faculty.
- c) in the “special field”, a colloquium open to American Studies faculty and students and any other faculty members who served as members in the student’s special field research. In this colloquium the student will report on his or her results in the special field research project and engage those present in a discussion of these results. This colloquium should be scheduled as soon as the student has satisfied the requirements in the other preliminary examinations. Students must submit their request to schedule the special field examination to the Administrative Assistant **no later than three (3) weeks** prior to the defense date.

Students who fail one or more portions of the preliminary examinations may petition their advisory committee and the Director of American Studies for permission to retake those portions failed. If permission is granted, the student must retake the failed examinations no

later than the following semester, or, if it is a departmental examination, as soon as the department allows it to be retaken. Ordinarily, one retake is permitted. Once all preliminary examinations are passed, the student will be admitted to Ph.D. candidacy by the Graduate School.

Dissertation

1. Prospectus:
After being admitted to candidacy, students, with the advice of their dissertation committee, shall prepare a written prospectus outlining the research to be undertaken for the dissertation. Students are then required to defend their prospectus before a meeting of an American Studies colloquium, open to any interested faculty and students.
2. Final Examination (Defense of Dissertation)
When, in the opinion of the student's dissertation committee, the dissertation is complete, the student will defend it in an oral examination conducted by the members of the dissertation committee and any interested members of the American Studies faculty. This examination is public, that is, open to all University faculty and students.

Format Approval: Formal requirements are of two kinds.

- a) Each department with which American Studies is affiliated has its own set of dissertation format requirements. All matters of manuscript style are not covered by the generic University format requirements addressed in departmental requirements. American Studies dissertations writers must satisfy the requirements of the department of their major field. In each case, the major professors must work with the student to insure that the appropriate departmental format requirements are met. These requirements must be addressed and satisfied before the student schedules a dissertation defense.
- b) Seven University-wide format requirements must also be satisfied. The Purdue Graduate School Thesis Office reviews each dissertation to insure that these requirements have been satisfied. This review takes place when students deposit their final copies of the dissertation with the Thesis Office (<http://www.gradschool.purdue.edu/thesis.cfm>).

Students must submit their request to schedule the dissertation defense to the Administrative Assistant **no later than three (3) weeks** prior to the defense date.

At least two weeks before the examination, the student must submit a clean, typed copy of the dissertation to each member of the dissertation committee.

Once the final examination is passed, the American Studies Program will recommend that the Ph.D. be awarded. Students must submit a final, bound copy of their dissertation to the major professor, to the American Studies Program, and to the Library Thesis Deposit Office.

Other requirements concerning preparation and distribution of copies of the dissertation are determined by the Graduate School and summarized in the *Graduate School Bulletin* (<http://www.gradschool.purdue.edu/faculty/publications.cfm>). It is the student's responsibility to see that these requirements are met by the deadlines set.

Advisors and Committees

1. Ph.D. Advisory Committee
As early as possible and preferably no later than the second semester of the first year in the Ph.D. program, the student, in consultation with his or her major professor, should select a Ph.D. advisory committee.

A minimum of three faculty members shall serve as the student's Ph.D. advisory committee. The chair of the advisory committee must be a member of the American Studies faculty in the student's major field, but students who so desire may arrange for co-chairs of their advisory committee so long as one co-chair is an American Studies faculty member. At least two more members of the advisory committee must be drawn from the American Studies faculty. Additional faculty members may be added to the committee as the student desires.

The advisory committee helps the student plan and pursue a course of study, develop the content of the "special field," oversee the student's progress, provide general advice as needed, and arrange for the preliminary examinations.

Review of Progress: Each year the student's advisory committee and the Director of American Studies will evaluate his or her progress in the program. Students whose progress is deemed inadequate will be so informed. Continued inadequate progress will probably result in a student being dropped from the program.

2. Dissertation Committee:

After being admitted to candidacy, the student shall select members of his or her dissertation committee, whose responsibility it shall be to direct the dissertation research and writing.

The dissertation committee should have four members, and must be chaired or co-chaired by a member of the American Studies faculty. Other members of the committee may include any appropriate faculty member, provided at least two members (including the chair or co-chair) are members of the American Studies faculty.

Years-to-Degree Policy

The total elapsed time of a completed Ph.D. program in American Studies, from admission to the completion of the final examination, shall be no more than eight years. Extensions of this limitation may be granted by the Director of American Studies upon recommendation and justification by the American Studies faculty or the Dean of the Graduate School, but may require reapproval of plans of study and/or retaking of preliminary examinations.

“The following page contains a checklist summary of all requirements for the Ph.D. degree in American Studies.”

Checklist for the Ph.D. Student

- Provide Graduate School with documents required as stated in letter of acceptance. These may include the following:
 - English proficiency examinations
 - Final transcripts and/or official evidence of B.A. and M.A. awarded.

These documents must be in the Graduate School during the first semester of enrollment.
- Form Ph.D. Advisory Committee:

Committee must have a chair or co-chair who is a member of the American Studies faculty from your major field. Committee must have at least two additional members who are members of the American Studies faculty. Additional members may be added as appropriate.
- Complete course requirements:
 - AMST 60100 and 60200 (unless already taken as an M.A. student at Purdue).
 - AMST 60300 (Beginning Fall 2007).
 - AMST 65000 (variable title/variable content AMST seminar; must be taken at least once).
 - Other courses necessary to prepare for preliminary examinations in the major field, interdisciplinary field, and special field, or to satisfy alternative methods of meeting special field requirement.
- Fulfill language and/or research methods requirement.

This requirement must be completed before taking preliminary examinations.
- File Plan of Study

A Plan must be submitted by the end of the second full semester of study. You must have all coursework added and committee changes made to the Plan no later than the end of the semester prior to the semester in which you plan to receive the degree. Please see the American Studies web site (<http://www.cla.purdue.edu/american-studies/>) for information on completing the Plan of Study.
- Preliminary Examinations:
 - In major field;
 - In interdisciplinary field;
 - In special field. Students must submit their request to schedule the special field examination to the Administrative Assistant **no later than three (3) weeks** prior to the defense date.
- Form Dissertation Committee
- Dissertation Prospectus Meeting
- Dissertation Format approval by Dissertation Committee
- Request for Final Examination

Students must submit their request to schedule the dissertation defense to the Administrative Assistant **no later than three (3) weeks** prior to the defense date.
- Final Examination (Defense of Dissertation)
- Declare degree candidacy:

When registering for the final semester, indicate on the registration form (Form 23) or to the Administrative Assistant by email that you are a degree candidate.