



Manual for Policies and Procedures  
for Graduate Students

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100 North University Street  
West Lafayette, IN 47907-2098 U.S.A.

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# Checklist and Instructions for Graduate Admission Comparative Literature Program, Purdue University

- |                                       |          |  |
|---------------------------------------|----------|--|
| <b>Department</b>                     | 1. _____ | Application for admission and \$55 application fee submitted directly to the Graduate School.  |
| <b>Degree or Enrollment Objective</b> |          | The Graduate School requires an electronic application. This electronic application can be accessed by going to:<br><a href="http://www.gradschool.purdue.edu/admissions/">http://www.gradschool.purdue.edu/admissions/</a><br><br>Indicate "Comparative Literature".<br><br>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. |
| <b>Statement of Purpose</b>           | 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. (Must be two pages.) This may be submitted with your application.  |
| <b>Transcripts</b>                    | 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. <b>Foreign transcripts must include the English translation of both transcripts and diplomas and must be original documents.</b>  |
| <b>GRE Scores</b>                     | 4. _____ | M.A. and Ph.D. admission requires the general test only.   |
| <b>TOEFL Scores</b>                   | 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.  |
| <b>TSE &amp; TWE Scores</b>           | 6. _____ | Required of anyone submitting TOEFL scores. (TSE – minimum 50; TWE – minimum 5)  |
| <b>Writing Sample</b>                 | 7. _____ | An academic paper written in English, consisting of at least 10 pages.   |
| <b>Letters of Recommendation</b>      | 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 ( <a href="http://www.gradschool.purdue.edu/admissions/">http://www.gradschool.purdue.edu/admissions/</a> ). Please see this site for instructions on completing the on-line recommendations.   |
| <b>Deadline</b>                       | 9. _____ | January 12 for anyone seeking financial support.   |

Items 2-8 must be sent to: Graduate Studies Office, Comparative Literature 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 12**. Applicants not seeking support should have completed application files to us by May 1.

## ***Introduction***

The purpose of the Comparative Literature program is to foster cooperation between the Departments of English and Foreign Languages and Literatures. The program achieves this purpose by encouraging the study of literature, by promoting the study of a second or third foreign language, and by sponsoring courses and dissertations that cut across national boundaries. Comparative Literature recognizes that some fields – classics, medieval studies, Renaissance, post-colonial – are inherently comparative and seeks to facilitate the work of students and scholars in these fields. The program also recognizes the role of other disciplines – particularly history and philosophy, but also the social sciences and psychology in developing theoretical approaches to literature. While recognizing the value of cultural studies and linguistics, and encouraging investigations based in these disciplines, the program recognizes that other areas make these disciplines their priority. By contrast, Comparative Literature takes as its special mandate the teaching and comparing of world literature, not only as social documents but also as works of art whose full appreciation depends on the study of languages, an understanding of diversity and globalization, and an appreciation of various media.

By virtue of the Program's ability to draw on the curricular strengths of several academic departments, we have the flexibility and resources to accommodate individualized plans of study for qualified students. Each student has the opportunity to do graduate-level work in the original language in the following literatures: British, Chinese, French (both continental and francophone), German, Classical Greek, Italian, Japanese, Latin (classical and medieval), Portuguese (Luso-Brazilian), Russian, Spanish (both Peninsular and Spanish/American), and American literature. In addition, the student may work in areas such as Cultural Studies, Feminist Thought, Folklore, Literary Theory, Philosophy of Aesthetics, Postcolonial Studies, Queer Studies, Rhetoric, and Visual Culture. In addition to the body of knowledge and methodology appropriate to each individual program of study, students acquire a familiarity with the history, methods, and bibliography of Comparative Literature through a core seminar (ENGL 66000/FLL 63000), required of all incoming students in their first semester) and with the corpus of critical approaches and literary theory. In coursework pertaining to their special areas, students are strongly encouraged to design their research papers along comparative lines.

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 Comparative Literature courses.

## ***Faculty***

**Emily Allen:** Eighteenth- and nineteenth-century British literature, gender studies, and culture studies

**Beate Allert:** 18th & 19th C literature & culture; Enlightenment- Romanticism - Modernism; Optics and Metaphor; Ekphrasis, the Visual and the Verbal; Literary Theory, Cultural Studies

**Dorsey Armstrong:** British Literature; Arthurian Literature; Medieval Romance; Anglo-Saxon; Gender and Feminist Studies

**David Blakesley:** Rhetoric and Composition, Modern rhetorical theory, film and digital media

**Thomas Broden:** 20th-Century French Literature; Semiotics; Fashion and Modern French Culture; History of Modern French Linguistics

**Kristina Bross:** American Literature, particularly exploration and mission writings, transatlantic studies, gender and early colonial American culture

**Keith Dickson:** Comparative Mythology; Ancient Medicine ; Greek Literature

**Paul Dixon:** Literature; Literary Theory; Cinema; Comparative Literature

**Angelica Duran:** British Literature; 16th-century and 17th-century literature, natural philosophy/science, and educational reforms; Comparative Literature

**Dino Felluga:** British Literature, nineteenth-century literature (especially poetry), media studies, and critical theory

**Wendy Flory:** American Literature; Poetry; Ezra Pound; American Literary Romance; Melville

**Geraldine Friedman:** British Literature, Literature and culture of Romanticism and Sensibility, critical theory, poststructuralism, women's writing, feminist theory, and theory and history of sexuality

**Ana Gomez-Bravo:** Medieval Spanish Literature; Medieval and Renaissance Portuguese Literature; Comparative Literature; Rhetoric and Poetics, Gender Studies; Critical Theory

**Sandor Goodhart:** Dramatic literature (Greek tragedy and philosophy, Shakespeare, modern drama), literary theory and criticism (structuralism and poststructuralism, the history of critical theory),

**Daniel Hsieh:** Literature; poetry

**Shaun D.F. Hughes:** Old Norse/Icelandic and Early Modern Icelandic Literature and Culture, Old and

Middle English Language and Literature, History of the English Language, British Literature, Postcolonial Literature and World Literatures

**Ahmed Alami Idrissi:** Arabic and Comparative Literature; Literary Theory; Cultural Studies

**Yonsoo Kim:** Medieval and Golden Age Literature; Medicine and Literature; Religious Studies; Disability Studies; Text Digitalization

**Christian Knoeller:** Curriculum & Instruction

**Benjamin Lawton:** Cinema; Medieval & Renaissance Studies; Italian/American Studies; Cultural Studies; Italian Literature

**Paula Leverage:** Old French and Occitan Literature; Cognitive literary analysis; Memory and Rhetoric; Film; Comparative Literature

**Howard Mancing:** Literature; Literary Theory; Comparative Literature; Optics and Metaphor; Linguistics

**William McBride:** Philosophy

**Daniel Morris:** 20th Century American Literature; American Poetry, 20th Century American Art; Popular Culture; American literature, poetry, and drama; the relationship between American poetry and drama; Jewish-American literature, visual arts

**Song No:** Colonial and 19th-Cent. Latin America; TransAtlantic/TransPacific Studies; Gender Studies; Precolumbian and Indigenous Cultures; Critical Theory/Cultural Studies

**Silvia Oliveira:** Portuguese Literature; Poetics; Short Story; Narrative Theory; Neo-Realism; Cultural Materialism; Spanish Contemporary Poetry; Brazilian, African Lusophone Literatures

**Patrice Rankine:** Classics; Literature

**Charles Ross:** Romance epic, literature and law, and law in the English Renaissance

**Herbert Rowland:** Late Eighteenth, Early Nineteenth Century; Goethe, Lessing, Hans Christian Andersen; Poetic Realism; Danish-German Literary Relations; Danish-American and German-American Literature

**Aparajita Sagar:** English, Women's Studies

**Inigo Sanchez-Llama:** Modern and Contemporary Spanish Literature; Women's Writing; Feminist Theory; Canon Formation Theory; Sociology of Literature

**P. Ryan Schneider:** 19th-century American Literature; Transcendentalism; African American literature; Public Intellectuals and Intellectual History

**Patrocínio Schweickart:** Feminist theory, as well as feminist literary criticism, literary theory and theories of reading

**Eiji Sekine:** Literature; Literary Theory; Film

**Marcia Stephenson:** Literature; Women's Studies; Latin American literature, 20th century; Andean cultural studies

**Antonia Syson:** Latin Literature; Comparative Literature

**Erdmute White:** German and French Cinema Studies; Comparative Literature and the Arts; Postmodern Lyric Discourse; History of early psychiatry; Dada and Fluxus

**Jennifer William:** 20th & 21st century literature and film; cognitive approaches to literature; Jewish Studies; Women's Studies

**Allen G. Wood:** Seventeenth century French literature; Moliere ; La Fontaine; Business French

***Offices and Staff***

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## ***General***

### Advising

Entering students in Comparative Literature will be counseled initially by the Director of Comparative Literature. 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 Comparative Literature 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 Comparative Literature, 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 Comparative Literature 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.

### 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 are listed below. Students already in residence who have not been appointed to an assistantship may apply for one in writing by January 12. Letters from at least two instructors at Purdue with whom they have studied are required.

*Department of Foreign Languages and Literatures:* Send an essay in the language in question and a taped recording in that language that includes an autobiographical statement and a brief reading from a text.

*Department of English:* Eligibility for a teaching assistantship is determined by the Director of Freshman Composition. International students applying for a teaching assistantship must have a minimum TOEFL score of 620 or higher (or 260, computer-based) and a TOEFL iBt speaking score of at least 27. All test scores must be official from the testing center. If you wish to be considered for a teaching assistantship, we encourage you to include, either in your statement of purpose or among your letters of recommendation (or in both), an indication of your experience and/or interest in teaching. Comparative Literature also accepts the International English Language Testing System (IELTS) scores. An overall band score of 6.5 is required for admission. A score of 7.0 in the speaking section is required if you wish to be considered for a teaching assistantship in the Department of English.

If English is not your native language, send a cassette tape demonstrating your spoken English and a copy of a discursive essay written in English, graded and marked, from a previous course. If you intend to apply for a teaching assistantship in a language other than English, please use the other side of the tape to give an autobiographical sketch in that language (without notes, please) and a reading passage of your choice. Also include a literary essay written in that language with comments and markings from the professor for whom it was written.

The salary for an assistantship is paid in ten monthly installments (September through May). The deadline for a completed application file is January 12 if the applicant is seeking an assistantship.

#### 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](mailto:gradinfo@purdue.edu). Applicants who hope to be nominated for University fellowships must have completed their application files by January 12.

## **Guidelines for the M.A. Student**

Applicants to the Master of Arts program are expected to have completed the equivalent of a bachelor's degree in either English or another language, or else to have a strong minor in one or more of these areas as part of a liberal arts background. Undergraduate courses in two of the following – world literature, literary criticism, classical literature, medieval, Renaissance, or Reformation literatures – are additional prerequisites. Applicants lacking some of the foundations but otherwise well qualified may be admitted on the condition that they take certain prerequisite courses without credit.

The Master of Arts program in Comparative Literature includes a core course (ENGL 66000/FLL 63000) in methods and objectives of comparative study, required of all students in the program. In addition, variable title seminars in Comparative Literature (CMPL 65000/ENGL 66500/FLL 63900), as well as seminars of an interdisciplinary nature in the various fields represented by each department, are available to students each semester.

### Thesis Option

This option consists of the core course, plus five courses of literary study in the area of primary interests and three allied courses of study in a second area. The thesis always will involve at least two areas and will be directed by faculty representing these areas.

### Non-Thesis Option

This option consists of the core course, plus five courses of literary study in the area of primary interest and three allied courses of study in a second area. In addition, the non-thesis option includes three hours of study in a third area.

### Reading List

Knowledge of a bibliography of basic books in Comparative Literature will be required of all students. They will be informed of this bibliography during the first semester of study. Please see the Comparative Literature website for the approved list.

### M.A. Written Examination

Written examinations are typically administered in the 10<sup>th</sup> week of the student's fourth semester in the M.A. program. The major professor, as Chair of the M.A. Advisory Committee, must present the Director of Comparative Literature with the complete text of a proposed written examination by no later than the Monday of the 8<sup>th</sup> week of the semester in which the examination is to be administered. The Director of Comparative Literature will either approve this proposed examination or suggest revisions.

Examination questions are typically composed by the major professor and the other members of the M.A. Advisory Committee, according to the general guidelines. Occasionally some examination questions are contributed by faculty other than those on the student's committee; in such instances the contributing faculty should also be asked to read and grade the student's answers to the questions these faculty have composed.

The major professor, as Chair of the M.A. Advisory Committee, must arrange for a room in which to administer the examination.

### *On the Days of the Exam:*

The major professor, as Chair of the M.A. Advisory Committee, meets the student at the appointed place, sees that he or she has adequate paper, and furnishes questions appropriate to that day only.

At the end of the session, the major professor collects the student's test papers (including the examination sheet) or the computer disk, and turns these over to the Administrative Assistant of the Comparative

Literature Program, who will see that copies are distributed to the Chair and members of the M.A. Advisory Committee for grading.

*Grading Procedures:*

Each member of the M.A. Advisory Committee will receive a photocopy of the student's examination papers and an evaluation sheet from the Administrative Assistant of Comparative Literature. The grading scale is as follows: HP (High Pass, work clearly distinguished by excellence); P (Pas, entirely satisfactory and solid work); LP (Low Pass, acceptable but undistinguished work); or F (Failure, unacceptable work requiring that the examination be taken again).

Grading should be completed with all feasible dispatch. The period between the administration of a written examination and the aware of a grade can be very stressful for the student, so it is important to keep this as short as possible. In no case should the entire grading process exceed 14 days beyond the first day of the examination itself.

The Chair of the M.A. Advisory Committee will:

- Read and evaluate the examination as a whole;
- Collect and complete evaluation forms from the Administrative Assistant;
- Based on the reports of all readers, suggest a final grade for each section of the examination; and
- Suggest a cumulative grade for the written examination.

The Director of Comparative Literature will then, after conferring with the Chair of the M.A. Advisory Committee, award official grades to each section and an official cumulative grade to the entire examination.

The Director of Comparative Literature will notify the student, the members of the M.A. Advisory Committee, and the members of the Steering Committee of the Comparative Literature Program, of the student's official cumulative grade for the entire examination.

Foreign Language Requirement

Each graduate student in Comparative Literature works in three areas of specialization. If the first or second of these is a national literature, it must be studied in the original language. If the third area of specialization is a national literature, it may be studied in English translation.

The Graduate School makes no general requirement of competency in any language other than English. However, it is expected that, by the completion of the Ph.D., the student will also have gained working competency in at least one language besides English.

Plan of Study

The student, in consultation with the Director of Comparative Literature, begins preparation for the drafting of a Plan of Study. This process includes the choosing of a committee – for the M.A., an M.A. Advisory Committee – and a major professor who will chair that committee. At the M.A. level, the committee will typically be composed of the major professor plus two other committee members. It is the student's responsibility to approach each of these professors in order to ascertain their willingness to participate on the committee.

The student, in consultation with the major professor, drafts a proposed Plan of Study. This must be submitted using the Electronic Plan of Study guidelines provided by the Graduate School (Please see the link on the Comparative Literature website.). This must be submitted to the Director of Comparative Literature no later than the 10<sup>th</sup> week of the student's second semester in the M.A. program. The Director of Comparative Literature will either approve this plan or suggest revisions.

#### Admission to the Ph.D. Program

Purdue Comparative Literature M.A. students wishing to be admitted to the doctoral program in Comparative Literature must submit a formal letter of application to the Director of Comparative Literature early in the semester preceding 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 Comparative Literature 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 12.

**“The following page contains a checklist summary of all requirements for the M.A. degree in Comparative Literature.”**

## 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:
- ENGL 66000/FLL 63000 (core)                      3 hrs.
  - Courses in Major Field                                      12 hrs.
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
  - Courses in Secondary Field                                      9 hrs.
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
  - Courses in Third Field (Non-Thesis)                              3 hrs.
    - \_\_\_\_\_
  - Thesis (Thesis Option Only)                                      3 hrs.
- \_\_\_\_\_
- 30 hrs.

- Form M.A. Committee  
Committee must have a chair (your major professor) who is a member of the Comparative Literature 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 10<sup>th</sup> week 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 Comparative Literature web site (<http://www.cla.purdue.edu/complit/>) for information on completing the Plan of Study.
- Written Examinations – See guidelines above for more information.
- 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**

Applicants to the Ph.D. program are expected to have completed a master's program in a literature area or a reasonable equivalent i.e., a master's program of approximately nine or ten semester-length graduate courses in literature, or in literature in conjunction with related subjects (e.g., rhetoric, philosophy, aesthetics, history of art, and other humanities).

The Master of Arts program in Comparative Literature includes a core course (ENGL 66000/FLL 63000) in methods and objectives of comparative study, required of all students in the program (if this has not already been taken). In addition, three or more courses in the major area (9 hours); three or more courses in the second area (9 hours); one or more courses in a third area (3 hours); one course devoted to the consideration of the nature of language (3 hours); and a minimum of two seminars in Comparative Literature beyond the M.A. degree (6 hours).

### Plan of Study

The student, in consultation with the Director of Comparative Literature, begins preparation for the drafting of a Plan of Study. This process includes the choosing of a committee – for the Ph.D., a Preliminary Examination Committee – and a major professor who will chair that committee. At the Ph.D. level, the committee will typically be composed of the major professor plus three other committee members. It is the student's responsibility to approach each of these professors in order to ascertain their willingness to participate on the committee.

The student, in consultation with the major professor, drafts a proposed Plan of Study. This must be submitted using the Electronic Plan of Study guidelines provided by the Graduate School (Please see the link on the Comparative Literature website.). This must be submitted to the Director of Comparative Literature no later than the 10<sup>th</sup> week of the student's second semester in the Ph.D. program. The Director of Comparative Literature will either approve this plan or suggest revisions.

### Foreign Language Requirement

Each graduate student in Comparative Literature works in three areas of specialization. If the first or second of these is a national literature, it must be studied in the original language. If the third area of specialization is a national literature, it may be studied in English translation.

The Graduate School makes no general requirement of competency in any language other than English. However, it is expected that, by the completion of the Ph.D., the student will also have gained working competency in at least one language besides English.

### Ph.D. Written Examination

Written examinations are typically administered in the 10<sup>th</sup> week of the student's fourth semester in the Ph.D. program. The major professor, as Chair of the Ph.D. Preliminary Examination Committee, must present the Director of Comparative Literature with the complete text of a proposed written examination by no later than the Monday of the 8<sup>th</sup> week of the semester in which the examination is to be administered. The Director of Comparative Literature will either approve this proposed examination or suggest revisions.

Examination questions are typically composed by the major professor and the other members of the Ph.D. Preliminary Examination Committee, according to the general guidelines. Occasionally some examination questions are contributed by faculty other than those on the student's committee; in such instances the contributing faculty should also be asked to read and grade the student's answers to the questions these faculty have composed.

The major professor, as Chair of the Ph.D. Preliminary Examination Committee, must arrange for a room in which to administer the examination.

*On the Days of the Exam:*

The major professor, as Chair of the Ph.D. Preliminary Examination Committee, meets the student at the appointed place, sees that he or she has adequate paper, and furnishes questions appropriate to that day only.

At the end of the session, the major professor collects the student's test papers (including the examination sheet) or the computer disk, and turns these over to the Administrative Assistant of the Comparative Literature Program, who will see that copies are distributed to the Chair and members of the Ph.D. Preliminary Examination Committee for grading.

*Grading Procedures:*

Each member of the Ph.D. Preliminary Examination Committee will receive a photocopy of the student's examination papers and an evaluation sheet from the Administrative Assistant of Comparative Literature. The grading scale is as follows: HP (High Pass, work clearly distinguished by excellence); P (Pass, entirely satisfactory and solid work); LP (Low Pass, acceptable but undistinguished work); or F (Failure, unacceptable work requiring that the examination be taken again).

Grading should be completed with all feasible dispatch. The period between the administration of a written examination and the award of a grade can be very stressful for the student, so it is important to keep this as short as possible. In no case should the entire grading process exceed 14 days beyond the first day of the examination itself.

The Chair of the Ph.D. Preliminary Examination Committee will:

- Read and evaluate the examination as a whole;
- Collect and complete evaluation forms from the Administrative Assistant;
- Based on the reports of all readers, suggest a final grade for each section of the examination; and
- Suggest a cumulative grade for the written examination.

The Director of Comparative Literature will then, after conferring with the Chair of the Ph.D. Preliminary Examination Committee, award official grades to each section and an official cumulative grade to the entire examination.

The Director of Comparative Literature will notify the student, the members of the Ph.D. Preliminary Examination Committee, and the members of the Steering Committee of the Comparative Literature Program, of the student's official cumulative grade for the entire examination.

*The Doctoral Dissertation*

The dissertation and its successful oral defense represent the culmination of the candidate's program. The dissertation should be comparative in nature, and critical as well as scholarly. The candidate chooses the dissertation director in consultation with the Director of Comparative Literature. The dissertation committee usually consists of a minimum of four faculty members, the majority of whom regularly participate in the Comparative Literature Program.

*Years-to-Degree Policy*

The total elapsed time of a completed Ph.D. program in Comparative Literature, 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 Comparative Literature upon recommendation and justification by the Comparative Literature 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 Comparative Literature.”**

## 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. awarded.

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

- Complete course requirements:
- ENGL 66000/FLL 63000 (core)                      3 hrs.
  - Courses in Major Field                                      9 hrs.
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
  - Courses in Secondary Field                                      9 hrs.
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
  - Courses in Third Field    3 hrs.
    - \_\_\_\_\_
  - Course in the Nature of Language                                      3 hrs.
    - \_\_\_\_\_
  - Seminars in Comparative Literature                                      6 hrs.
    - \_\_\_\_\_
    - \_\_\_\_\_
- \_\_\_\_\_
- 33 hrs.

- Form Ph.D. Committee  
Committee must have a chair (your major professor) who is a member of the Comparative Literature faculty from your major field. Committee must have at least three additional members.

\_\_\_\_\_, Chair; \_\_\_\_\_; \_\_\_\_\_  
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- File Plan of Study  
A Plan must be submitted by the 10<sup>th</sup> week 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 Comparative Literature web site (<http://www.cla.purdue.edu/complit/>) for information on completing the Plan of Study.
- Fulfill language and/or research methods requirement.  
This requirement must be completed before taking preliminary examinations.

- Written Examinations – See guidelines above for more information.
- 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.