

Applying for an additional semester of teaching

If circumstances have made it impossible for students to finish the English PhD during the standard five years of departmental funding, they can apply to be considered for an additional semester of teaching. Students who are granted an additional semester of teaching by the department will also be granted a tuition waiver for that semester.

Note: Although the department provides five years of funding, the Graduate Faculty Senate and Graduate School allows a longer time frame for completing the degree. The Graduate Faculty Senate policy requires that a student complete the comprehensive exam within five years of beginning the PhD program and that the dissertation be completed within five years of passing the comprehensive exams. This means that most students requesting an extra semester of teaching will not need an “extension” for their time to degree from the Graduate School. If an extension is needed, please consult with the DGS.

To apply:

By Oct. 1 or March 1 in the final semester of funding (depending on if that final semester is in the fall or the spring), students should submit a one-page letter (pdf) to the DGS stating that they are requesting an additional semester of teaching and providing a timeline for completing their degree in the additional semester. (Students may provide the reason for the request, although this is not required.) The student’s advisor should also submit a one-page letter (pdf) to the DGS confirming that the student is in good standing and able to complete the degree according to the timeline provided.

Selection Process:

The Chair and the Associate Chair will decide how many requests for additional teaching—if any—can be granted for the following semester. Additional teaching will only be possible under certain budget and enrollment conditions, both of which change on a yearly basis.

Applications will be evaluated by the English Department’s Graduate Studies awards subcommittee. (In the event that subcommittee members serve as advisors for any of the applicants, the DGS will appoint substitute committee members from the department’s Graduate Studies Committee.)

Students will be notified as soon as possible of the department’s decisions.