

University of Nebraska Lincoln
English Department
MA Handbook

(Revised July 2019)

It is the student's responsibility to be familiar with the information presented in this handbook, and to know and observe all procedures and policies related to the program the student is pursuing. Students should contact the Graduate Chair with any questions they have related to the information in this handbook. See also information and guidelines set out for all graduate students at UNL in the Graduate Studies Bulletin located online at the website for the University of Nebraska Lincoln Office of Graduate Studies.

The MA Program in English
University of Nebraska-Lincoln
(revised August 2017)

The MA in English is generally a two-year degree. Students who complete the MA will be familiar with the growing range of areas of study within English and will have developed some particular expertise within one or more areas.

I. Options for the MA - Students have a choice of 3 ways to structure their MA programs.

Option I: 30-hour degree with a thesis (24 hours of coursework and 6 hours of thesis) and an oral examination. (See below for a description of the thesis.) **Under Option I, a student's program must include 8 hours of 900 or grad-only coursework.**

Option II: 36-hour degree with a major in English and a minor in another department or interdisciplinary area, usually consisting of 27 hours in English and 9 hours in the minor. A minimum of 18 hours of English courses is required. The student must consult with the Chair of the Graduate Committee in the minor area. The minor department may require specific courses, or have prerequisites for courses, and may also require a comprehensive exam. It is up to the student to find out about and follow the minor requirements. For the Comprehensive Examination requirement in English, the student will have an oral examination as described in the MA Comprehensive Examination section of this handbook. A direct admit PhD student also has the option of using the "Field" portion of his or her PhD "Field and Focus" comprehensive as the "MA Comprehensive Examination" required by Graduate Studies if he or she wishes to obtain the MA degree on the way to a PhD. **Under Option II, a student's program must include 12 hours of 900 or grad-only coursework.**

Option III: 36-hour degree with all coursework in English. For the Comprehensive Examination requirement, the student will have an oral examination as described in the MA Comprehensive Examination section of this handbook. A direct admit PhD student also has the option of using the "Field" portion of his or her PhD "Field and Focus" comprehensive as the "MA Comprehensive Examination" required by Graduate Studies if she or he wishes to obtain the MA degree on the way to a PhD. **Under Option III, a student's program must include 18 hours of 900 or grad-only coursework.**

Minors, specializations, and certificates: Some students may wish to pursue these additional qualifications while completing their MA in English. These students may choose either Option I or II. Be aware that some specializations, however, require the student to choose Option I and complete a thesis in the area of specialized study. Students should study the requirements for all of these additional qualifications early in the program so that they may plan accordingly. Popular qualifications include specializations in Women's and Gender Studies and Ethnic Studies, minors in Medieval and Renaissance Studies, and certificates in Digital Humanities and the Teaching of Writing.

II. MA Program Requirements:

- A. All MA students must take the 1 credit course ENGL 890: Advanced Research Skills, during their first semester at UNL. Students wishing to be exempted from this course may discuss the matter with their advisor. Advisors may then send a letter to the Graduate Chair requesting exemption, which will be granted upon receipt. If the student does not have an advisor, they may request exemption from the Graduate Chair.
- B. MA students must take courses from 5 of the 8 areas listed below, except for Creative Writing students, who take courses from 4 of the 8 areas, and an additional writing course. [For course requirements for the Concentration in the Teaching of English, see V. below.] If the student has significant undergraduate work in one or more of these areas, the Graduate Chair can waive the requirement to take additional coursework in these areas. In addition, any given course can meet 2 requirements. (For example, 20th Century Women Writers meets both Women's Literature and 20th Century literature requirements.)
- *Literature Before 1700
 - *Literature 1700-1900
 - *Twentieth & Twenty-first Century Literature
 - *Women's Literature
 - *Ethnic Literature (African American, African, Native American, Latino/a, Postcolonial, Asian American)
 - *Critical Theory
 - *Digital Humanities
 - *Writing, Language, and Rhetoric (Composition, Literacy Studies, Creative Writing)
- C. Students must take at least one course in American literature and one course in British literature within the above requirements.
- D. The requirements for the MA must be completed within 10 consecutive years.
- E. Coursework older than ten years will not apply toward the partial fulfillment of the degree requirements. For residency requirements, see the *Graduate Studies Catalog's* [Master's Degree Requirements](#)
- F. Note: MA students may take up to 6 hours of Independent Directed Reading (English 997). If a student wishes to take more, s/he must petition the Graduate Committee in writing, with a letter of support from the student's adviser or the faculty member with whom s/he wishes to work.

III. Advising for MA and Direct Admit PhD Students

- A. **Initial Adviser:** The Graduate Chair is the initial adviser for all MA and direct admit PhD students. S/he will help new students choose courses and will advise on all other matters relating to the MA, including helping students find a permanent adviser.
1. The Graduate Chair can be found in 201C Andrews Hall, 402-472-1885. In addition to serving as a student's initial adviser, the Graduate Chair is available at all times during a student's program to answer questions, help solve problems, and consult on difficult issues. The Graduate Chair also works closely with the EGSA and graduate students more broadly to address issues of concern and to advocate for students within the department.

2. The Graduate Administrative Technician, Barbara Starks, can be found in Andrews 202A, 402-0961, bstarks2@unl.edu. Ms. Starks assists students with all forms and deadlines relating to the MA. Please note, however, that it is the student's responsibility to be aware of the forms they must file and to turn these in on time. See Section VIII below for forms required by the Office of Graduate Studies. See also the [MA timeline](#) posted on the English Department website. Please help Ms. Starks by being responsible and professional in the way that you handle forms and deadlines, and by replying promptly to her requests. As with all staff in the department, Ms. Starks should always be treated with great respect.

B. Permanent Adviser: All MA and direct admit PhD students are responsible for putting their committee together *by the end of the second semester of study*. The Graduate Chair can assist in this process. For direct admit PhD students, the faculty adviser chosen at this time need not be the student's dissertation director. Once the student's PhD supervisory committee has been formed, the chair of this committee will become the student's faculty adviser. Should the student ever wish to change advisors, s/he should speak with the Graduate Chair, who will assist in that process.

The adviser will advise MA students on:

1. Selecting courses to meet requirements and the student's academic interests
2. Choosing among Options I, II, or III for the MA
3. Selecting a committee chair
 - i. For option I (thesis option): If the selected committee chair is different from the current adviser, the thesis chair will become the adviser at this point. The thesis adviser will help the student define a topic and an appropriate approach, help identify other committee members, and, with the other committee members, work closely with the student on the process of writing and revising the thesis. The thesis committee must hold an oral exam with the student over the thesis.
 - ii. For options II and III: If the selected committee chair is different from the current adviser, the committee chair will become the adviser at this point. The committee chair will help the student choose an area for the comprehensive exam and select a committee to administer the oral exam.
4. Working out an appropriate plan and time frame for completing the MA
5. Making sure the student submits paperwork for the MA program in a timely way (Graduate Chair may advise on this)

The adviser will advise direct admit PhD Students on:

1. Selecting courses to meet requirements and the student's interest.
2. Deciding whether to obtain an MA along the way to the PhD. If the direct admit student chooses to get the MA, he or she follows the MA requirements as outlined above, but has the additional option of using the "Field" portion of the PhD "Field and Focus" comprehensive PhD examinations as the "MA Comprehensive Examination."
3. Forming the supervisory committee.

IV. Specializations and Certificates

Students are not required to declare a specialization in our graduate programs, but we offer English specializations in Creative Writing, Composition and Rhetoric, and Literary and Cultural Studies. We also offer interdisciplinary specializations in Ethnic Studies, Women's and Gender Studies, Great Plains Studies, and Nineteenth Century Studies. We also have certificate programs in Digital Humanities and the Teaching of Writing.

You can find out more about these specializations here:

<https://www.unl.edu/gradstudies/prospective/programs/English>.

V. MA with a Specialization in Creative Writing

Students must apply and be admitted to the Creative Writing Program in order to pursue this option. MA students in Creative Writing follow the same area requirements as other MA students, except that they substitute another writing course for one of the areas. Students can choose from courses offered by faculty in the writing of poetry, fiction, creative nonfiction, and screenwriting. The Creative Writing MA falls under Option I, 24 hours of coursework and a 6 credit creative thesis plus an oral exam.

Creative Writing Thesis: As early as possible in her or his program, but *by the end of the second semester of study*, the student chooses 3 graduate faculty members for the thesis committee (they need not all be members of the Creative Writing faculty) and then files the [CW Thesis Committee Form](#) with the English Graduate Office. The Thesis Committee will guide the student as to the format of the thesis, but a creative thesis will generally be based on an original work of substantive creative activity by the student: a collection of poetry, a collection of short stories, a novel, a novella, a creative nonfiction project, or a mixed-genre collection. The MA thesis in Creative Writing will be based on a minimum number of pages (40 for poetry, 75 for prose), but these pages will not be submitted as the thesis. The thesis, therefore, will consist of 1) a critical introduction of literary influences and thematic and formal issues of craft the student addressed in her or his writing; 2) an introduction to the work; and 3) a sample of the creative activity. The advisor will assist the student in selecting the prose or poetry for the sample. The English Department requires that members of thesis committees have adequate time to read and offer suggestions on the final draft of any thesis. Therefore, *the final draft of the thesis must be given to committee members at least one month before the deadline for approval of the manuscript*.

The thesis committee conducts an oral examination of 1-2 hours on the thesis. **This requirement cannot be waived.**

When planning to defend the thesis, students should consider the fact that faculty

members are not on duty in the summer and are thus not obligated to be available for a thesis defense during that time period. Please check with your committee members well in advance for their availability and willingness to defend your thesis during the summer months.

Students must file the [Final Exam Form](#) with the English Graduate Office *at least 4 weeks before the oral examination (3 weeks in the summer)*

VI. MA with a Concentration in the Teaching of English

Students with established careers in K-12, community college, state college, and liberal arts college English teaching, or who envision careers in such teaching, may elect to complete an MA with a Concentration in the Teaching of English. The Concentration in the Teaching of English may be completed through Options I (24 hours + thesis), II (27 English hours + 9 minor department hours), or III (36 hours in English). Instead of completing the area requirements for regular MA students (see II.B. above), students taking an MA with a Concentration in the Teaching of English must complete 9-12 hours through three courses focused on teaching English.

One course in the teaching of writing

957B Nebraska Writing Project (6 credits)

857A Composition and Rhetorical Theory (3 credits)

880 Writing Center Theory and Practice (3 credits)

One course in alternative approaches to teaching English

857B Nebraska Writing Project (3 credits)

882 Literacy and Community Issues (3 credits)

992 Nebraska Humanities Project (3 credits)

895 Internship in Teaching of English (3 credits)

992B Place Conscious Teaching (3 credits)

973 Seminar in Literacy (3 credits)

One course in the teaching of literature:

995 Approaches to Teaching Literature (3 credits)

991 Nebraska Literature Project (3 credits)

800 or 900-level courses in literary areas with a focus on pedagogy, as approved by the Graduate Chair (recommendation: student should complete a major project in pedagogy in the course) (3 credits)

The remaining hours in the Concentration in Teaching English will be selected from the full range of graduate course offerings.

VII. The Scholarly Thesis for the MA with Concentrations in Literature, Composition and Rhetoric, and the Teaching of English

The MA Thesis (for Option I, 24 hours of coursework plus 6 hours of thesis) should regularly be an article length paper (a minimum of 35 double spaced pages excluding bibliographic materials) developed towards possible future publication under the guidance of a thesis director with research experience in the field. Usually, but not necessarily, the thesis develops by further extending a seminar project. The thesis should involve research informed by current issues and trends in scholarship. The MA thesis committee includes three members of the graduate faculty.

The student chooses a thesis committee and files the [Scholarly thesis Committee form](#) with the English Graduate Office before completing half the hours in the program (for full-time students, *usually by the end of the second semester of study*). The English Department requires that members of thesis committees have adequate time to read and offer suggestions on the final draft of any thesis.

Therefore, the final draft of the thesis must be given to committee members at least one month before the deadline for approval of the manuscript.

Readers assess the thesis and judge it a "pass," "no pass," or "revise and resubmit." If a majority of the readers judge that the student fails or should be asked to revise, she or he will do so with specific comments from the readers as to what needs to be done to meet MA thesis standards. If a student's thesis fails twice, he or she must petition the Graduate Committee in writing for permission to revise and submit it a third time. Approval is not guaranteed.

Once the written thesis is passed, the thesis committee conducts an oral examination of 1-2 hours on the thesis. **This requirement cannot be waived!** Students should consider the fact that faculty members are not on duty in the summer and some faculty may not be available for an oral during the summer. Please check with your thesis committee members well in advance. Students must file the "Final Examination Report for the Master's Degree" ([Final Exam Report](#)) with the English Graduate Office at least **6 weeks** before the oral examination (3 weeks in the summer).

In Option I, the comprehensive exam requirement is fulfilled by the MA thesis and oral.

Please check the Graduate Studies Forms and Deadlines website:

[Master's Degree Forms and Deadlines](#) or check with the English Graduate Office about deadlines for filing the thesis, the "Final Examination Report for the Master's Degree," and other forms.

VIII. MA Comprehensive Examination

MA students doing Option II or III must satisfy the comprehensive examination requirement through an oral examination of 1-2 hours. The student will select an examination committee of 3 English professors with whom the student has worked. (If the student has completed an Option II minor in another department, one of the examining professors may be selected from the minor department.) It is the student's responsibility to contact the professors, attain their agreement to serve as oral examiners, and schedule the exam at a mutually agreeable time. In preparation for the exam, the student might meet with examining committee members to discuss topics and questions for the exam. After filing the Final Examination Report form with Graduate Studies (at least 4 weeks before the exam), the student will provide the examination committee with a statement of 1200-1500 words summarizing and analyzing the student's main

intellectual work during the MA and posing the key questions that have emerged during that work. The oral examination will explore the student's work through the MA, the understanding of English Studies the student has developed, and the connection of this understanding to the student's future career path.

When planning to do the comprehensive examination, students should consider the fact that faculty members are not on duty in the summer and are thus not obligated to be available for holding an examination during that time period. Please check with your committee members well in advance for their availability and willingness to hold your examination during the summer months.

After the Oral Examination, the chair of the student's committee completes a consensus report, the "Oral Examination Report," which deems the examination results as "pass," "no pass," or "conditional pass," and submits it to the Graduate Chair. Students who receive a "conditional pass" must do further work to pass the Oral Examination, the nature and extent of which will be clearly delineated in the "Examination Report." Any examination committee member may write a dissenting report to the Graduate Chair if they wish. If the student fails a comprehensive exam and wishes to retake it, they cannot retake it in the same semester. If a student fails the exam twice, he or she must petition the Graduate Committee in writing for permission to revise and submit it a third time. Approval is not guaranteed.

IX. Graduate Studies Requirements/ Paperwork:

- A. Memorandum of Courses.** Each MA student must file a [Memorandum of Courses](#) (please type) with the English Graduate Office *before completing half the hours in the program*, usually before the end of the second semester. These forms are available on the Graduate Studies Forms and Deadlines website: [Master's Degree Forms and Deadlines](#). The Memorandum of Courses must be approved by the Graduate Chair. The student must complete the Memorandum of Courses form with the assistance of their advisor who will sign the typed form. The student will turn in the completed form to the English Graduate Office. The Graduate Secretary will give the form to the Graduate Chair for review and approval. The Graduate Secretary will then send the form to Graduate Studies for the final approval and to be officially filed in the student's record. Please note: You may not graduate the same semester in which you file a Memorandum of Courses.
- B. Application for Degree.** Students must file an [Application for Graduation](#) early in the semester in which they intend to graduate. Applications for Graduation may be submitted electronically via MyRED. If this is not filed, a diploma will not be ordered, and the student's graduation will be postponed. If a student is late in filing, please check with the Program Coordinator in Graduate Studies before proceeding. For the online Application for Graduation, go to MyRED, and click on your Academic tab. This will take you to the online application. While the application is user friendly, step-by-step instructions can be found under Graduation Application Instructions [Online Application Instructions](#). Each electronic Application For

Degree will result in a \$25.00 non-refundable charge on your student bill. The Application and fee apply only to the term indicated on the application and is not transferable to another term. Please note: if a Memorandum of Courses has not been approved, this option will not be available. If you have not filed your Memorandum of Courses by the end of your second semester, it is wise to file it no later than the end of the first month of the 3rd semester to enable timely processing.

- C. Final Examination Report.** MA students must file a [Final Exam Report](#) with the English Graduate Office *at least 6 weeks before graduation* (4 weeks in the summer). We make sure the report is completely filled out and then send it on to Graduate Studies. The report certifies that the examination or thesis procedure has been approved and that incompletes have been removed in all courses except the thesis. Students do not have to have taken the comprehensive examination or completed the thesis when they file this form. In the case of an exam, students should have settled the area on which they will be examined and the exam date. In the case of a thesis, the adviser must have approved the final draft of the thesis, and the oral exam date must be set.
- D. Departmental Committee Form.** The English Department also requires students to file a Committee Form appropriate to their choice of Option. Committee Forms can be found linked on the MA Timeline, along with the forms described in A-C above. The Timeline can be found on the department website under [Current Students/ MA Program](#). Completed Committee Forms should be turned in to the Graduate Secretary of the English Department.

FINANCIAL AID DEADLINE:

The deadline for admission and assistantship consideration for the following academic year (August through May) is listed on the department website. There are no additional materials required to apply for departmental assistantships. Simply check the circle on the admissions application.

All of our assistantships provide full tuition remission, a reduced rate health insurance, and a competitive stipend. International graduate student applicants who have graduated from a U.S. college or university or from a university outside the U.S. in which English is the official language of instruction are eligible for assistantships in their first year in our graduate degree programs.

Department Assistantships:

Students admitted with funding into the MA program are eligible for up to 2 years of funding. They are not required to teach during their first year, but are normally awarded Research Assistantships which give them the opportunity to work with the *Prairie Schooner*, the Walt Whitman Archive, the Creative Writing Program, the Cather Project, the Western American Literature journal, or the Livingston Project, or to assist faculty on their research, plan national conferences, or arrange visits by nationally known writers. These assistantships require 15 hours of work per week. As much as possible, we match up students with professors and projects according to their interests in making these

assignments. The second year of funding is typically a Teaching Assistantship or an equivalent assignment that requires 19.6 hours of work per week. Students teach 2 sections of first-year composition each semester. We support new TAs with a required weeklong teaching workshop the week before classes begin, and a required seminar in Composition Theory and Practice (ENGL 957) during the fall semester: students are required to take ENGL 957 in the fall of the academic year in which they start teaching (usually their second year).

Assistantship Package:

Research Assistantships are 10-month appointments, with students receiving a monthly stipend from August-May during the year of their appointment, plus full tuition remission (either out-of-state or in-state) for 12 hours each semester and 6 hours in the summer, and health insurance. The assistantship does not include books or student fees. MA Teaching Assistants also receive a monthly stipend from August-May, plus tuition remission (either out-of-state or in-state) for up to 32 hours during the regular academic year and summer, with a maximum of 12 hours per semester. The TA award also includes a reduced rate health insurance, but does not cover books and student fees.

Students on assistantship must be registered as fulltime students (at least 9 credit hours) during each semester of their appointment.

Other Assistantships and Fellowships:

The English Department also gives several awards, including the McPhee Fellowship and the Louise VanSickle Award (for a creative writer). Our MA students have also obtained assistantships that include tuition remission plus a stipend in the Advising Office of the College of Arts & Sciences, Student Involvement, Women's Studies, and Ethnic Studies. Still others teach at local colleges. The English Department sends notices of such openings to MA students who request them. In their second year MA students are eligible to apply for fellowships through Graduate Studies.

Early in February of the student's first year in the program is the deadline for graduate fellowships, although past experience shows that PhD students are more successful in winning these fellowships than MA students. Before you apply, we encourage you to seek the advice of the Graduate Chair of English. Your application must include letters of recommendation from faculty as well as a thorough description of your graduate program, your progress in it, and the work you intend to undertake the year of the fellowship. For information and application forms, contact Graduate Studies at 472-8670, or go to their website ([Graduate Fellowships for Current Students](#)).

Additional Funding Opportunities in the Department

The department has, or is affiliated with, a number of programs-the Whitman Archive, the Prairie Schooner, the Cather Project, the Center for Digital Research in the

Humanities (CDRH), the Nebraska Writing Project-that occasionally are able to offer employment. The decision about which students to hire for these programs is entirely in the hands of the faculty members who are in charge of these programs. Contact the graduate chair for more information.

Travel Assistance Funds

All students in the MA program may claim \$500 reimbursement annually for costs associated with attending a scholarly conference or other professionally relevant events. Students must be attending the conference or event in order to deliver a paper, participate in a roundtable, give a reading, or other significant presentation of their scholarly or creative work. See Barbara Starks [prior to traveling](#) in order to obtain the proper paper work and be apprised of costs that can and cannot be reimbursed.

At the end of the fall and spring semesters the Graduate Committee accepts applications for additional travel funding. Deadlines and information on application materials are sent out via the graduate student listserv. Joy Currie Awards are awarded based on the importance of the event to the student's career. Award amounts vary. Contact the Graduate Chair for further information.

RESOURCES FOR GRADUATE STUDENTS

ENGLISH DEPARTMENT

Listserv. The department regularly communicates with graduate students via its listserv. ENG-GRAD@unl.edu.

English Graduate Student Association. The English Graduate Student Association (EGSA) includes all graduate students in the English Department. EGSA exists in order to foster a sense of community among all graduate students; to offer representation to the Department through its elected representatives, the EGSA Executive Committee; and to provide a forum for the free exchange of ideas, concerns, and suggestions among graduate students of the Department. Contact them at nuegsa@gmail.com or on Facebook.

Placement. A Placement Chair, appointed by the English Department Chair, assists students in preparing resumes, writing job application letters, and submitting writing samples, along with preparing for MLA and other interviews.

Departmental Colloquia. The department is home to a number of discussion groups, reading groups, study groups, and a creative writing reading series. Events are regularly advertised through the Listserv and on the department's web media.

UNIVERSITY RESOURCES

Graduate Studies is located at 1100 Seaton Hall. Graduate Studies handles all matters related to graduate programs and student status, including international student status. Call 472-2878, or check the website (<http://www.unl.edu/gradstudies/>). You may also contact Terri Eastin for additional MA questions/support at teastin1@unl.edu.

International Students and Scholars Office, 201 Seaton Hall. This office handles matters having to do with international students, including visa problems or questions. Call 472-0324 or email ISSO@unl.edu.

Student and campus groups such as the **Afrikan People's Union, Mexican American Student Association, International Student Organization, University of Nebraska Inter-Tribal Exchange (U.N.I.T.E.), UNL Committee for GLBT Concerns, and the Women's Studies Association, and many others** may also be of interest to students. UNL hosts over 350 recognized student groups. Current information on these groups and other current groups on campus can be found on the [Student Affairs Student Involvement](#) website.

CAPS stands for Counseling and Psychological Services which can be found here <https://caps.unl.edu/>

PROCEDURES FOR GRADUATE STUDENT APPEALS

Department of English, University of Nebraska-Lincoln

Appeals must be filed **within six weeks** of the official awarding of the disputed grade. In accord with the general guidelines set down in the [Graduate Studies Catalog](#) procedures for graduate student academic appeals are as follows:

I. Appeal of course grades.

- A. First recourse shall always be to the faculty members assigning the grade. If the dispute can be settled informally, no formal appeal is necessary. Students and faculty alike are urged to exercise this option to the fullest.
- B. If a formal appeal becomes necessary, the next recourse is to the student's adviser or Chair of the Supervisory Committee. The student and the adviser decide whether the grounds for appeal are sufficient, and whether the dispute is procedural or substantive in nature, or both. The student should present an appeal in writing to the Graduate Committee, along with materials relevant to the case.
 1. If the appeal is procedural, the Graduate Committee shall decide its validity and report its judgment within two weeks of receiving the appeal.
 2. If the appeal is substantive, the Graduate Committee shall form an ad hoc committee consisting of two senior staff evaluators (who are not members of the Graduate Committee) to review the case and make recommendations within two weeks of receiving the case. Final consideration of such recommendations is the responsibility of the Graduate Committee, which shall sustain or deny the appeal within two weeks of receiving the recommendations.

II. Appeal Procedures in Cases of Termination for a Student in the Program.

Probation or termination recommendations may be made under the following conditions:

a) violations of the “[Student Code of Conduct](#),” b) failure to establish or maintain a supervisory committee; c) failure to satisfy “Scholastic Grade Requirements” listed in the Graduate Bulletin, d) failure in final degree examinations, e) failure to master the methodology and content of one’s field in a manner that is sufficient to complete a successful thesis.

- A. Termination proceedings begin with the Graduate Chair. After consultation with the student’s advisor, and the Department Chair, the Graduate Chair may decide to initiate termination proceedings. The Graduate Chair requests termination from the Dean of Graduate Studies in a letter that must be copied to the student. Final authority for terminating a graduate student’s program rests with the Dean of Graduate Studies. Should the Dean of Graduate Studies grant the department’s termination request, the student will be notified in written form, and given 30 days to indicate to initiate the appeal of this decision by submitting a written statement. The appeal process begins in the department.
- B. As per the Graduate Bulletin, appeals must be based on one of the following criteria:
 1. New evidence that might alter the original decision.
 2. Evidence that the original decision was based on inaccurate or inadequate data.
 3. Evidence that the Graduate Chair acted capriciously or in an unfair or discriminatory way in reaching the original decision.
- C. At this point, the chair of the English Department Appeals Committee will be notified. This person will henceforth serve as the student’s advocate throughout the appeals process, providing guidance and advice. If they wish, the student may request an alternative advocate. The Department Chair may appoint an alternative instead of the Appeals Committee Chair.
- D. There are two routes for appeal, depending on the grounds for termination:
 1. Route One: This route is followed for terminations based on academic grounds such as academic dishonesty or lack of progress.
 - a. The student, with the support of their advocate, will first appeal the Graduate Chair’s decision to their full supervisory committee for reinstatement in their degree program. If the student has not yet established a full advisory committee, the appeals process will go directly to the next level, and begin with the Graduate Committee. Appeals are made in writing. The Graduate Chair and Department Chair will provide the supervisory committee with a full written rationale for the termination decision. The student will also provide the Supervisory Committee with a written statement of appeal, based on one or more of the grounds for appeal listed above in B.
 - b. The Supervisory Committee decision will be determined by the majority opinion. Dissenting members of the committee may submit a minority report.
 - c. A majority decision to reinstate will move the appeals process to the next level, should the Graduate Chair wish to continue the process. Should the Graduate Chair decline to continue the process they will withdraw

the termination request, and notify the Office of Graduate Studies of that decision.

d. A majority decision to uphold the termination will move the appeals process to the next level, should the student wish to continue the process.

e. If the Supervisory Committee decision is deadlocked, the appeal will move to the next level.

f. Once a decision is reached, the Supervisory Committee must provide both the student and the Graduate Chair a written statement with their decision, vote numbers, and rationale. Should the process proceed to the next level, a copy of this document will be provided to the Graduate Committee.

2. Route Two: This route is followed for terminations based on other violations of the Graduate Bulletin and/or Student Code of Conduct.
 - a. The student, with the support of their advocate, will first appeal the Graduate Chair's decision to the Graduate Committee. That process is detailed in the following section.
 3. The second level of appeal is to the full Graduate Committee, including the graduate student representative, but excluding the Graduate Chair. Members who feel unable to make an impartial assessment of the case may recuse themselves, and the Chair of the English Department may appoint (a) temporary replacement(s). As with the previous level of appeal, the student, with the support of their advocate, will appeal in writing on the grounds specified in B. The Graduate Chair will provide the Graduate Committee with a full written rationale for the termination decision.
 - a. The Graduate Committee decision will be determined by the majority opinion.
 - b. A decision to reinstate will result in the withdrawal of the Graduate Chair's termination request, and notification of the Office of Graduate Studies of that decision.
 - c. A decision to uphold the termination will move the appeals process to the next level, should the student wish to continue the process. At this point, the Graduate Chair will notify the Office of Graduate Studies that the departmental appeals process has concluded.
 - d. In either case, the Graduate Committee must provide both the student and the Graduate Chair a written statement with their decision and rationale. If the committee decides to reinstate, the statement will be placed in the student's file. If the committee decides to uphold the termination, the statement will be forwarded to the Office of Graduate Studies.
 4. The final level of appeal is to the Graduate Council for the campus administratively responsible for the student's graduate program. In most cases, this is the final level of appeal. For further details, see the Graduate Catalog/Graduate Student Program appeals <https://catalog.unl.edu/graduate-professional/graduate/degrees/termination/>
- E. In addition to submitting a written statement as specified section D above, the student

and the student's advocate may submit to the Supervisory and/or Graduate Committees additional documentation to support one of the appeals criteria listed in section E.

- F. The appeal will be considered as soon as possible after the written appeal has been submitted, and decisions by all committees will be made in a timely manner.