



The University of Texas at Austin  
Program in Comparative Literature

Thinking Across Languages and Cultures

**The University of Texas at Austin**

**Master's and Doctorate Degrees in Comparative Literature**

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Graduate Handbook 2021-2022

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## I. Program in Comparative Literature at UT Austin

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### 1. About

The Program in Comparative Literature at the University of Texas encourages a wide variety of critical methodologies and approaches to global human expressive culture. We operate on the assumption that many versions of the discipline coexist productively and that their doing so will stimulate fruitful debates among our faculty and students. Moreover, in keeping with our open and flexible conception of Comparative Literature, the Program does not restrict the world languages on which our students focus to any particular geographical area or to any historical period: they range from Luso-Brazilian Portuguese to Russian, Classical Greek to Modern Hindi, Hispanophone US to Global French, Arabic to Quechua. Course offerings are also widely varied, as are the topics of Master's reports and doctoral dissertations. Having served as the administrative home of the [American Comparative Literature Association](#) from 2002-2011, the Program embraces an inclusive view of the field. Some of our courses trace the influence of one literature on another or inquire into problems of period or genre definition; others focus on the relationship between literature and disciplines such as art history, anthropology, and film; and still others study the theory and practice of translation, engage in research concerned with questions of literary theory, pursue gender and cultural studies, engage with critical race theory or investigate ethnic and third world literatures. In recent years the Program has offered such courses as "Space and Place in Literature," "Translating India," "Women Writers and Intellectuals," "Haiti, History, and the American Imagination"; "The Fascist Aesthetic," "New World Baroque Genealogies"; and "Globalism: World Literature in Theory and Practice." This variety reflects the broad interests of a diverse faculty, which is drawn from all the language and literature departments and from area studies programs across the University.

The Program has shaped its general requirements in accordance with its commitment to inclusion and flexibility, giving students the freedom, within generous limits, to shape their own programs of study. Although they must complete a certain number of graduate hours in Comparative Literature and in at least two different world languages, the only specific required courses are a three-semester sequence focusing on the history and theory of literary criticism, a sequence that aims to introduce them to the sweep of approaches from the classical to the modern, while enabling them to become conversant with influential contemporary thinkers. Students are at liberty to choose those world languages that most suit their interests and scholarly goals. However, the Program insists that they demonstrate real proficiency in at least two world languages (a requirement often satisfied by taking graduate courses in them) as well as showing an ability to understand and interpret cultural and scholarly texts written in a third world language. As they design their programs of study within these broadly conceived sets of requirements, students work closely with the Graduate Adviser of the Program and with specific advisers from the faculty in Comparative Literature. They are also encouraged to work with other professors who teach in the many highly ranked language and culture departments at the University.

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The Program is committed not only to allowing its students to play a central role in designing their course of study, but also to preparing them in a very practical way for their anticipated careers. By the time they have earned degrees in Comparative Literature, they will have acquired a firm grounding in the current practice of our discipline and in literary theory generally. This grounding prepares them for academic careers and for professions that rely upon an advanced knowledge of world languages, diverse cultures and humanistic research methods. They will have conducted research in a specific area of Comparative Literature, such as the lyric, translation studies, Modernism, post-colonial literature, etc. They will be prepared to teach advanced undergraduate and graduate courses in that research area and will have acquired a thorough knowledge of the history of at least one world language that they will also be able to teach at the university level. They will have had substantial teaching experience in at least one language and/or area studies department. Thus, when they finish their degrees, our students will be qualified to seek positions in multiple departments and organizations with a global and/or methodological focus. In the last five years, students who have received degrees in the Program have been appointed to positions at: the University of Oregon, Cornell University, Stanford University, Ohio Wesleyan University, the National Endowment for the Humanities, and the University of Texas.

## 2. Introduction

This handbook describes the structure of the Program in Comparative Literature and the Program requirements for its doctoral program.

The Office of Graduate Studies (OGS) is the central source of information for graduate students. Doctoral degree evaluators provide information about procedures for submission of reports, theses, and dissertations. Important deadlines for graduation and other forms can be found through the [OGS website](#).

The objective of graduate study is to develop intellectual breadth and to provide the specialized training necessary for a career in teaching, research, the arts, and other professions. Emphasis is placed on the knowledge, methods, and skills needed for scholarly teaching, original research, problem solving, intellectual leadership, and other modes of achievement.

The policies and procedures in this handbook should be understood as governing the course of graduate study in the Program in Comparative Literature at The University of Texas at Austin, in conjunction with the policies and procedures described in the University's Graduate Catalog. Program policies and procedures may be amended by action of the Comparative Literature Director or the Graduate Studies Committee.

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Each student should read and keep a copy of the handbook, which contains the rules and guidelines that apply to that student and their particular cohort. Enrollment in the academic Program acts as an agreement to adhere to the rules and standards contained within this handbook.

For questions about topics not addressed in this handbook, please contact the Program in Comparative Literature Graduate Adviser and/or Coordinator.

### 3. Program Staff List

**Dr. Elizabeth Richmond-Garza**

Director and Graduate Adviser, Program in Comparative Literature  
Associate Professor, Department of English

**Dr. Lynn Wilkinson**

GSC Chair, Program in Comparative Literature  
Associate Professor, Department of Germanic Studies

**Dr. César Salgado**

Assistant Graduate Adviser, Program in Comparative Literature  
Associate Professor, Department of Spanish and Portuguese

**Elizabeth Davis**

Graduate Coordinator, Program in Comparative Literature

### 4. Graduate Adviser

The Graduate Adviser is a faculty member designated to advise students and represent OGS in matters pertaining to graduate study. The Graduate Adviser provides information about the Program, including admission and degree requirements; graduate fellowships, teaching assistantships, and graduate assistantships. The Graduate Adviser consults with newly admitted students and monitors the progress of all graduate students. The Graduate Adviser approves the student's course selections each semester as well as all formal documents during the student's program of study.

### 5. Graduate Coordinator

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The Graduate Coordinator is a staff member who assists the Graduate Adviser and Program Director, as well as other faculty members, in the administration of the Program, and also provides services to students. The Graduate Coordinator can help with many routine questions about courses, degrees, or the UT environment. The Graduate Coordinator is familiar with the University and Program in Comparative Literature policies concerning application, admission, registration, and graduation. The Graduate Coordinator informs and assists students in dealing with these policies. Additionally, the Graduate Coordinator distributes information about the Program, handles petitions and special requests, assists with registration, maintains student files, and compiles statistics.

## 6. Faculty

The Program in Comparative Literature has eleven core faculty who perform the majority of programmatic activities including serving on major committees such as admissions, curriculum, placement, etc. They also may offer courses in Comparative Literature. Additionally, there are many more affiliated faculty members who have a scholarly or personal interest in the area of Comparative Literature and Studies. Faculty affiliates may also teach any Comparative Literature course. Because our graduate program is interdisciplinary, we rely upon access to these diverse and valuable perspectives. The faculty directory, searchable by rank and affiliation, can be found under [Faculty](#) on the Comparative Literature website.

## 7. Graduate Studies Committee

A Graduate Studies Committee (GSC) is required for any academic area in which an approved graduate degree program is offered. The GSC consists of all assistant, associate, and full professors who are active participants in the Program. Although members of a GSC are usually drawn from a single administrative unit (college or school), the Comparative Literature GSC is composed of members from several administrative units. The GSC elects its own chair. The term of the GSC chair is normally three years but may be renewed. A complete and up-to-date list of Comparative Literature GSC members can be found under the [Comparative Literature GSC Member Search](#).

In addition to teaching graduate courses, serving on students' qualifying, comprehensive, and prospectus examination committees, and supervising/serving on students' master's report/thesis and doctoral dissertation committees, the Comparative Literature GSC is responsible for evaluating the students in the Program to ensure that they are making satisfactory progress toward their degrees.

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## II. Graduate Study

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### 1. Ph.D. Program

The Ph.D. offered by the Program in Comparative Literature is an interdisciplinary academic degree designed to broaden and deepen the student's knowledge of world languages and cultures and to develop theoretical approaches to the study of human expressive culture, including literature. The program develops a strong knowledge and methodological base, preparing students for academic careers and for additional professions in international fields.

### 2. Degree Requirements

The degree offered by the Ph.D. Program in Comparative Literature consists of a minimum of **51 hours** of graduate level coursework; 18 hours of which should be Comparative Literature seminars (plus the one-hour C L 180K Proseminar); 9 hours of seminars in two world languages and/or research areas; 6 hours of seminars in a third world language and/or research area, and at least 6 credit hours of dissertation coursework.

Students entering the program with a related MA may have up to 9 courses (27 hours) waived, in consultation with the Graduate Advisor. Students with multiple MAs or semi-related MAs may have fewer or more courses waived as appropriate. It is the obligation of the student to request these waivers and provide appropriate documentation of the relevant prior coursework.

The chart below reflects course requirements for students entering the program with a BA. Shaded areas are for courses that fulfill the MA requirements. Students are not required to complete an MA. In order to receive an MA, OGS requires students to complete a minimum of 30 hours of coursework. Passing the Qualifying Examination (discussed below) allows student to continue work towards the PhD.

<b>Comparative Literature Core Coursework</b>	<b>13 credit hours (MA)</b> 6 additional (PhD)	Core sequence of C L 180K [Intro to Comparative Literature], C L 385 [Foundations of Literary Theory and Criticism], C L 390 [Contemporary Literary Theory], and additional graduate seminars offered by the Program in Comparative Literature or cross-listed with Comparative Literature (designated with the abbreviation CL)
<b>First World Culture Area</b>	<b>9 credit hours (MA)</b> 9 additional (PhD)	Graduate seminars in first world culture or research area



<b>Second World Culture Area</b>	3 credit hours (MA) 9 additional (PhD)	Graduate seminars in second world culture or research area
<b>Master's Thesis/Report</b>	CL 398R	Optional master's report (infrequently students may opt for the two-semester master's thesis course CL 698A/B)
<b>Third World Culture or Research Area</b>	6 credit hours (PhD)	Graduate seminars in third world culture or research area
<b>Dissertation Hours</b>	At least 6 credit hours	C L 399W, C L 699W, or C L 999W

### 3. Core Course Sequence

During their first three semesters in the Program, students enroll in a sequence of three Comparative Literature signature courses aimed to provide students with a wide breadth of fields of study, literary and cultural criticism, and theoretical knowledge in preparation for their Ph.D. Qualifying Examination. The courses are:

#### *C L 180K Intro to Comparative Literature*

One-credit-hour proseminar in methods of study and research in comparative literature. Required of first-semester graduate students in comparative literature.

#### *C L 385 Foundation of Literary Theory and Criticism*

Comparative study of theories of literary criticism in a broad historical perspective, including representative classic texts in critical theory.

#### *C L 390 Contemporary Literary Theory*

Comparative study of major modern critical schools and figures in literary and cultural theory and criticism.

### 4. Additional Course Categories

#### *C L 380M Problems in Translation*

Detailed study of literary translations and of the translation process, and completion of one substantial translation.

#### *C L 381 The Comparative Study of Literary Periods and Movements*

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The study of literary periods, aspects of periods, or movements from a comparative point of view; topics include mystical literature of the Middle Ages and Renaissance humanism.

*C L 382 Topics in Comparative Literature*

Study of genres, literary forms, the relationships of literature and other disciplines from a comparative point of view; topics include comedy, sensibility, and the East and the West.

*C L 386 Literature in a Comparative Context*

A study of topics with a single primary language focus, using a strongly comparative approach.

*C L 391L Conference course in Comparative Literature*

A specialized course covering topics that are not regularly addressed in the curriculum, or designed to expand the student’s opportunities for individual consultation. Conference courses are taught on a one-on-one basis. While they make sense in terms of the topics they cover and the opportunities they offer, conference courses lack the important interaction with a peer group. OGS limits the number of conference courses that can count toward a student’s degree.

*Upper-division courses* are designated by the last two digits of the course number, x20-x79. A graduate student may receive credit for up to six hours (2 courses) of upper-division undergraduate coursework as part of their core degree requirements. Such courses are typically a specialized course in one’s area of interest that is not offered at the graduate level.

*Summer graduate courses* are rarely offered at UT.

5. Language Requirements

Students in the Program must demonstrate appropriate command of world languages (WL) at various stages in their studies. All students entering the Program must possess a high level of competence in one world (non-home) language at the start of their studies, and must demonstrate two additional WL competencies as their studies progress. Students may elect to use their home language as their first language area for the PhD. The language requirement is separate from the area requirement in section 6. Students may demonstrate language competencies in the following ways:

Entering with an M.A. or equivalent in the language	Example: Student enters with a master’s degree in Arabic.
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<b>Passing an upper-division, undergraduate course in the literature of that language with a grade of “B” or better</b>	Example: Student receives an “A” in FR 363L French through Media.”
<b>Passing a language examination administered by a Comparative Literature faculty member, approved by Graduate Adviser</b>	Example: Student passes a Russian-language translation examination administered by a faculty member in REE.
<b>Passing a graduate level course in the language with a grade of “B” or better</b>	Example: Student receives an “A” for taking LAS 381 Postcolonial Brazil

## Timeline

Ideally, students should satisfy all language requirements as early as possible in their careers. Students should aim to demonstrate their first WL competence in their first semester in the Program, their second WL competence by the end of their first year in the Program, and their third WL competence before advancing into candidacy

## Exceptions

In certain cases, based upon the nature of the languages involved and their relationship to the student’s program of study, the Graduate Adviser may make exceptions in consultation with the student’s Area Supervisor.

## 6. World Literatures/Areas Requirements

Students in the Program create three areas of study. They are required to develop extensive knowledge of one world literature/culture and broad knowledge of a different second world literature/culture (one of these two may be English). Students also complete course work in a third world literature/culture, although some may elect to develop a thorough command of another discipline through course work and independent research and to study the interrelationships between that discipline and expressive culture for their third area.

## 7. Progress Toward Degree

Year One	
Fall Semester	Spring Semester
C L 180K Intro to Comparative Literature	C L 385 Foundation of Literary Theory and Criticism

Graduate seminar	Graduate seminar
Graduate seminar	Graduate seminar
Graduate seminar	* Begin preparation for Ph.D. Qualifying Exam
Year Two	
<b>Fall Semester</b>	<b>Spring Semester</b>
C L 390 Contemporary Literary Theory	* Ph.D. Qualifying Exam taken before start of semester
Graduate seminar	Graduate seminar
Graduate seminar	Graduate seminar
* Preparation for Ph.D. Qualifying Exam	Graduate seminar
	* Begin preparation for Comprehensive Exam
Year Three	
<b>Fall Semester</b>	<b>Spring Semester</b>
Graduate seminar	Graduate seminar
Graduate seminar	Graduate seminar
Graduate seminar	Graduate seminar
* Preparation for Comprehensive Exam <i>or</i> exam taken	* Preparation for Comprehensive Exam <i>or</i> exam taken
Year Four	
<b>Fall Semester</b>	<b>Spring Semester</b>
Conference course (Comprehensive Exam)	Conference course (Prospectus Exam)
Conference course (Comprehensive Exam)	Conference course (Prospectus Exam)
Conference course (Comprehensive Exam)	Conference course (Prospectus Exam)
* Comprehensive Exam taken	* Preparation for Prospectus <i>and</i> exam taken
Year Five	
<b>Fall Semester</b>	<b>Spring Semester</b>
Dissertation hours	Dissertation hours
Year Six	
<b>Fall Semester</b>	<b>Spring Semester</b>
Dissertation hours	Dissertation hours
	*Defend dissertation by August

## 8. Milestones

Milestones	
<i>UT Austin Milestones</i>	<i>Expected Time of Achievement</i>
Review degree requirement and milestones agreement form with Advisor & Coordinator	By the first day of class of the first semester
Maintain a 3.50 GPA	Every semester

Complete all required, formal coursework	By the end of the third year
Successfully complete Comprehensive Exam	By the middle of the fourth year
Successfully complete Prospectus Exam Successfully complete language requirements	By the beginning of the fifth year
Apply for candidacy	By the beginning of fifth year
Dissertation completed, successfully defended, and approved by committee	By the end of the sixth year
Revisions completed and approved	By August after the sixth year
Student completes and files all paperwork for graduation	By August after the sixth year
Dissertation accepted by the Graduate School	By August after the sixth year

## 9. Ph.D. Qualifying Exams

The *Ph.D. Qualifying Examination* (QE) is the biggest milestone in students' first four semesters in the Program. The QE is a written examination taken at the beginning of the students' fourth semester in the Program, following the completion of C L 180K, C L 385, and C L 390. Note that students may not take the QE if they have "Incomplete" grades for coursework. Failure to take the QE on time (without advance approval by Graduate Adviser for substantial reasons) may constitute grounds for dismissal from the Program.

During the spring and fall semesters of the student's first and second years (respectively) in the Program, the student and the Area Adviser will compose a draft of the student's reading list for the explication part of the QE. This list should include 20-30 works at the core of the student's first world literature, from which the QE Committee consulting with the Area Adviser will select passages for the examination.

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The examination has two parts, each lasting two hours. The first part involves a question about literary theory based on the work done in the two required Comparative Literature theory courses (C L 385 and C L 390). The second part requires the student to explicate a brief verbal extract from an expressive work in the student's first world language. Both portions of the examination are designed to test the student's knowledge of expressive texts and literary theory as well as their analytical and synthesizing abilities in order to determine whether the student will succeed in the Program and, in particular, will be able to pass the Comprehensive Oral Examination and then write a doctoral dissertation based on original research. Both portions of the examination are intended to be predictive not only of the student's success in the Program, but also professionally later as well.

Students preparing for their Ph.D. Qualifying Examination may view the following [QE Overview and Checklist](#) and the [QE Procedure](#) documents to assist them.

## 10. MA Thesis/Report

For students who enter the Program with a BA and wish to receive their MA while working toward their Ph.D., the Graduate School offers the MA Thesis/Report option through which students may obtain their MA. Most students select the single-semester report option. Students who enter with an MA may also elect to write a thesis/report and receive an MA from the Program. The Thesis/Report represents the final paper or research project that the student creates to culminate their first two years of coursework in Comparative Literature. A student wishing to obtain their MA through the Thesis/Report option should be enrolled in the final Thesis/Report course (Thesis – CL 698B/Report – C L 398R) during the semester during which they intend to receive their MA.

### *The Committee*

Two faculty members will serve as thesis/report readers. It is most common to have a supervisor and a second reader. Two equal co-supervisors may also be acceptable, but please first check with the Graduate Adviser. In the first case, the supervisor must be on Comparative Literature GSC. In the second case, one of the co-supervisors must be on the GSC list.

When approaching a faculty member, you should have a prospectus explaining your topic and a tentative bibliography. One of the earliest things to negotiate with the committee is a timeline in which work will be submitted. Supervisors and/or readers reserve the right to disband the committee if the student is unable to meet established deadlines or formulate an adequate project.

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## 11. Comprehensive Exam

The *Comprehensive Oral Examination* (CE) is taken after all Ph.D. coursework (CL core sequence and other graduate seminars) has been completed.

The goal of the CE is to ascertain if the student possesses the breadth of knowledge (outside the dissertation specialization) appropriate for future activities as a teacher and scholar; thus, the CE Committee will assess the student as a potential junior colleague. It will look for evidence of the student's ability to discuss fundamental issues in literary and critical traditions, because such ability will qualify the student to enter the professional conversations in their chosen specialties. In preparation for the CE, students will:

- Create a CE committee of 3-4 members, with a chair who is on the Comparative Literature GSC. The membership of this committee anticipates that of the dissertation committee but does not need to be identical.
- Develop a reading list comprising of 3-4 areas in consultation with their CE committee.
- Select a date and time for the exam, allowing for 2 hours for completion of the exam and ensuring that **at least three** committee members can be present for the exam, either in person or virtually.
- Download the [CE Committee Exam Form](#), obtain the signatures of their exam chair and committee members, attach reading lists, and submit the completed form and lists to the Graduate Coordinator **at least two weeks before the proposed date of the exam**. The Graduate Adviser must review the form and lists and approve them before the exam is scheduled.
- Confirm the date and time of the exam with the CE committee and supply them with a copy of the reading lists
- Provide a copy of the [Comprehensive Examination Results Form](#) and 4 copies of the [Comprehensive Exam Evaluation Form](#) (one for each committee member). The Results Form must be completed by the chair, and the Evaluation Forms by each committee member. All forms must immediately be returned to the Graduate Coordinator following the exam.

## 12. Dissertation Prospectus

Within one long semester of the date of the Comprehensive Oral Exam, the student, working closely with their supervisor(s) and anticipated dissertation committee members, will complete a Dissertation Prospectus of 10-20 pages in length. An initial bibliography should also be provided.

The committee should comprise 4 faculty members, 3 of whom *must* be on the Comparative Literature GSC and one of whom *must not* be on the Comparative Literature GSC.

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The Prospectus should represent a detailed working outline for the dissertation, and it should consist of a detailed introduction indicating the student's methodology or approach, an explanation of why this project is significant, and a description of the materials and problems to be discussed and the kind of conclusions expected, as well as short descriptions of each chapter. An initial bibliography should also be provided.

The Prospectus is intended to represent the student's ability to undertake work on a topic in depth, within the context of existing scholarship and critical methodologies. At the same time, the Prospectus demonstrates the student's ability to apply a breadth of knowledge to a project leading to future scholarly, teaching, and professional specializations.

### *Prospectus Defense*

All dissertation committee members must attend the prospectus defense. However, with Graduate Adviser approval, any member may be excused, provided it is not a supervisor or, if applicable, co-supervisor. Members may attend virtually, including the supervisor/co-supervisor. If a regular committee member is absent, they must read and approve the prospectus prior to the prospectus defense. The Graduate Coordinator will maintain the approved version of the prospectus in the student's file.

Usually one hour in length, the presentation begins with the student introducing and outlining the dissertation orally (10 minutes), and is followed with a question-and-answer session. The presentation will be considered successful if the student can offer a coherent project focus and strategy for writing, and can answer possible fundamental questions or objections to that strategy or focus. It is a work-in-progress seminar, intended to be diagnostic and constructive. In order for the student to proceed to candidacy, the committee will need to approve the prospectus and recommend to the Graduate Adviser that the student be advanced. It is expected that all members of the committee attend the defense, either in person or virtually.

## 13. Applying for Candidacy

Passing both the Comprehensive Oral Examination and the Prospectus Defense allows a student to apply for candidacy and, therefore, begin official work on the dissertation. To complete the candidacy application, the student must establish a full dissertation committee, defend a Dissertation Prospectus, and collect the necessary information requested by OGS. Some initial steps toward these requirements, like drafting an abstract, should be taken before the Prospectus defense to expedite the process. To comply with the regulations from the OGS, the committee should comprise 4 faculty members, 3 of whom *must* be on the Comparative Literature GSC and one of whom *must not* be on the Comparative Literature GSC.



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Only after approval of their application for doctoral candidacy by both the Program and OGS are students eligible to enroll in dissertation coursework.

## 14. Dissertation

At least two semesters of dissertation registration (CL \_99W) are required by OGS before being eligible to graduate. Dissertation courses are graded only on the CR/NC basis, in which a NC indicates that adequate progress was not made. Depending on funding requirements, students will enroll in either 399W, 699W, or 999W. Students are required to maintain regular contact with their committee members and meet all deadlines set forth by the supervisor and/or committee.

## 15. Scheduling the Defense

The student and their supervisor, in negotiation with the dissertation committee members, should determine a time and date for the defense. Each member of their committee must receive a copy of the dissertation **at least four weeks** prior to the dissertation defense date. Students must schedule the dissertation defense with OGS **at least two weeks** prior to the defense date by completing the Request for Final Oral Examination form, located on the Graduate School's website. All members of the committee must sign the request form indicating their intent to be present at the defense. The Graduate Advisor must also sign this form to indicate the student has been approved to defend.<sup>1</sup> It is expected that all members of the committee attend the defense, either in person or virtually. Doctoral students' defenses are open to all members of the University community and the public unless attendance is restricted by the GSC.

Students must provide their Dissertation committee with their completed Dissertation no later than **four weeks before** your dissertation defense.

Starting in Fall 2020, defenses are required by the Office of Graduate Studies to take place **no later than two weeks** before the submission deadline.

## 16. Graduation Requirements

In order to graduate, students must:

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<sup>1</sup> Only the Graduate Advisor is permitted to sign the defense form. The Graduate Coordinator is not permitted to sign in the absence of the Graduate Advisor.

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- Be registered in C L \_99W in the semester or summer session in which they plan to graduate.
  - Submit the online Doctoral Graduation Application via the OGS website during the appropriate time period. Deadlines are posted on the OGS website at the start of each semester. Students who do not submit the form by the deadline will not be eligible to receive their degree until the subsequent semester.
  - Submit their dissertation to their committee at least four weeks prior to the date of the dissertation defense.
  - Schedule their dissertation defense with the LC Graduate Coordinator and the Office of Graduate Studies. Form located on the Graduate School's website.
  - Submit their dissertation to the Office of Graduate Studies for final approval by the Graduate Dean no later than the published deadline, typically 3:00 pm on the last class day of the semester. The document must be submitted in electronic format and follow the format guidelines published on the Office of Graduate Studies' website.
  - Submit required paperwork *and* a signature page containing (traditional or digital) signatures of the supervising committee members to OGS no later than the published deadline.<sup>2</sup>
  - Submit the PDF of dissertation to the Comparative Literature Graduate Coordinator by 3:00 pm on the last class day of the semester.

### III. Program Operations

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#### 1. Advising

Each student is required to consult the Graduate Adviser and Graduate Coordinator prior to registration so that advising bars may be cleared. Students who do not attend an advising session will not be cleared to register. Changes made to a student's registration record after their advising session must be cleared by the Graduate Advisor and Graduate Coordinator. Since registration is a busy time, students should feel free to contact the Graduate Advisor throughout the semester to discuss more in-depth academic planning.

*Academic Advising and Registration Periods:*

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<sup>2</sup> Proxy signatures are not permitted. Digital signatures must include certification (i.e. AdobeSign, DocuSign, etc).

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Registration & Advising for current students	
For Spring Semesters	late October - early November
For Fall Semesters	late April - early May

Registration & Advising for incoming cohorts	
For Fall Semester	Late August. Incoming students will register during Orientation

## 2. Advising and Registration Forms

Students must complete and email *all* relevant registration forms to the Graduate Coordinator and Graduate Adviser prior to their advising appointment. Forms are meant to track student progress; therefore, they must be updated and resubmitted when changes are made. Forms must be **typed** and **digitally-signed**. **Scans and paper copies will not be accepted.** Forms can be found on the Comparative Literature website.

## 3. GRACLS

The Graduate Association for Comparative Literature Students (GRACLS) provides the organizing body and social forum for graduate students in UT's Program in Comparative Literature. Organizing scholarly, professional, and social events throughout the year, GRACLS participates actively in the shaping of the Program. Every year since 2001, the organization has organized and hosted the annual GRACLS conference which brings together students from across the 40 Acres and across America to participate and present their original research in an interdisciplinary, multicultural, and high-profile event. The conference is free and open to the public, and no preregistration is required.

## 4. Events

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Throughout the year, the Program hosts and co-sponsors talks, readings, events, symposia, workshops, and conferences in partnership with more than a dozen academic units across the University including all the world languages departments, the Texas Language Center, UT's five Title VI Centers and new interdisciplinary programs like the Department of African and African Diaspora Studies, the Department of Mexican and Latina/o Studies, the Center for Women's and Gender Studies and the LGBTQ Studies Program.

## 5. Information Sources

Students should be familiar with the following sources of information:

[\*General Information Catalog\*](#) gives important information about academic policies and procedures that apply to all students. It includes the official academic calendar, admission procedures, residence requirements, information about tuition and fees, and policies on quantity of work, grades and the grade point average, adding and dropping courses, and withdrawal from the University.

[\*Graduate Catalog\*](#) contains degree requirements for all graduate programs, rules that affect graduate students, descriptions of graduate courses, and a list of Graduate Studies Committee(s) members. Students are expected to be familiar with the protective and academic policies contained within and to use it as a resource throughout their time at UT.

[\*Course Schedule\*](#) is published by the Office of the Registrar and is available online before registration for each semester and summer session. The Course Schedule includes information about registration procedures; times, locations, instructors, prerequisites, and special fees of classes offered.

[\*University Directory\*](#) gives physical and email addresses and telephone numbers of University offices and of students, faculty and staff. Please note that it is possible to restrict one's personal information from appearing in the directory.

## IV. Program Policies

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### 1. Student Conduct and Academic Integrity

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It is imperative that all students adhere to UT's honor code. Each year, the university reviews and updates the Institutional Rules on Student Services and Activities.

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community. Each student is expected to adhere to these principles during their time at the University, in dealing with the instructors, fellow students, and in completing all requirements. Faculty and staff will also respect these values.

#### *Academic Integrity:*

Any work submitted by a student for academic credit will be the student's own work. 'Academic dishonesty' or 'scholastic dishonesty' includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two classes without the prior permission of the instructor), or the attempt to commit such an act. For additional information on [Student Conduct and Academic Integrity](#), may be found on the Office of the Dean of Students' website. For the official policies on academic integrity and scholastic dishonesty, please refer to Chapter 11 of the Institutional Rules on Student Services and Activities.

The examples of academic dishonesty listed above are defined at length in chapter 11 of the *Institutional Rules*. Students are expected to review this section of the document carefully, as ignorance will not be accepted as a defense against accusations. Please note that, in language courses, having a native speaker revise work done in the target language without the instructor's permission, and before submission of the assignment, is considered an act of collusion.

## 2. Student Responsibility

Successful completion of the degree is the responsibility of the student. The Graduate Adviser and Graduate Coordinator are valuable resources for information on academic issues, administrative procedures, and University and Program in Comparative Literature policy. Students are, however, responsible for ensuring that they act within the rules and regulations of the program, college, and University; it is the responsibility of each student to meet all deadlines; and fulfill the requirements of the Program.

## 3. Communication

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## *Email*

UT considers email an official means of correspondence; hence, if an administrator sends an email message, students are responsible for reading it and taking action in a timely manner. It is the student's obligation to pay attention to email messages from the Graduate Coordinator, administrators within the Program in Comparative Literature, CoLA, OGS, and the University. These emails will be full of information about deadlines, fellowship opportunities, events, and job possibilities. Students should also make sure that the University and the Graduate Coordinator have their best current email address which should be for their official UT email account. Students are expected to check email on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that students check their email daily.

## *Communication and the Student*

It is the student's responsibility to communicate regularly with instructors, supervisors, committee members, the Graduate Adviser, and Graduate Coordinator about academic matters.

## *Deadlines*

Deadlines, whether they are course-specific or of the thesis/report/examination/candidacy/dissertation variety, are critical. There is very little flexibility built into the system. The Graduate Coordinator and University often send reminders by email, but the responsibility is ultimately the student's.

## 4. Grades

Grading standards in each class will vary based on the course content and the instructor's grading policies. However, from a programmatic perspective, an A or A- is considered to reflect strong or satisfactory performance, and B is viewed as indicating below average performance. Grades of C, D, F, or I (permanent incomplete) indicate an unsatisfactory progress in the program. Incomplete courses will be reviewed by the GSC.

Only courses in which a student earns a grade of C or better may be included in the program of work for a graduate degree at The University of Texas at Austin. This coursework must have been taken within a six-year time limit. While an average GPA of 3.0 is the minimum University requirement, students are expected to maintain a GPA higher than 3.5 in order to be considered as making satisfactory progress toward the degree.

## 5. Credit/No-Credit

All organized courses should normally be taken for a letter-grade. Students who decide to change the grading option of a coursework to Credit/No Credit (CR/NC) must seek approval

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of their supervisor, the Graduate Adviser, and the Graduate Coordinator. While CR/NC grades are not factored into the GPA, an NC is equivalent to failing the course and is indicative of unsatisfactory progress in the program. Students who earn a NC will be reviewed by the GSC.

#### *Credit / No-Credit in Thesis / Report / Comprehensive Exams / Dissertation*

Thesis/Report/Comprehensive Exams/Dissertation courses are evaluated and graded each semester by the student's supervisor and assigned a grade of "CR" or "NC". A "CR" is appropriate when the student made satisfactory progress during the semester, and an "NC" is appropriate when the student did not make satisfactory progress during the semester. An NC is equivalent to failing the course and is indicative of unsatisfactory progress in the program. Students who earn an NC will be reviewed by the GSC.

## 6. Incomplete Grades

If a student does not complete all the assignments in a course before the end of the course, the instructor may report work as incomplete [X] to the Office of the Registrar in place of a grade. Students who do not hold teaching appointments or fellowships are required to complete the course requirements by the last class day of the next long session semester of enrollment. The instructor must report a final grade by the end of the grade-reporting period in that semester. If these deadlines are not met, the [X] is converted to a permanent incomplete [I]. Permanent Incompletes remain on the student's record and cannot be converted to a grade.

Students who hold teaching appointments or fellowships are required to complete the coursework before the start of the following semester, otherwise, their funding may be revoked or adjusted due to unsatisfactory progress toward degree requirements. As required by OGS, students are eligible for teaching appointments providing that they have no more than one grade of Temporary Incomplete [X] and one Permanent Incomplete [I], or two Temporary Incompletes [X]. Temporary Incompletes [X] must be converted to a grade by the end of the next long-term semester of enrollment or they become Permanent Incompletes [I].

## 7. GPA Requirement

All students must maintain a minimum 3.50 GPA in order to remain in good standing. If a student happens to fall between a 3.00 - 3.50 in a given semester, they will enter probation and have one semester to bring their grades back above a 3.50. Failure to do so could result in dismissal from the program. Students must possess at least a 3.50 in order to graduate from the Program.

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## 8. Good Academic Standing

In addition to the information provided by the Graduate School regarding Standard of Work and Student Responsibility, the Program in Comparative Literature requires students to meet the following criteria in order to be considered in good academic standing in the Program and the University of Texas at Austin. These criteria include:

- Compliance with all applicable University and Program policies
- Maintenance of a cumulative GPA of 3.50
- Taking all courses with the appropriate letter or Credit/No Credit grade and completion of all coursework (no Incompletes)
- Earning any of the following grades will be considered evidence of not being in good academic standing: X, I, NC, C+, C, C-, D, F
- Satisfactory and timely progress towards degree requirements and milestones
- Maintenance of regular and consistent contact with instructors, supervisors and committees
- Exhibition of respect toward other students both inside and outside of class
- Performance at the professional level expected of the Program and faculty supervisor
- Registration in no fewer than nine credit hours of course work each long semester, unless a special exemption has been approved
- Participation in Program in Comparative Literature events

## 9. Transfer Credit

The Graduate School does not allow transfer of credit for more than six hours, be it from a study abroad program or from another US institution. Only graduate courses in which students have earned a grade of A or a B can transfer, and only if they have not been counted toward another degree. A master's student seeking to use coursework completed at another institution must provide the GSC with an official transcript, the official explanation of the institution's course numbering system and grading system, and the course description from the catalog of the institution. Along with these documents, the Petition to Transfer a Graduate Course from Another Institution form should be submitted by the Graduate Advisor for approval by the Graduate Dean. This form must be submitted before 12 hours of graduate coursework are completed at UT Austin.

As noted above, students entering the program with a related MA may have up to 9 courses (27 hours) waived, in consultation with the Graduate Advisor. Students with multiple MAs or semi-related MAs may have fewer or more courses waived as appropriate. It is the obligation of the student to request these waivers and provide appropriate documentation of the relevant prior coursework in a timely manner.



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## 10. Full Time Status and Course Load

The Graduate School recognizes nine semester hours during a long semester (spring or fall) and three hours during a summer session as a minimum full-time course load. The three-semester credit hour minimum course load for the summer session may be satisfied in one six-week term, or in the nine-week or twelve-week terms.

Under most circumstances, graduate students must be registered for, and must remain registered for, a full-time load until graduation. These circumstances include: holders of UT-administered fellowships and scholarships, most external fellowships, Assistant Instructors, Teaching Assistants, Academic Assistants, and Graduate Research Assistants, students living in university housing, students receiving certain student loans, and international students.

## 11. Time to Degree

Time to degree plays a significant role in planning for graduate student financial support. CoLA and OGS expect doctoral students to complete their PhDs in six years. In general, the CoLA and OGS expect students to complete their Ph.Ds not later than three years after having entered candidacy. With these expectations in mind, and allowing for exceptions in rare cases, an official petition is required to extend funding for doctoral students who have been enrolled at UT for more than six years and/or have been in candidacy for more than three years.

## 12. Leave of Absence

Graduate students may apply for a leave of absence of no more than two semesters. If the student has not yet been admitted to candidacy for the doctoral degree, this request must be approved in advance by the Graduate Advisor. Granting leaves of absence for students not in candidacy is left to the discretion of the Graduate Advisor and GSC. A form must be submitted to the Graduate School in advance of the semester for which a leave is granted. A student on an approved leave may reenter the graduate program by filing an Application for Readmission. Students who do not return from their leave will be expected to complete the application process again, including meeting standard deadlines. Depending on the length the student has been away, they may need to update test scores, provide new reference letters, update their personal statement, and/or complete additional coursework.

## 13. Parental Accommodation

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The College offers four types of accommodations for graduate students with growing families. These accommodations, all of them for a long semester or summer, are available to full-time students (enrolled for at least nine credit hours each long semester and three hours in summer). After an accommodation period, students are expected to resume their regular activities and to progress towards their degree as all students in their graduate program. After an accommodation period, faculty are encouraged to remain flexible in their expectations so that students can meet the demands of graduate study while adjusting to new demands in their parental roles.

It is the responsibility of a graduate student anticipating a birth or adoption to inform their Graduate Advisor, Graduate Coordinator, and thesis/dissertation or research project supervisor of any anticipated accommodation needs as early as possible, and to submit the required documentation in support of the accommodation request.

## 14. Non-degree Seekers

The non-degree-seeker status was created at UT for special circumstances in which applicants wish to take UT courses at the graduate level without seeking a graduate degree (e.g., a high school teacher wishing to take a graduate course as part of their professional development, visiting scholar, international fellowship recipient, etc.).

The Program in Comparative Literature rarely admits non-degree seekers. Applications by non-degree seekers are considered only if a very strong case for admission is presented, and it is clear that the applicant, while in a position to function at the graduate level and, is indeed, not pursuing an advanced degree. We will not consider, for example, fall applicants who wish to take courses in the previous spring as non-degree seekers with the hope of applying these courses to their degree. Non-degree seekers admitted to the Program are expected to stay in the program no longer than one academic year.

## 15. Final Exam Policy

### *Scheduling*

The Office of the Registrar schedules all official University final exams each semester. “No-class” days and final exam days are listed in the official University academic calendar. No mandatory class meetings can be held on these days. No member of the University (faculty, staff, or student) has the right to alter examination dates or hold events on “no-class” days without the consent of the Faculty Council and the Board of Regents.

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### *TA and AI Responsibilities*

Teaching Assistants and Assistant Instructors are not permitted to leave campus at the end of each semester until released by their supervisor / instructor of the course. They are expected to fulfill job duties before, during, and after the final exam period, including, but not limited to, proctoring and grading final exams. Failure to remain in residence and fulfill all related TA/AI duties may result in the loss of employee-level insurance and repaying the University for tuition waivers and any other tuition-related benefits afforded to student employees.

### *Complaints*

Complaints related to final exam procedures should be made to the program director, employing-department chair, college dean, or the Office of the Ombudsperson.

## 16. College of Liberal Arts Graduate Studies

The Office of Research & Graduate Studies collaborates with CoLA departments, centers, institutes, and OGS to support initiatives that increase graduate student success and improve students' work environments. In addition to steering CoLA policies, this office participates in the university-wide conversations about graduate student parental accommodations, funding, professional development, placement targets, and more. The Office of Research and Graduate Studies investigates college, university, and national data on graduate education; designs and offers professional development opportunities for graduate students; and works on best practices for student recruitment and support with fellowships and employment in academic job titles.

## 17. Academic Employment Requirements

To be employed as a Teaching Assistant, Assistant Instructor, Graduate Research Assistant, Academic Assistant or Assistant, graduate students at The University of Texas at Austin must:

- Be making satisfactory progress toward a graduate degree without existing conditional admission requirements
- Remain registered for at least nine semester hours of coursework in long semesters. Enrollment in three semester hours of coursework is required for students holding summer appointments
- Maintain at least a 3.5 grade-point average

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- Not have more than two grades of X, I, NC, D, or F in any combination.

When a graduate student is employed in an academic job title by a unit outside their academic program the student must provide to the employing unit certification showing they are in good academic standing and making satisfactory progress towards their degree; the Graduate Advisor for the program makes this determination, and approval.

### *Special Requirements for Assistant Instructors*

Students seeking an appointment as an Assistant Instructor must also meet one or more of the following requirements:

- Possess a master's degree or an equivalent level of achievement in professional accomplishment and graduate study (30 hours, including 18 hours of credit in the subject to be taught)
- Have credit for 398T plus one semester of employment as a Teaching Assistant
- Have one year of teaching experience at an accredited college or school. (A letter of verification from the former employer must be submitted to the Graduate School.)

Assistant Instructors are employed to meet instructional needs at the undergraduate level, primarily in lower-division areas. Approval for an assistant instructor to teach an upper-division course may be requested by petition to the Associate Dean of the Graduate School and must be approved before the student is assigned to the upper division course.

## 18. Employment Restrictions

### *20/30 Rule*

Assignments in a student job title at the university, including academic as well as nonacademic positions, may not exceed 20 hours per week during the first two long semesters (fall/spring) of graduate study at UT Austin, and no more than 30 hours per week during the subsequent semesters, including summer.

### *International Students*

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International students may work as many as 20 hours per week during the fall and spring semesters. Full-time employment (21-40 hours per week) is allowed only during the following times for enrolled and continuing students:

- Spring Break (5 weekdays, plus the Saturday and Sunday before and after);
- Summer (day after May graduation through day before August classes start);
- Winter Break (day after December graduation through day before January classes start).

International students who will be employed as teaching assistants or assistant instructors must obtain the International Teaching Assistant English Certification.

## 19. College of Liberal Arts Graduate Studies

The Office of Research & Graduate Studies collaborates with Liberal Arts departments, centers, institutes, and the Graduate School to support initiatives that increase graduate student success and improve students' work environments. In addition to steering College policies, this office participates in the university-wide conversations about graduate student parental accommodations, funding, professional development, placement targets, and more. The Office of Research and Graduate Studies investigates college, university, and national data on graduate education; designs and offers professional development opportunities for graduate students; and works on best practices for student recruitment and support with fellowships and employment in academic job titles.

## 20. Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The University is committed to providing an educational and working environment for its students, faculty, and staff that is free from sex and gender discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including domestic violence and dating violence), and stalking. The University encourages individuals to promptly report incidents to the University Title IX Coordinator or Deputy Title IX Coordinators. The University considers graduate students hired to work as Teaching Assistants and Assistant Instructors to be mandatory reporters. It is imperative that graduate students serving in these roles familiarize themselves with Title IX.

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Title IX related incidents include many types of behaviors that are defined and governed by University policies. The full list of detailed definitions can be found in the General Information Catalog, Appendix D: Policy on Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Interpersonal Violence, and Stalking or the Handbook of Operating Procedures and 3-3031 Policy on Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Interpersonal Violence, and Stalking.

## 21. Restricted Regions Travel Policy

The Travel Policy to Restricted Regions applies to UT-Austin graduate students, traveling internationally as individuals or in groups, with or without University funding, for any UT-sponsored, UT-administered, or UT-related activity or program. In these instances, and when the travel is academic-related (typically for research purposes or language programs), prior travel authorization is required, even in cases where it's the student's home country, and especially in cases where funding is involved (otherwise the funding will not be released). The only instances where it is not necessary is when the student visits a country purely for personal purposes. This includes, but is not limited to:

- official study abroad programs
- conducting research
- internships
- field studies
- service learning
- volunteer, experiential, or work programs sponsored, endorsed, promoted, or administered by the University

### *Travel request process*

There are time-sensitive deadlines related to when you will be traveling (usually mid to late April for Summer travel). Travel will usually be approved when there is a compelling justification and no suitable alternative opportunities exist. All requests must be strongly linked to academic goals and must adequately address major health, safety or security concerns. Forms require Chair / Director signature and must be submitted to the International Office prior to the stated deadline.

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## 22. IRB Approval Process

The Office of Research Support and Compliance partners with students to maintain the integrity of research at the University of Texas at Austin. The RSC helps to protect the rights and welfare of human research participants as well as assist researchers in managing foreign relationships and activities and conduct responsible research by providing research ethics education. Students' whose research requires the use of human subjects and/or foreign involvement are required to submit IRB paperwork **prior to the start** of their research. The student's supervisor and/or committee should assist them with this process. The student will need a faculty member to sponsor their research and the IRB approval process. More information can be found on the Office of Research Support and Compliance website.