

## Frequently Asked Questions

### *Questions for all Degree Candidates*

**Q: What is continuous registration provision:**

**A:** This is the minimum number of hours you must be enrolled at various stages of the degree-seeking process. Consult the Graduate Catalog for details. Usually one hour is necessary for continuous registration. Summer is exempt unless you graduate in August.

**Q: How soon do I apply for graduation?**

**A:** Because of the increasingly high number of applications that are being processed in the office of registration and records, applications submitted after the published deadline will not be accepted unless accompanied by a departmentally-approved appeal outlining the compelling reasons why the application is being submitted after the deadline. In addition, departmental certification is required that the student has, indeed, completed all degree requirements.

Graduation application deadlines:

MAY Graduation - January 26\*

AUGUST Graduation - June 5\*

DECEMBER Graduation - September 18\*

**Q: How do I get Incomplete ("I") grades removed from my transcript?**

**A:** There are two ways: complete the required coursework before the deadline, or re-take the course. See the Graduate Catalog for specific dates and details.

**Q: How many hours do I need to be enrolled each semester to be considered a full-time student?**

**A:** For funded students you need to be enrolled in 12 hours per semester, but remember that you will receive 3 hours for each course that you teach.

**Q: What is a Tentative Degree Program form?**

**A:** The Tentative Degree Program (a.k.a. "TDP") shows when you plan to take courses and meet all degree requirements. The form can be obtained from the English Graduate Office and should be filed at the end of your first year of study with the Graduate College. The student is responsible for completing the form.

**Q: How do I order transcripts?**

**A:** Copies of your transcript may be ordered either in person in the Office of Registration and Records, by mail, or by fax. Letters should be addressed to Bowling Green State University, Office of Registration and Records, 110 Administration Building, Bowling Green, OH 43403. The fax number is 419-372-7977. See the Graduate College website for more information:  
<http://www.bgsu.edu/colleges/gradcol/index.html>

**Q: What is a residence requirement?**

**A:** The residence requirement is the minimum number of hours you must earn at BGSU towards your degree. For the master's degree it is 24 hours; for the Ph.D., it is 16 hours. For more detailed information, see the Graduate Catalog.

**Q: What are the Registration Deadlines?**

**A:** Students must make formal application for admission to the Graduate College prior to registering for classes in order to receive graduate credit. The Graduate College is located at 120 McFall Center.

The University requests that ALL graduate students register for classes at the designated time as listed in the Schedule of Classes. This process will allow early evaluation of low enrollment courses and the possible cancellation of sections. Please register early to ensure that the graduate courses you are planning to take are offered.

Registration may be completed in the English Department. Graduate students who use University services must be regularly registered for credit.

**Q: Do I have access to computer services on campus?**

**A:** Upon admission to BGSU, students receive a BGSU account that provides access to web based e-mail and to My BGSU, the campus web portal. The campus web portal is the primary means used to communicate selected academic and administrative information and also provides the mechanism for use of Blackboard online courseware for instructional use. Computer labs located throughout campus provide access to technology for general computing applications.

The University maintains more than a dozen computer labs featuring both Macintosh and IBM systems. Some of the open labs include:

English Department Lab—208 East Hall  
Hayes 025 (basement) Pc's  
Jerome Library Lab—372-8834  
Math Science Lab —372-0214  
Technology Building Lab 247 —372-7719  
University Union Lab—372-2738

**Q. What is English 689?**

**A.** Because funded graduate students must be enrolled for twelve units each semester (nine during the summer), students are automatically enrolled in English 689, Internship, when their course schedule falls below the twelve-credit hour rule. These hours are designed to provide additional time for teaching, coursework, and research responsibilities and do not involve class attendance or assignments. Please direct any questions about how best utilize this independent study time to your program director or to the Graduate Coordinator, who is the instructor of record for the course.

**Q: What if I must take a Leave of Absence?**

**A:** Students may request an approved leave of absence from the University by sending a request, endorsed by the Graduate Coordinator, to the Graduate College. A leave of absence must be for a designated period of time. Typically, a leave is for six to 12 months. If a student is on an approved leave of absence, the time of the leave does not count against the six- or eight-year time limit for degree completion. Students may not take a leave of absence for the purpose of taking undergraduate courses.

**Q. Do international graduate assistants teach English composition?**

**A.** International applicants should be aware that if they are awarded an assistantship, they will be expected to teach American students academic writing skills. They will also be asked to display the skills that will demonstrate their ability to do so.

***Questions Regarding the Ph.D. Program*****Q: What is the time limit for the completion of works towards my degree?**

**A:** For the Master's degree, it is six years from the end of the first semester you registered with the Graduate College. For the doctorate, the time limit is eight years.

**Q: Is there a language requirement for the doctoral program.**

**A:** All doctoral students must satisfactorily fulfill the department language requirement before being admitted to candidacy for the doctoral degree. This means each doctoral student must fulfill the language requirement before she or he is permitted to convene a dissertation committee. Usually it is completed the semester immediately before their schedule preliminary exams. The Language Requirement Policy handout is in the English Department graduate office.

**Q. What are preliminary exams?**

**A:** The “prelims” are designed to allow you to demonstrate your understanding of rhetoric and writing as a discipline, including major issues and texts, and methods of conducting advanced study. The prelims are currently divided into two take-home exams: Exam 1 is based on a reading list designed by the rhetoric faculty comprising core texts in the discipline and Exam 2 is based on a specialized reading list developed by the student in consultation with his or her committee and is designed to foster subject expertise that directly connects to the dissertation. These written exams are supplemented by an oral exam within two weeks after completion of the second prelim.

**Q: What is the purpose of the Graduate Lecture?**

**A:** The purpose of the graduate lecture is to give the members of your Dissertation Committee a chance to hear, in detail, the work you hope to accomplish in your dissertation. You will meet with your Dissertation Committee and give them your dissertation prospectus which includes your methodology and approach.

**Q: What exactly do I have to do to get my graduate lecture topic approved through the graduate college?**

**A:** You are to complete the necessary form and have all members of the graduate lecture sign it. You should attach a 1000-word statement about your topic to the form, get the required signatures and return the completed form to the English Department graduate office.

**Q: Is my Dissertation Committee made up of the same people as my prelim committee?**

**A:** Your dissertation committee may be the same, or you may choose to replace either of the people you chose and/or the committee chair. The people assigned by the English Department and the Graduate College for the prelim committee are frequently retained on the dissertation committee.

**Q: Should my dissertation topic be directly related to the areas in which I complete my prelims?**

**A:** The dissertation topic is related to your growth and development as a scholar. Because the prelims often help students redefine their areas of specialization, the prelims may cause you to have new questions and to develop new areas of scholarly interest. Thus, the Graduate Adviser and Dissertation Chair should help you to resolve any questions about the dissertation topic.

**Q: What is the Dissertation Defense?**

**A:** The Dissertation Defense is one of the final steps students must complete before receiving the Ph.D. The Graduate College suggests that the

defense should take place 6-8 weeks before the final dissertation is due to the Graduate College.

### ***Questions Regarding the M.A. Program***

#### **Q. Is it possible to switch from one M.A. plan to another?**

**A.** While it is possible to switch from the M.A. Plan I to the M.A. Plan II or from the Plan II to the Plan I, it is important to double check with your program advisor or the graduate coordinator that you have met the course/degree requirements of the program in which you would like to transfer.

#### **Q. How do I apply for approval of Master's Thesis Topic?**

**A.** There is a form you may pick up from the graduate secretary to apply for the Master's Thesis. This form should be signed by your committee members along with an abstract. Consult with your Thesis Adviser about the format.

#### **Q: What is the time limit for the completion of works towards my degree?**

**A:** For the Master's degree, it is six years from the end of the first semester you registered with the Graduate College. For the doctorate, the time limit is eight years.