

ATTACHMENT A

ADD, CHANGE OR DELETE UNIT, PROGRAM REQUIREMENTS, OR ACADEMIC POLICIES

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit or to change program policies. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

SECTION I: Approvals

Department / Program Chair _____	Date Submitted _____	Graduate Council Chair _____	Date _____
College Dean _____	Date _____	Faculty Senate Chair _____	Date _____
Honors College Dean _____	Date _____	Provost _____	Date _____
Core Curriculum Committee _____	Date _____	Board of Trustees Approval/Notification Date _____	
University Course and Programs Committee _____	Date _____	Arkansas Higher Education Coordinating Board Approval/Notification Date _____	
Vice Provost for Distance Education _____	Date _____		

(for on-line programs)

SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit: Major/Field of Study Minor Other Unit _____ Policy

Level: Undergraduate Graduate Law Effective Catalog Year 2014-2015

Program changes are effective with the next available catalog. See Academic Policy Series 1622.20

Current Name **PhD, Comparative Literature and Cultural Studies**

College, School, Division **ARSC** Department Code **ARSD**

Current Code (6 digit Alpha) **CLCSPH** Proposed Code (6 digit Alpha) _____
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program CIP Code **16.0104**
Prior assignment from Office of Institutional Research is required.

Proposed Name _____
When a program name is changed, enrollment of current students reflects the new name.

SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE
<http://www.adhe.edu/divisions/academicaffairs/Pages/academicaffairs.aspx>

Program proposal uses courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: _____

SECTION IV: Eliminate an Existing Program/Unit

Code/Name _____ Effective Catalog Year _____

No new students admitted to program after Term: ____ Year: _____
 Allow students in program to complete under this program until Term: ____ Year: _____

SECTION V: Proposed Changes to an Existing Program or Program Policies

Insert here a statement of the exact changes to be made:

There will be one minor edit to the catalog copy which clarifies that the oral examination will cover the student's dissertation proposal, which will be done after completion of the written examination. The following changes are primarily internal to the department's doctoral exam structure and are not reflected in the catalog copy, but are as follows:

1. The current 3-hour, closed book World Literature essay exam would be replaced by a 72-hour, open-book take-home essay exam.
2. The World Literature Identification exam would be eliminated.
3. The current 2 3-hour, open-book Specialty essay exams would be replaced by a single 72-hour take-home exam. (The critical approaches essay would be eliminated because critical approaches would be integrated into the take-home exams, as they are now in English.) This would mean that students write two take-home exams, one within their main specialty, and one outside their main specialty (the World Literature essay.).
4. An oral exam, to cover the dissertation prospectus/proposal and related material, would be added as the final component of the comprehensive exams, helping to move students smoothly into the writing of the dissertation.

Check if either of these boxes apply and provide the necessary signature:

- Program change proposal adds courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: _____
- Program change proposal deletes courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: _____

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change in Program Policies

SECTION VI: Justification

Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)

This change is designed to bring the doctoral comprehensive examination structure within CLCS more in line with national practice in similar programs and with practice in related programs within the University of Arkansas. It is an internal policy and will have no effect on any other degree program or on other requirements within our program. We request that the new examination policy be implemented immediately in order to make the improved structure available to students as soon as possible (which would presumably be spring 2014). We understand that the associated catalog changes cannot be implemented this quickly; however, the catalog contains few actual details about the examinations, and the changes there are largely editorial, just to ensure that the catalog is completely consistent with the examination structure. The new policy does not actually violate anything currently stated in the catalog.

SECTION VII: Catalog Text and Format

In the box below, insert the current catalog text which is to be changed, with changes highlighted with the color yellow. Include all proposed changes identified in Section V. Only changes explicitly stated in Section V will be considered for approval by the University Course and Programs Committee, the Graduate Council and the Faculty Senate. If you are proposing a new program, give proposed text with all of the elements listed below. If you are proposing modified text, include these elements as appropriate.

Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.

- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.
- State eight-semester plan requirements

For minors, state requirements in terms of hours, required courses, electives, etc.

For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.

For Law School program/units, prepare text consistent with current catalog style.

For centers, prepare text consistent with current catalog style.

[NOTE: Changes are only being made to the section below; all other text in the graduate catalog for the CLCS program should remain the same.]

Requirements for the Doctor of Philosophy Degree: The doctoral program in comparative literature and cultural studies is designed so that it may be based upon a Master of Arts in Comparative Literature, Cultural Studies, Communication, Arabic, English, French, German, Spanish or other languages or upon the Master of Fine Arts in Translation. Applicants with masters' degrees in the humanities and the social sciences may also be accepted into the program, but will be required to fulfill any deficiencies that the adviser and the Ph.D. Program Advisory Committee identifies. In addition to meeting hour and distribution requirements in one of the concentrations listed below, during the first year of study, the student must declare which doctoral track they will pursue (comparative literature, interdisciplinary Hispanic studies, modern languages, cultural studies or translation), and select a field, period, or genre specialization to support the dissertation (e.g., the epic tradition, postmodern cinema, Renaissance poetry, theoretical issues in translation). The program of study for each student, including administration of candidacy examinations and the satisfaction of all requirements of the Graduate School, will be designed, approved, and supervised by the Program Advisory Committee, which will consist of the Program Director, who will serve as the primary adviser, and at least two other faculty members drawn from the student's areas of specialization.

The following specific requirements must be met by all Ph.D. degree candidates in Comparative Literature and Cultural Studies:

1. Candidates must take a minimum of 66 hours of graduate course work (including credit taken for the M.A. or M.F.A) and must attain a 3.00 grade-point average in each of their fields. Part or all of the graduate course work completed at other U.S. institutions or abroad with a grade of "B" or higher may count towards the 66 hours requirement with the approval of the Program Advisory Committee. However, it should be noted that this course work will not be reflected on the student's transcript.
2. All candidates are required to take a minimum of 18 dissertation hours.
3. [WLIT 5193](#) Introduction to Comparative Literature is required of all candidates.
4. A literary or cultural theory seminar is required of all candidates.
5. All foreign language requirements must be met before being admitted into candidacy
6. Each Ph.D. degree candidate is required to pass the following candidacy **examinations**:
 1. A written examination on specific topics within the student's fields, approved jointly by the student and the Advisory Committee.
 2. An oral examination to discuss **strengths, weaknesses, or omissions in the written examthe student's dissertation proposal, which will be submitted after completion of the written examination. Students may retake only once any examination they fail.**
7. Upon successfully completing the candidacy examination, each student must submit a dissertation proposal to be discussed and approved in a formal meeting with the student's dissertation committee.
8. Within the time limits specified by the Graduate School, each student must submit a dissertation acceptable to the student's dissertation committee.

9. Each student must pass a dissertation defense administered by the student's dissertation committee.

SECTION VIII: Action Recorded by Registrar's Office

PROGRAM INVENTORY/DARS

PGRM _____ SUBJ _____ CIP _____ CRTS _____
DGRE _____ PGCT _____ OFFC&CRTY VALID _____

REPORTING CODES

PROG. DEF. _____ REQ. DEF. _____
Initials _____ Date _____

Distribution

Notification to:

- (1) College
- (2) Department
- (3) Admissions
- (4) Institutional Research
- (5) Continuing Education
- (6) Graduate School
- (7) Treasurer
- (8) Undergraduate Program Committee

8/19/13