Department of English

University of Washington

REQUEST TO PROCEED TO DOCTORAL STUDY

STUDENT’S FORM

**Instructions to the Student:**

This is your formal request for permission to proceed to doctoral level work in the Department of English. After you submit this form, it will be reviewed by the English Graduate Studies Committee, along with the confidential Committee Chair’s Form and your transcript.

Please note that this form looks ahead to the exam stage of our program, with questions related to your supervisory committee and reading lists. Please visit our website for more information about these requirements: <https://english.washington.edu/maphd-degree-requirements-examinations>

As you complete this form, please share this information with your committee chair and make sure that you discuss all of the items below. When you have completed your form, please provide your chair with the confidential Chair’s Form which your chair will submit directly to the English Graduate Advising Office. The Chair’s Form is below.

If you have any questions or concerns, please contact the Director of Graduate Studies or English Graduate Program Manager.

**Date:**

**Student’s name:**

**Committee**: All students must identify an exam committee chair and at least one of the regular members who have agreed to serve. Ideally, students will be able to identify both of the regular members.

*NB: The full supervisory committee consists of at least four faculty: a chair, two regular members, and a Graduate School Representative (GSR) from another UW department. The chair and at least one other regular committee member must be graduate faculty in the Department of English. You do not need to identify a GSR at this time since they do not need to be involved in directed reading and exam preparation.*

Please name your committee members here:

**Fields**: Please indicate your prospective exam fields, which correspond to Lists One and Two for your Directed Reading. *NB: You will ultimately need a third list that is specific to your Research Topic, but you are not required to identify that list at this time. See our website for details:* [*https://english.washington.edu/maphd-degree-requirements-examinations#directed-reading*](https://english.washington.edu/maphd-degree-requirements-examinations#directed-reading)*.)*

**Preparation**: Briefly describe how your coursework and (or) professional experiences have prepared you to focus on these areas. Please indicate, as well, any significant aspect(s) of your fields you have not engaged through coursework and will need to ‘fill in’ while enrolled in English 597 – Directed Reading. (150-250 words max)

**Goals**: Briefly describe your academic and (or) career aims. As you move into exam preparation, this is the moment to be thinking about what you want this work to do for you after you graduate; ideally, your short-term goals in our program should support your long-term career goals. Where do you imagine yourself after finishing the degree? What would be your ideal job? Have you shared these aspirations with your committee? *NB: There is no right or wrong answer to this question, and it is okay if the answer changes over time.* (150-250 words max)

**The advising relationship**: Prior to enrolling in English 597, the student and the committee chair should communicate their expectations of each other. Students have different learning styles and chairs have varying mentoring styles, so it is important to ascertain that there will be a productive fit between the two. Briefly describe your agreement with your chair: how frequently will you be meeting or in communication? How promptly can your chair commit to responding? What is the function of deadlines and what happens if a deadline is missed? Whose responsibility will it be to follow up on a missed deadline? Etc. **(Any student with concerns about their ability to work productively with their committee chair is encouraged to reach out to the DGS.)**  (150-250 words max)

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CHAIR’S FORM (CONFIDENTIAL)

**Instructions to the Committee Chair:** Please complete the following form and submit it to the English Graduate Advising Office at englgrad@uw.edu. The information you provide will not be shared with the student, and we ask that you be forthright in your answers. The English Graduate Studies Committee will review the student’s form along with the student’s transcript and your statement.

If you have any questions or concerns, please contact the Director of Graduate Studies before filling out this form.

**Date:**

**Chair’s name:**

**Student’s name:**

**Confidential statement:** Briefly explain why you have agreed to chair the student’s committee, your sense of their potential, and (if appropriate) any concerns you have about their preparation or ability to complete the PhD in timely fashion and that it would be helpful for the DGS and graduate program advisor to know? (NB: Please note that there is absolutely no negative consequence for your advisee if you mention a worry or reservation; this statement is confidential and will not be shared with the student. **In the event that significant concerns are noted, the DGS may reach out to discuss these issues with you.**) Do you have a sense of their career aspirations and have you discussed how their proposed areas of concentration fit with those aspirations? Please indicate, as well, your agreement regarding their work in English 597 (Directed Reading): how regularly will be you be meeting/communicating? How will work deadlines be determined and what should happen if a deadline is missed? (250 words max)