



**HUMANITIES Ph.D. PROGRAM  
HANDBOOK**

**University of Louisville**  
**2024-2025**

**HANDBOOK FOR DOCTORAL STUDENTS**  
**Ph.D. PROGRAM in HUMANITIES**  
**DEPARTMENT OF COMPARATIVE HUMANITIES**  
**UNIVERSITY OF LOUISVILLE**

In this handbook, students can find the degree requirements for the Ph.D. in Humanities. However, the general policies, procedures, and requirements for all graduate degrees at UL are stated on the website of the Graduate School and in the College of Arts and Sciences Graduate Student Handbook. Students are strongly encouraged to download the A&S Handbook and to familiarize themselves with the Graduate School website, which contains essential information, forms, and policies designed to make their graduate career successful. The links are below:

[louisville.edu/graduate](http://louisville.edu/graduate)

[louisville.edu/artsandsciences/academics/graduate-education/student-handbook](http://louisville.edu/artsandsciences/academics/graduate-education/student-handbook)

The Humanities Ph.D. Program has a website, and students should refer to it for the essential information, forms, and policies necessary to navigate the program.

[louisville.edu/humanities/graduate/phd](http://louisville.edu/humanities/graduate/phd)

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# THE HUMANITIES PH.D. PROGRAM

## I. OVERVIEW

Welcome!

We offer a unique interdisciplinary, globally oriented Ph.D. for students who have already completed an M.A. or equivalent degree at UL or another university in the U.S. or abroad.

Our students work with faculty from across the university to design their own courses of study, drawing from disciplines across not only the Humanities and the Social Science, but also Creative Writing, Studio Arts, Science, Medicine, Law, and more. You can check out the list of Affiliated Faculty at [louisville.edu/humanities/graduate/phd/affiliated-faculty](http://louisville.edu/humanities/graduate/phd/affiliated-faculty).

Our students choose between two career tracks:

- **Culture, Criticism, and Contemporary Thought (C3T)** for interdisciplinary and globally oriented scholarly work
- **Public Arts and Letters (PAL)**, which blends scholarly inquiry with hands-on creative projects

A specialization in **Medical Humanities** is available through a new and original dual degree MA (Health Care Ethics)/Ph.D. (Humanities). More information on this dual degree can be found at [louisville.edu/healthcareethics/dual-degree-pages/phd-humanities-ma](http://louisville.edu/healthcareethics/dual-degree-pages/phd-humanities-ma).

Both full-time and part-time study options are available.

- Full-time study (four years) is the best option for students seeking the traditional Ph.D. experience.
- Part-time study (approximately six years) is the best option for professionals and those with vital personal obligations. Most required courses are taught in late afternoons and evenings, enabling convenient part-time study.

## ADMISSION STATUS

Students entering the program are admitted under two status categories:

- Completion Option: Full-Time or Part-Time
- Specialization: C3T (Culture, Criticism, and Contemporary Thought) or PAL (Public Arts and Letters)

**Please note** that once admitted, students may change specialization or completion option only with written approval of the Director of Graduate Studies.

Full- or part-time completion option designations within the program are not equivalent to similar terms used with regard to financial aid.

Within the program, full- and part-time options represent separate plans: the first faster, more intensive, and highly regulated with regard to scheduling toward program completion in four years; the second slower, less intensive, and less strictly regulated, with a program completion goal of six years.

A student in receipt of a University Fellowship or Graduate Teaching Assistantship may not move from full- to part-time status without permanently forfeiting the Fellowship or GTAship. (Scheduling accommodations for Fellows or GTAs with documented health or family concerns, including pregnancy, will be addressed through the Comparative Humanities Department; when such an issue arises, please contact the Director of Graduate Studies as soon as possible.) See Grad School website for policies on Parental, Family and Medical leave for graduate students, located at [louisville.edu/graduate/current-students/policies-procedures-and-forms](http://louisville.edu/graduate/current-students/policies-procedures-and-forms).

Due to the necessity for all students following the full-time option to remain in sync with the full-time plan, it is highly difficult for a student who has already begun coursework on the part-time option to move to official full-time status within the program. However, part-time option students are always encouraged to move as quickly through the program as their circumstances and/or finances allow.

Students admitted to the PAL specialization may, in most circumstances, pending the Director of Graduate Studies' approval, move to the C3T specialization. Once such a move is completed, that move cannot be reversed. However, C3T students may **not** move to PAL specialization other than in extremely rare circumstances and with appropriate and satisfactory documentation of exceptional prowess in a specific creative or curatorial genre.

## II. PROGRAM REQUIREMENTS

All students must take four Foundations courses (HUM 660, HUM 661, HUM 662, HUM 663) and a varying number of elective courses in the areas of study of their research interest for a total of **48** credit hours.

Each semester, courses are mapped out on a form called the **Degree Plan**. During the coursework period, students work closely with the Director of Graduate Studies, who serves as advisor, to discuss the courses they plan to take and their relation to their broader goals. The Director of Graduate Studies also helps students find faculty experts in the university in the areas of the students' interests.

### **Required Core Coursework, for All Students:**

#### *Foundations:*

- HUM 660: Proseminar: Introduction to the Global Humanities, 3 credits
- HUM 661: Historical Perspectives on the Arts and Culture I, 3 credits
- HUM 662: Historical Perspectives on the Arts and Culture II, 3 credits
- HUM 663: Global Perspectives on the Arts and Culture, 3 credits

#### *Theories and Methodologies:*

- HUM 673: Topics in Cultural Theory or approved substitute, 3 credits
- HUM 674: Topics in Aesthetic Theory or approved substitute, 3 credits

#### *Pre-Professional Activities:*

- HUM 650-03: Professional Project
- HUM 653: Doctoral Project I: Book Reviews, 3 credits
- HUM 654: Doctoral Project II: Journal Article, 3 credits

### **Additional Coursework, by Career Track:**

#### *Culture, Criticism, and Contemporary Thought (C3T) Specialization:*

- Approved C3T scholarly courses, 12 credits

#### **OR**

#### *Public Arts and Letters (PAL) Specialization:*

- Approved PAL workshop courses, 12 credits

### **Post-Coursework Requirements, for All Students:**

Fulfillment of Language Requirement: basic proficiency in two classical and/or modern languages, or advanced proficiency in one, in addition to English. (See Language Requirement section on page 6.)

Doctoral Committee Proposal; Dissertation Prospectus (Brief); Comprehensive Examination; Dissertation Prospectus (Long); Submission of Doctoral Committee Form to Graduate School; Dissertation; Dissertation Defense.

**Total Minimum Credit Load, through Courses, Exam Preparation, and Dissertation Hours: 48**

## THE REQUIRED COURSES:

### *Foundations*

- **HUM 660:** Introduction to the Global Humanities provides grounding for doctoral study and for the study of the Global Humanities.
- **HUM 661** and **HUM 662:** Historical Perspectives on the Arts and Culture I and II each explore human experience and expression along a temporal axis.
- **HUM 663:** Global Perspectives on the Arts and Culture HUM 663, a course exploring contributions to thought and the arts from the Global South, Indigenous peoples, and otherwise non-dominant sectors of society.

### *Theories and Methodologies\**

- **Theories of Culture** (3 hours of HUM 673 or an approved substitute): Completion of the HUM 673 course requirement will ensure that students are exposed to, understand, and are able to employ advanced cultural theory. There are many courses offered by faculty in the various departments of the Division of Humanities and the College of Arts and Sciences that can be used to satisfy this requirement. Courses satisfying the HUM 673 requirement are listed each semester and e-mailed to students together with the Advising information.
- **Theories of Aesthetics** (3 hours of HUM 674 or an approved substitute): Completion of the HUM 674 course requirement will ensure that students are exposed to, understand, and are able to employ advanced theory with particular emphasis on aesthetics and aesthetic approaches to the study of culture. There are many courses offered by Faculty in the various departments of the Division of Humanities and the College of Arts and Sciences that can be used to satisfy this requirement. Courses satisfying the HUM 674 requirement are listed each semester and e-mailed to students together with the Advising information.

### *Pre-Professional Activities*

These are intensive credentials-development projects focusing on different skills required in the profession—respectively, how to work with colleagues, at a university or a non-academic institution, on a project (HUM 650); how to prepare for the dissertation writing stage by specializing in a field or topic (HUM 653); and how to get started with article publications while in the program (HUM 654).

- **HUM 650-03: Professional Project\*\*** (3 credit hours): The course titled Professional Project (HUM 650-03) is an engagement the student undertakes with a campus or community institution or organization to share and further develop that student's specific knowledge- and skillsets with that institution or organization. This might include organizing an event or series of events, teaching a brief workshop, offering a series of lectures, or helping to classify or prepare a set of research or other materials.

In this project, the student works independently, with supervision, to share scholarly or creative expertise with a campus, community, national, or international institution or organization on a short-term basis.

The Professional Project differs from a standard undergraduate-type internship in that it is intellectually intensive and custom-designed. At the end of the project, a designated supervisor at the institution or organization is asked to submit a Project Evaluation form to the Graduate Program Office confirming that the project was well executed. Because Professional Projects are highly individualized, each student should arrange the project in consultation with the Director of Graduate Studies.

Contact with the institution or organization is made by the student with help from the Director of Graduate Studies. A list of institutions and organizations with which the Ph.D. Program is currently affiliated is downloadable from the Program website. The Humanities Graduate Programs collaborate with the Commonwealth Center for the Humanities and Society, which coordinates

every spring semester graduate and undergraduate internships with local arts and culture partners: [louisville.edu/cchs/arts-and-culture-partnerships](http://louisville.edu/cchs/arts-and-culture-partnerships). Information is available on the CCHS website at [louisville.edu/cchs](http://louisville.edu/cchs). Students may also find institutions and organizations independently.

For more information on the Professional Project, contact the Director of Graduate Studies or the Administrative Associate, and download the documents from our website.

**\*\* Please note:** Any student who teaches, either as a UL Graduate Teaching Assistant (GTA) or as a professor, instructor, or adjunct at another university, *can opt out* of the Professional Project requirement, but must substitute another 3-credit course in its place. However, a Professional Project is highly recommended, especially for PAL students.

- **HUM 653: Doctoral Project I: Book Reviews:** This is an independent but faculty-supervised learning and credentials-development project in which you will follow a standard syllabus (downloadable from our website at [louisville.edu/humanities/graduate/phd/documents-forms](http://louisville.edu/humanities/graduate/phd/documents-forms)) that leads you through the steps to write four book reviews in your chosen field. A desired, but not required, outcome is the publication of a book review in an academic journal.
- **HUM 654: Doctoral Project II: Journal Article:** This is an independent but faculty-supervised learning and credentials-development project in which you will follow a standard syllabus (downloadable from our website at [louisville.edu/humanities/graduate/phd/documents-forms](http://louisville.edu/humanities/graduate/phd/documents-forms)) that leads you through the steps to write an article in your chosen field. The goal is to have an article ready for submission to an academic journal by the end of the course.

## LANGUAGE REQUIREMENT

Every student must fulfill the language requirement, which entails either basic proficiency in two languages or advanced proficiency in one language other than English. If you can demonstrate that you fulfilled this requirement before entering the program, either as a native speaker or through past coursework, you're set. If not, you may wish to include approved language courses among your electives. You may also take language courses at other universities or study on your own and test out of the requirement in one of the sessions organized free of charge by our Program through the Department of Classical and Modern Languages each semester.

The Director of Graduate Studies can help you to decide how best to fulfill the requirement.

Proficiency in a language may be demonstrated through **one** of the following methods:

- a) Successful acceptance by the program of evidence that the student is a fluent native speaker of the language.
- b) Successful acceptance by the program of a transcript from another institution verifying that proficiency in the relevant language has been attained.
- c) Completion of an approved 300-level course or above at the university **taught entirely in the relevant language**, with a grade of B+ or higher.
- d) Successful completion of the Language Proficiency Examination in the relevant language. The exam is held each semester and may be taken through the Humanities Graduate Studies Program, free of charge. Please contact the Humanities Graduate Studies Office for more information.

Advanced proficiency in a language may be demonstrated through **one** of the following methods:

- a) Successful acceptance by the program of evidence that the student is a fluent native speaker of the language.
- b) Successful acceptance by the Director of Graduate Studies of a course from another institution verifying that advanced proficiency in the relevant language has been attained.
- c) Completion of an approved 500- or 600-level course at the University of Louisville or another university; with a grade of B+ or higher.

- d) Successful completion of the Advanced Proficiency Examination in the relevant language. The exam is held each semester and may be taken through the Comparative Humanities Department. Please contact the Humanities Graduate Studies Office for more information.

## ELECTIVES

These are courses in many disciplines across the university that lie in the general areas you plan to explore in your dissertation. Because you will need four courses in your chosen career track—C3T or PAL—you will want to aim your electives toward that goal. The same downloadable course list that shows HUM 673 and HUM 674 courses also shows which courses count for C3T or PAL credit.

### Please note:

1. Some states, among them Kentucky, require faculty to hold 18 graduate credit hours—generally six courses—in a discipline more specific than Humanities (such as English or Philosophy). If you plan to teach in the academy, it is strongly recommended that you focus your electives in a specific discipline.
2. Please be aware that program policies stipulate a limit of **two 500-level courses (6 credit hours)** allowed to be used toward the Ph.D.

## AFTER THE COURSEWORK

### *Forming Your Doctoral Committee*

It is advised to consult with the Director of Graduate Studies in your second year to discuss committee ideas. The committee needs to be pre-approved by the DGS before the comprehensive exam can take place, but the committee is officially approved and the committee form is submitted to the Graduate School *after* the exam and once the Outside Reader has been selected.

The Doctoral Committee normally consists of a Chair, two Members, and an Outside Reader. Occasionally an additional Member can be added. The Director of Graduate Studies can assist students in choosing the members of their committee and facilitate introductions and *must* approve the committee composition to assure its multidisciplinary nature. Once potential members of the Committee have agreed to serve, their names are submitted to the Director of Graduate Studies for approval and, once approved, they are sent via e-mail to the Administrative Associate who collects their signatures and submits the form to the A&S Graduate Dean. The Committee must be approved by the Director of Graduate Studies, the A&S Dean of Graduate Studies, and the Dean of the Graduate School. ***This process must be completed by the end of the semester prior to the one in which you plan to defend.*** Each graduate student is responsible for following these steps and communicating with the Graduate Administrator and Director to ensure a smooth process.

1. **Committee Chair/Dissertation Director:** Students are *strongly encouraged* to undertake coursework in advance with their potential Chair, especially HUM 653 (Book Review Project) or HUM654 (Journal Article Project). The Doctoral Committee Chair must be a tenured UL professor, from any supporting department of the university. Members should not be from one department only. It is strongly recommended to have a member from the Department of Comparative Humanities to guarantee the interdisciplinary nature of the project. Retired faculty may not chair unless they held the role of chair before retirement. The Committee Chair shares expertise, oversees the rest of the committee and the student's progress, attends to all procedural issues, and keeps in touch with the Director of Graduate Studies.

The work of the dissertation director is crucial. Duties include:

- a) helping the student formulate a clear and acceptable proposal;
- b) reading early drafts and overseeing their revision; and



- c) making certain that chapters are in relatively final stages before they are submitted to the other Members of the dissertation committee, as well as seeing to it that chapters are read and feedback provided to the candidate by the Committee Members in a timely manner.
2. **Doctoral Committee Members** can be tenured or untenured UL faculty from any department or school at the university, or in approved cases non-UL faculty. Retired faculty must be approved to serve unless holding the role of Member before retirement. Committee Members share expertise in their respective fields, read and give timely feedback to every chapter of the dissertation, ensure the interdisciplinarity of the dissertation and participate in the defense.
3. The **Outside Reader** can be a tenured or untenured UL faculty member who—for reasons of objectivity—**has not previously taught or served as a close mentor to the student**. Conversely, students may select as an Outside Reader someone from another institution entirely, whose expertise is deemed significant to the student's research and dissertation writing. Students who want to select a Reader from outside of the University of Louisville should submit the CV of their prospective Reader, along with a brief rationale for their choice, to the Ph.D. Program Administrative Associate. The Reader can then be nominated by the Department Chair and approved by the A&S Graduate Dean to serve as an ad hoc member of the UL graduate faculty. Retired UL faculty must also be approved to serve unless holding the role of Outside Reader before retirement.

The Outside Reader examines the completed dissertation and certifies that it meets the common standards for responsible work.

### ***Prospectus Writing, Comprehensive Exam, Candidacy***

Upon completing their coursework and establishing their Doctoral Committee, students begin preparing for their comprehensive exam. In this phase, they should meet with each Committee Member to develop a cogent project and a bibliography of works to be mastered in order to demonstrate their competence and ability to write a dissertation in their chosen field. The summary of the research project and the bibliography will be used in the preparation of the Prospectus Brief.

In the Humanities Ph.D. Program, the writing of the prospectus is divided into 2 blocks:

- **Prospectus Brief** includes a Summary of the Research Project, the **bibliography**, and a **title for the research project** (not necessarily the definitive title of the dissertation), and needs to be turned in before the comprehensive exam.
- A complete Dissertation Prospectus (**Prospectus Long**) is to be turned in by the end of the semester following the successful completion of the comprehensive exam. It integrates the Prospectus Brief with the work done in the exam essays and incorporates the critical feedback received after the exam.

The **Prospectus Brief** should be between **five and 10 pages, double-spaced, excluding the bibliography**. It should have a **title** for the research project (not necessarily the definitive title of the dissertation) and consists of a **summary** of the research area to be covered by the Comprehensive Exam plus a working **bibliography**. The bibliography should count approximately **100-150 items**, including both primary and critical materials, which may include historical documents, art objects, book sections or chapters, articles, and more. Consider organizing your bibliography by subject, such as Archival Material, Cultural Studies, Cultural Theory, Contemporary Nonfiction, etc. This will help you during the comprehensive exam and as you work on the dissertation.

The **Prospectus Brief** needs to be approved by *all members* of the Doctoral Committee and the *Director of Graduate Studies* prior to scheduling the exam. An anonymized sample prospectus can be available at the students' request from the Administrative Associate.

**Please note:**

- Students should refer to the Humanities Graduate Office for the resources about academic writing available in the Slavin Library. High proficiency in academic writing is a basic learning outcome of the doctoral degree.
- We have created detailed guidelines to help with prospectus writing and made them available on our website: [louisville.edu/humanities/graduate/phd/files/Humanities-Dissertation-Prospectus.pdf](http://louisville.edu/humanities/graduate/phd/files/Humanities-Dissertation-Prospectus.pdf).

***Timeline for Drafting the Prospectus Brief***

Most students give themselves a semester to write their prospectus. If they have finished their coursework in the summer of their second year, for instance, they aim to have the prospectus completed by the end of the fall semester and take the comprehensive exam at the very beginning of the spring semester. Many students deviate from this timeline, though, finding one that works for them and their committee.

***Preparing for the Comprehensive Exam***

Our Ph.D. Program requires you to schedule your comprehensive examination after your **Prospectus Brief** has been approved by your Committee and by the Director of Graduate Studies. Make sure you give your committee enough time to review the prospectus and make comments on it. They may suggest that you write a second draft in response to their comments before sending it to the DGS. Send the prospectus to your committee about 6 weeks before the semester deadline (**October 23; March 23**). After the committee's approval, make sure you send the Prospectus Brief to the Director of Graduate Studies for final approval. Usually, students use the semester after submitting their Prospectus Brief to take their comprehensive exam, because they need to have read the bibliography entirely prior to taking the exam.

The **Comprehensive Exam** can be taken in-house and lasts **3.5 hours**, or as a **72-hour take-home exam**. In both cases, you need to schedule your exam date well in advance with the Administrative Associate who oversees the administration of the exam.

The content of the exam is based on the **Prospectus Brief** and focuses on the **bibliography**. Students need to demonstrate that they have studied the texts in their reading list and that they are ready to use their sources autonomously to carry out their project.

The total maximum length of the exam is 8,500 words (approximately 12 double-spaced pages for each question, including Works Cited in Chicago style or any format acceptable to the Committee).

The **Comprehensive Exam** is developed by the Committee Members and approved by the Director of Graduate Studies. The exam is graded **pass or fail**. Each member of the committee is responsible for grading only their question. The student must pass all three questions or sets of questions. The Committee Chair collects the grades from all committee members and submits them to the Director of Graduate Studies and Administrative Associate who then communicates the final result to the student.

In the case of a non-pass, only the sections of the exam that were not passed are retaken. (Any exam retake may have the effect of delaying candidacy status).

The guidelines for the Prospectus differ according to whether you are pursuing the C3T or the PAL track. Students can ask for a sample prospectus from the Administrative Associate.

The **C3T Prospectus** must contain the following:

1. an overview of the central topic to be approached in the dissertation;
2. a detailed rationale for the project, explaining why it is important and outlining extant critical conversations surrounding the topic;
3. a detailed survey of research published to date surrounding the topic and explaining how your project, as an intervention, will both build upon this and diverge from it;

4. a detailed explanation of how your previous study and completed work have prepared you to undertake this specific investigation;
5. a detailed explanation of your methodology and of the interdisciplinary nature of your project;
6. a table of contents and detailed discussion of each planned chapter of the dissertation, including the arguments to be made in each, specific critical perspectives, specific scholars' work to be engaged, and specific materials to be covered;
7. a bibliography of approximately 100-150 items that you plan to consult for the project, including both primary and critical materials, which may include historical documents, art objects, specific book sections or chapters, articles, sections of articles, and more; and
8. a project completion schedule with specific dates.

The **PAL Prospectus** will offer a detailed explanation of the two components of your dissertation: the creative project and the critical work. Your prospectus will explain how these two works will work together and how the creative project will be enhanced and deepened by your scholarly work. The Prospectus must contain the following:

1. an overview of the creative project and
2. an overview of the critical work, including the central topics, themes, stylistic methodologies, etc.;
3. a comprehensive rationale of why the project is important alongside an overview of extant critical conversations and creative works relevant to the project;
4. a detailed survey of research published and creative work produced to date relevant to the project and explaining how your project, as an intervention, will both build upon this and diverge from it (How will your project, with its combination of creative and scholarly work, function as an intervention in a specific field or genre? How will it both build upon and diverge from this area?);
5. a detailed explanation of how your previous study and completed work have prepared you to undertake this specific investigation;
6. a detailed discussion of each planned element of the project, including specific critical and artistic perspectives, specific scholars' and artists' work to be engaged, and specific materials to be covered;
7. a bibliography of approximately 100-150 items that you plan to consult for the project, which may include historical documents, art objects, specific book sections or chapters, articles, sections of articles, etc.; and
8. a project completion schedule with specific dates.

**After the exam**, meet with the members of your committee to secure feedback on your exam essays. Remember that your committee is eager to help and that their feedback will craft the project into the best version of itself.

This is an ideal time to begin working with your Dissertation Director to select your Outside Reader. When you have agreed on one, please send the names of your entire committee to the Director of Graduate Studies for approval and copy the Administrative Associate. Your committee compilation needs to be approved by the Director of Graduate Studies, the A&S Graduate Dean, and the Dean of the Graduate School. This process must be completed by the end of the semester prior to the one in which you plan to defend.

After successfully completing the Comprehensive Exam, the student enters **candidacy status** and submits a **fully articulated Dissertation Prospectus (Prospectus Long)**. We ask that you submit the approved prospectus to the Director of Graduate Studies **by the end of the semester following your Comprehensive Exam**.

The **Prospectus Long** should be about **25 pages (approximately 6,000 words), including the bibliography and a schedule of completion** and it serves as a blueprint for the dissertation, demonstrating to the Committee that you will have a grounded, viable, important project to carry out in your dissertation. The Chair and all Members must sign off on the completed Prospectus, which must then be submitted to the Director of Graduate Studies for final approval.

**Please note:** The Comprehensive Exam and the Prospectus are very closely related. As you work on your Prospectus and bibliography, you will share each major draft with the Chair and, after receiving their approval, the other Committee Members to ensure that the expertise of all has been engaged. It is important not to skip these steps out of shyness, insecurity, or haste, as not all members may agree that the work meets their expectations. Having to undo and overhaul work already completed will cause delays and force you to miss deadlines that may endanger your standing and/or funding in the program.

## **REGISTRATION WHILE IN CANDIDACY**

Beginning in the semester following the one in which you have passed the Comprehensive Exam, you must register, with the help of the Program Administrative Associate, for the status of **Doctoral Candidacy**. This is important because your fees will be significantly reduced for the rest of your time in the program. As a candidate, you are required to register every semester until you defend your dissertation.

### ***Dissertation***

The most important and exciting part of your doctoral work is your dissertation project.

The C3T Dissertation is a written work of approximately 43,750 to 62,500 words (175-250 double-spaced pages). It typically includes four or five chapters, in addition to an introduction and a bibliography. Each chapter should involve distinctly different sub-arguments and materials that, each in different ways, advance the dissertation's central argument overall.

PAL Dissertation Project may take different forms. Its parameters are determined by the student and the Doctoral Committee in conjunction with the Director of Graduate Studies. It is generally expected that the creative project is to be accompanied by a substantial written document demonstrating deep scholarly influence and proficiency. PAL dissertations are accompanied by a critical component and a comprehensive bibliography. The critical component is supposed to give an overview of the scholarly work done for the creative project: using your Prospectus as a blueprint, contextualize your work within scholarly and creative literature, describe your methodology in both the creative and scholarly components, and articulate what the final goal of your dissertation project is. This will be particularly useful for the Outside Reader to assess the overall value of your dissertation project.

As you work on your Dissertation, you will share each chapter draft with the **Committee Chair first** and, after receiving and implementing the feedback received from the Committee Chair, you will send the chapter to **all Members** to ensure that the expertise of all has been engaged. It is important not to leave Committee Members out of the conversation out of shyness, insecurity, or haste, as not all members may agree that the work meets their expectations. Having to undo and overhaul work already completed will cause delays and force you to miss deadlines that may endanger your standing and funding, if any, in the program.

The Outside Reader, instead, looks at the dissertation once a final draft is complete. The Outside Reader must certify that the dissertation meets common standards for responsible work. In some cases, an Outsider Reader may agree to review individual chapters as they are completed or provide detailed feedback on the work. Normally, however, the Outside Reader plays only a certifying role and receives the final draft of the dissertation.

The final draft of the Dissertation must be submitted to all Committee Members, and to the Outside Reader, a minimum of **2-3 weeks before** the deadline for committee approval of the dissertation. Please allow your Committee Members enough time to review and approve the final draft of your dissertation: a hasty review may have negative consequences during the defense and/or delay graduation.

### ***Dissertation Defense and Graduation***

Students schedule their defense with the Graduate School through the Administrative Associate.

The Dissertation Defense is a public discussion of the completed dissertation with Committee Members lasting up to 3 hours. It is open to the university and public communities. If necessary, it may be conducted via videoconference. Graduate students are encouraged to attend their fellow students' defenses.

In order to graduate, you must successfully pass the defense. Following the defense, a printed, bound copy of the dissertation should be submitted to the Graduate Program Office for the Slavin library.

Students must complete all requirements for graduation as outlined on the Graduate School website.

### III. FULL-TIME STUDY OPTION

As a full-time student in our program, you will engage first in two years of coursework, then in two years of individualized work, which will include the writing of the dissertation. To keep students progressing towards their degrees, the program has established a series of deadlines to be observed each semester. The calendar of deadlines is circulated to all students at the beginning of the semester via email.

#### Full-Time First Year: Beginning Coursework

##### ***Full-Time First-Year Schedule***

Students will take at least 9 hours of coursework each semester. These should include two or three of the required courses, which are all offered on a rotating basis every other year. Many students will also take one or two courses during the summer.

**Please note: Funded students must be registered for 6 credit hours in the summer.**

- *Fall*
  - *Required courses:* HUM 660 or HUM 661 (rotating courses)
- *Spring*
  - *Required courses:* HUM 662 or 663 (rotating courses)
- *Electives:* Courses of choice towards the fulfillment of HUM 673, HUM 674, C3T, PAL, or Language Requirement
- *Optional for Summer:*
  - HUM 653: Doctoral Project I: Book Reviews
  - HUM 650-03: Professional Project
  - Students *without* summer funding may defer to fall or spring

Those whose funding situation permits should complete the Professional Project the summer following the first year, when there will be more free time than in later semesters. If not, those required to take Hum 650-03 may do so on top of their regular course load in the fall or spring of their first or second year.

## Full-Time Second Year: Completing Coursework, Forming the Committee, Beginning the Prospectus

### **Full-Time Second-Year Schedule**

Students will take at least 9 hours of coursework each semester. These should include two or three of the required courses, which are all offered on a rotating basis every other year. Many students will also take one or two courses during the summer.

**Please note: Funded students must be registered for 6 credit hours in the summer.**

- *Fall*
  - *Required courses: HUM 660 or HUM 661* (rotating courses)
- *Spring*
  - *Required courses: HUM 662 or HUM 663* (rotating courses)
- *Electives: Courses of choice towards the fulfillment of HUM 673, HUM 674, C3T, PAL, or Language Requirements.*
- *Late Spring Procedures*
  - Doctoral Committee Proposal and Approval
  - Preliminary Consultations with Doctoral Committee Chair and Members
- *Summer*
  - HUM 654: Doctoral Project II: Journal Article
  - Students *without* summer funding may defer to fall or spring
  - Preliminary Work on Bibliography for Comprehensive Exam and Prospectus Brief Draft

If your funding situation permits, you will complete HUM 654 during the summer following your second year. If not, you may take HUM 654 on top of your regular course load in the fall or spring.

In your second year, your coursework period will begin to draw to a close. At this time, you will be settling on your future Dissertation topic and deciding which faculty members you would like to serve on your Doctoral Committee.

## **Full-Time Third Year: Comprehensive Exam, Prospectus, and Advancing to Candidacy**

### ***Full-Time Third-Year Schedule***

- *Early Fall Procedure*
  - Develop statement of area of research and bibliography for Comprehensive Exam
- *Mid-Fall Procedures*
  - Submission of Bibliography and Prospectus Brief to Doctoral Committee and Ph.D. Program Director for approval by October 23
  - Completion of Language Requirement
- *Early Spring Procedure*
  - Comprehensive Exam
- *Spring Procedure*
  - Prospectus Long to Doctoral Committee and the Director of Graduate Studies for approval
- *Summer Procedure*
  - Dissertation-Writing

## **Full-Time Fourth Year: Dissertation Writing, Approval and Graduation Application, Defense**

### ***Full-Time Fourth-Year Schedule***

- *Fall Procedure*
  - Submission of Committee Form to Graduate School
  - Dissertation-Writing
  - If applicable: Apply to the Graduate School for Dissertation Completion Award
- *Early Through Mid-Spring Procedures*
  - Dissertation Writing
- *Late-Spring Procedures*
  - Dissertation Completion
  - Dissertation Defense



## IV. PART-TIME STUDY OPTION

As a part-time student, you will work at your own pace, balancing the need to move through the program as quickly as possible with other commitments.

Part-time students engage first in approximately three years of coursework then in approximately three years of individualized work, which will include the writing of the dissertation. It is advised to take as many of the required courses as possible as early as possible in your program. Be aware that all required foundations courses rotate into the schedule at least every other year to ensure full classes and to enhance community building within our program and across admissions cohorts.

Students are advised to work closely with the Director of Graduate Studies during their first several years of coursework to ensure that all program requirements are met in a timely manner. The calendar of deadlines for part-time students will differ slightly from that for full-time students.

### Part-Time First Year: Beginning Coursework

#### ***Recommended Part-Time First-Year Schedule***

- *Fall*
  - HUM 660 or HUM 661 (rotating courses)
  - 1-2 courses of choice toward fulfillment of HUM 673, HUM 674, C3T, PAL, or Language Requirement
- *Spring*
  - HUM 662 or HUM 663 (rotating courses)
  - One/Two courses of choice toward fulfillment of HUM 673, HUM 674, C3T, PAL, or Language Requirement
- *Summer*
  - HUM 650-03: Professional Project
  - Students *without* summer funding may defer to fall or spring

### Part-Time Second Year: Progressing through Coursework

#### ***Recommended Part-Time Second-Year Schedule***

- *Fall*
  - HUM 660 or HUM 661 (rotating courses)
  - 1-2 courses of choice toward fulfillment of HUM 673, HUM 674, C3T, PAL, or Language Requirement
- *Spring*
  - HUM 662 or HUM 663 (rotating courses)
  - 1-2 courses of choice toward fulfillment of HUM 673, HUM 674, C3T, PAL, or Language Requirement
- *Summer*
  - HUM 653: Doctoral Project I: Book Reviews
  - Students *without* summer funding may defer to fall or spring

### **Part-Time Third Year: Completing Coursework, Forming the Committee, Beginning the Prospectus**

#### ***Recommended Part-Time Third-Year Schedule***

- *Fall*
  - Two courses of choice toward fulfillment of HUM 673, HUM 674, C3T, PAL, or Language Requirement
- *Spring*
  - HUM 654: Doctoral Project I: Journal Article and any other courses still needed
  - Language Requirement
- *Late Spring Procedures*
  - Doctoral Committee Proposal and Approval
  - Preliminary Consultations with Doctoral Committee Chair and Members
- *Summer*
  - Preliminary Work on Bibliography for Comprehensive Exam and Prospectus Brief Draft

### **Part-Time Fourth Year: Writing the Prospectus and Completing the Comprehensive Exam**

#### ***Recommended Part-Time Fourth-Year Schedule***

- *Fall Procedures*
  - Develop statement of area of research and bibliography for Comprehensive Exam
- *Early-Spring Procedure*
  - Submission of Bibliography and Prospectus Brief to Doctoral Committee and Ph.D. Program by March 23
- *Late Spring Procedure*
  - Comprehensive Exam
- *Summer Procedures*
  - Prospectus Long to Doctoral Committee and Director of Graduate Studies for approval
  - Dissertation Writing
  - Submission of Committee Form to Graduate School

### **IMPORTANT: Part-Time Student Event Attendance Requirement**

All part-time students must attend two approved events each semester until the Comprehensive Exam has been completed. Approved events include the **Global Humanities Lecture**, the **Annual Jewish Heritage Fund for Excellence Lecture**, the **Namaani Memorial Lecture**, and the **CCHS Leadership Series**. Other events are organized by the Graduate School. Students will be informed by e-mail of such events as they arise. Students seeking credit for events not listed by the program may email the Program Office with inquiries.

## V. DUAL DEGREES & GRADUATE CERTIFICATES

The Humanities Ph.D. Program collaborates with other graduate programs across the College of Arts and Sciences to enhance specialization in interdisciplinary fields in the Humanities and beyond.

Our students can earn a **M.A. in Health Care Ethics** and a Humanities Ph.D. with a specialization in **Medical Humanities through our dual degree option:**

- [louisville.edu/healthcareethics/dual-degree-pages/phd-humanities-ma](http://louisville.edu/healthcareethics/dual-degree-pages/phd-humanities-ma)

While working towards their Ph.D. in Humanities, our students can earn Graduate Certificates in the following fields:

- **African American Theatre (Theatre Arts Department)**  
[louisville.edu/theatrearts/academics/graduate-studies/graduate-certificate-in-african-american-theatre](http://louisville.edu/theatrearts/academics/graduate-studies/graduate-certificate-in-african-american-theatre)
- **Asian Studies (College of Arts and Sciences)**  
[louisville.edu/asianstudies/programs/grad-cert](http://louisville.edu/asianstudies/programs/grad-cert)
- **Diversity Literacy (Philosophy)**  
[catalog.louisville.edu/graduate/programs-study/graduate-certificate-diversity-literacy/](http://catalog.louisville.edu/graduate/programs-study/graduate-certificate-diversity-literacy/)
- **Health Care Ethics (Philosophy Department)**  
[catalog.louisville.edu/graduate/programs-study/graduate-certificate-health-care-ethics](http://catalog.louisville.edu/graduate/programs-study/graduate-certificate-health-care-ethics)
- **Latin American and Latino Studies (LALS)**  
[catalog.louisville.edu/graduate/programs-study/graduate-certificate-latin-american-latino-studies/](http://catalog.louisville.edu/graduate/programs-study/graduate-certificate-latin-american-latino-studies/)
- **Medieval and Renaissance Studies (Interdepartmental)**  
[louisville.edu/medieval/the-graduate-certificate-in-medieval-and-renaissance-studies](http://louisville.edu/medieval/the-graduate-certificate-in-medieval-and-renaissance-studies)
- **Pan-African Studies (PAS)**  
[catalog.louisville.edu/graduate/programs-study/graduate-certificate-pan-african-studies/](http://catalog.louisville.edu/graduate/programs-study/graduate-certificate-pan-african-studies/)
- **Public History (History Department)**  
[louisville.edu/history/graduate-studies/graduate-certificate-in-public-history](http://louisville.edu/history/graduate-studies/graduate-certificate-in-public-history)
- **Women's and Gender Studies (Women's and Gender Studies Department)**  
[catalog.louisville.edu/graduate/programs-study/graduate-certificate-womens-gender-studies](http://catalog.louisville.edu/graduate/programs-study/graduate-certificate-womens-gender-studies)  
[louisville.edu/graduatecatalog/degree-programs/degree-programs-by-school/ga-college-of-arts-and-sciences/graduate-certificate-in-womens-and-gender-studies](http://louisville.edu/graduatecatalog/degree-programs/degree-programs-by-school/ga-college-of-arts-and-sciences/graduate-certificate-in-womens-and-gender-studies)

## VI. GLOBAL HUMANITIES LECTURE

The **Global Humanities Lecture** ([louisville.edu/humanities/graduate/global-humanities](http://louisville.edu/humanities/graduate/global-humanities)) is the annual event that our Ph.D. Program in Humanities organizes and that showcases its vital contribution to the intellectual life of the university.

The series is co-sponsored by the Department of Comparative Humanities and the Commonwealth Center for Humanities and Society and hosts scholarly and creative presentations exploring the Humanities from a global and contemporary perspective.

All the students in our graduate programs, whether full-time or part-time, are strongly encouraged to participate in the academic community of the Humanities by attending this and other events the Department supports, such as the **Annual Jewish Heritage Fund for Excellence Lecture**, the **Namaani Memorial Lecture**, the **CCHS Leadership Series**, etc.

## **VII. PROGRAM STANDING**

Satisfactory standing in the program entails:

- a) Regular enrollment in graduate courses, as determined for full- or part-time student status;
- b) Timely satisfaction of all course and program requirements;
- c) Maintenance of a minimum 3.0 grade point average;
- d) Earning of no grade in any course lower than B; and
- e) Standard professional deportment within the program and university communities;
- f) Continuous progress towards the completion of the degree.

In each semester in which the student is enrolled, satisfactory progress must be made appropriate to the student's stage in the program. At the end of each academic year, students' progress reports are sent to the Dean of Graduate Education of the College of Arts and Sciences and to the Graduate School.

Any course grade of I (Incomplete) must be replaced by a grade of A through B within the semester following the course. If it is not, it will revert to a grade of F, constituting violation of program standing policies. Students are strongly encouraged to ask for Incompletes exclusively for serious matters and to have a precise plan of completion in place for the Incomplete, as an Incomplete at the end of an academic year will prevent a good standing assessment in the annual Progress Report.

The maximum program enrollment period for full-time students beginning the Ph.D. program in the academic year 2021-2022 is three years leading to candidacy and three years following advancement to candidacy. Exceptions may be processed via petition to the Director of Graduate Studies and approved by the Dean of Graduate Studies.

The maximum program enrollment period for part-time students beginning the Ph.D. program in 2021-2022 is three years leading to candidacy and four years following advancement to candidacy. Exceptions may be processed via petition to the Director of Graduate Studies and approved by the Dean of Graduate Studies.

Full- and part-time students beginning the Ph.D. program prior to the academic year 2014-2015 are subject solely to the general Graduate School requirement that enrollment following advancement to candidacy not exceed four years. However, such students are encouraged to follow the enrollment requirements above to enhance their professional standing and reduce their education costs.

In exceptional cases, that enrollment period may be extended by the Director of Graduate Studies and Graduate School Dean.

In any case in which a student has reason to believe that sufficient work may not be completed within a given semester or other period to maintain good standing in the program, a leave of absence is highly advisable (see below).

### **ACADEMIC PROBATION AND DISMISSAL**

Any student with a semester grade point average (GPA) below 3.0 will receive an academic warning from the Graduate School. A notification will be sent to the student as well the student's graduate program. Should a student's cumulative GPA fall below 3.0, the student will be placed on probation until the student regains a 3.0 average (which is required to graduate). Ordinarily students are not permitted to continue on academic probation for more than one semester, but upon request of the student's graduate program, the Unit Dean may submit a variance request to the Vice Provost for Graduate Affairs to approve continuation of academic probation beyond a single semester.

Students on academic probation for more than one semester risk dismissal from the graduate program.

### **MINIMUM ACCEPTABLE GRADE**

The program can (but does not have to) approve up to 6 hours of coursework in which a C+, C, or C- was earned. The program can submit a variance request to Graduate School to accept an additional 3 hours of "C" work; in no case can more than 9 hours of "C" work be counted toward a graduate degree.

Approval of the Vice Provost for Graduate Affairs must be secured in order to count additional hours with any grade of C in any course that is part of the degree program. In no case may more than nine (9) credit hours of C be used to fulfill graduate degree requirements. Units or programs may choose not to permit any courses in which a grade of C+, C, or C- has been earned to be used in fulfillment of degree requirements. Although grades below C- will be calculated in the graduate student's grade point average, courses in which these grades have been earned will not be counted towards the fulfillment of degree requirements.

## VIII. ADDITIONAL INFORMATION

### TRANSFER OF GRADUATE CREDIT

UofL generally accepts transfer credits earned at institutions of higher education accredited by the following institutional accreditors, which are recognized by the U.S. Department of Education:

- Higher Learning Commission (HLC)
- Middle States Association of College and Schools, Commission on Higher Education (MSCHE)
- New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Learning (NEASC-CHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of College and Schools Commission on Colleges (SACSCOC)
- Western Association of Schools and College, Accrediting Commission for Senior Colleges and Universities (WASC-SCUC)
- Western Association of Schools and College, Accrediting Commission for Community Colleges and Junior Colleges (WASC-ACCJC)

To check on the status of an institution's accreditation, please visit U.S. Department of Education website.

The number of credit hours transferable, upon request, is six (6). Up to six (6) additional credit hours may be petitioned, provided that these additional hours are not credits earned by extension, thesis or practicum and provided also that the residency requirement of 24 semester hours is maintained by the addition of University of Louisville credits to the total program.

Course work taken more than three years prior to the student's application to a graduate program will not normally be considered for transfer; however, such requests will be reviewed by the Vice Provost for Graduate Affairs upon recommendation by the department chair and the unit dean.

The course work being considered for transfer must have been taken while the student was enrolled in an accredited graduate or professional school and must be evaluated for transfer by the Director of Graduate Studies in which the student is seeking additional graduate work. Six (6) credit hours may be transferred from a previously earned master's degree toward a doctoral degree or a second master's degree, subject to the approval of the degree program and the unit dean. Hours earned toward a culminating experience such as a thesis, practicum, or internship shall not be transferable to the second master's degree. Only courses in which the student earned grades of B or better will be considered for transfer. Hours and quality points earned at other institutions are not included in the calculation of a student's grade point average.

Courses in which grades of P were earned must have the approval of the unit dean in order to be transferred.

Transfers of graduate credit from constituent schools and colleges of the University of Louisville are not subject to the above limitations on transfers but require the recommendation of the department chair and the approval of the unit dean. Upon approval of the graduate program, students may apply the coursework from no more than one certificate program towards a graduate degree program.

### INDEPENDENT STUDIES

Each student is permitted to undertake up to two faculty-advised Independent Study courses.

The Independent Study Application Form is available on the program website: [louisville.edu/humanities/graduate/phd/documents-forms](http://louisville.edu/humanities/graduate/phd/documents-forms)

The application must demonstrate that:

- a) the study will not duplicate any extant graduate course;
- b) the study is essential to the future dissertation;

c) the study will be guided by a faculty member with expertise in the area of inquiry.

Any Independent Study must be approved by the Director of Graduate Studies, Department Chair, and the Dean of Graduate Studies before the student will be added to the course.

### **ONLINE COURSES**

Each student is permitted to undertake up to **two Distance Ed or Online courses** to count towards the doctoral degree.

### **ENGLISH 677 – GRADUATE WRITING IN THE DISCIPLINES**

This course, usually offered by the Graduate School and the English Department in the Spring semester, is recommended to ALL incoming international students in their first year in the program.

### **CREDIT HOURS FOR PROSPECTUS-WRITING, EXAM PREPARATION, AND DISSERTATION-WRITING**

While you are engaged in the above, you will be earning credit hours. When it comes time for these activities and you are preparing your Degree Plan form, you will contact the Administrative Associate to set these up.

### **HEALTH ISSUES, PREGNANCY, MENTAL HEALTH ISSUES, AND OTHER PERSONAL AND FAMILY CONCERNS**

Unexpected issues arise in life. The Director of Graduate Studies, the Administrative Associate, and the Comparative Humanities Department Chair are here to help. All questions are kept confidential. The sooner an issue is brought to our attention, the more easily we can help. For more information on Parental, Family or Medical Leave for graduate students, please visit [louisville.edu/graduate/current-students/policies-procedures-and-forms](http://louisville.edu/graduate/current-students/policies-procedures-and-forms).

Please also see Graduate School's list of Student Resources: [louisville.edu/student](http://louisville.edu/student).

### **LEAVES OF ABSENCE**

Each student is permitted up to two years' worth of tuition-free leaves of absence, contiguous or interrupted. Leaves of absence "stop the clock" of the enrollment period.

The variance form can be found at [louisville.edu/humanities/graduate/phd/documents-forms](http://louisville.edu/humanities/graduate/phd/documents-forms).

The Program Administrative Associate can help with processing the variance form.

### **NON-DEGREE STUDENT STATUS**

Non-enrolled students may take certain courses in the Ph.D. program by permission of the program. Please direct any inquiries by e-mail to the Ph.D. Program Administrative Associate.

Completion of Ph.D. courses by non-degree students does not guarantee admission to the program. For those admitted to the program, only six non-degree credits can be used toward the Ph.D. degree.

Information on application for non-degree status is available on the Graduate School website at [louisville.edu/graduate/futurestudents/information-regarding-admission](http://louisville.edu/graduate/futurestudents/information-regarding-admission).



## IX. CONTACTS

### HUMANITIES GRADUATE STUDIES

#### **Prof. Karl Swinehart, Director of Graduate Studies**

Office: Bingham Humanities 213B

E-mail: [karl.swinehart@louisville.edu](mailto:karl.swinehart@louisville.edu)

Tel.: (502) 852-1298

#### **Meg Kennedy, Graduate Department Coordinator**

Office: Bingham Humanities 213A

E-mail: [meghan.kennedy@louisville.edu](mailto:meghan.kennedy@louisville.edu)

Tel.: (502) 852-3887

### COMPARATIVE HUMANITIES DEPARTMENT

#### **Prof. Pamela Beattie, Chair**

Office: Bingham Humanities 303B

E-mail: [pamela.beattie@louisville.edu](mailto:pamela.beattie@louisville.edu)

Tel.: (502) 852-8336

#### **J.L. Neyhart, Department Coordinator**

Office: Bingham Humanities 303

E-mail: [JL.Neyhart@louisville.edu](mailto:JL.Neyhart@louisville.edu)

Tel.: (502) 852-0460

### AHA (ASSOCIATION OF HUMANITIES ACADEMICS)

*All Humanities graduate students belong to AHA, the Association of Humanities Academics: [louisville.edu/humanities/graduate/aha](http://louisville.edu/humanities/graduate/aha).*

AHA President, 2024-2025: TBD, contact Diana Wilder, [diana.wilder@louisville.edu](mailto:diana.wilder@louisville.edu)

### GSC (GRADUATE STUDENT COUNCIL)

*The Graduate Student Council serves as a governing body to provide a voice to all graduate students, to promote academic research, and to facilitate leadership opportunities. All Humanities graduate students are members of the GSC.*

Humanities Student Representative, 2024-2025: Diana Wilder, [diana.wilder@louisville.edu](mailto:diana.wilder@louisville.edu)

### GNAS (GRADUATE NETWORK IN A&S)

*The Graduate Network in A&S serves as the representative body for graduate students in the College of Arts and Sciences.*

Humanities Student Representative, 2024-2025: TBD