



THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL

# M.A. in English

## Concentration in Literature, Medicine, and Culture

### Program Handbook

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#### 2020-2021 Administrative Team

Director: Jane Thrailkill ([tkill@unc.edu](mailto:tkill@unc.edu))

Associate Director: Kym Weed ([kweed@unc.edu](mailto:kweed@unc.edu))

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## Description of the Program

### Introduction

The area of study called “medical humanities” or “health and humanities” has flourished over the past several decades. Researchers in the health humanities seek to understand how people interpret illness, how definitions of disease are shaped through cultural understandings, and how health professionals can better reflect on their values and communicative practices.

The degree program is interdisciplinary, but housed in the English Department for administrative purposes. Therefore, students enrolled in this program will earn an M.A. in English with a concentration in Literature, Medicine, and Culture. The program works closely with the Department of Anthropology and the Department of Social Medicine. Our interdisciplinary [faculty members](#) bring diverse disciplinary backgrounds and experiences to the study of health: students in the program have the opportunity to study with literary critics, anthropologists, philosophers, rhetoricians, doctors, and bioethicists. Students have the flexibility to take courses in diverse disciplines and the responsibility to identify meaningful learning opportunities across the college and professional schools.

### Objectives

The curriculum addresses the following objectives:

- To develop awareness of foundational theories, approaches, and methods of this rapidly-developing interdisciplinary field, with particular emphasis on exploring what demarcates a discipline and what it means to cross disciplinary lines. Students will become familiar with the similarities and differences between the distinct cultures of medicine and the humanities, how those cultures shape our knowledge of ourselves, our bodies, illness and its treatment—and, especially, how they shape (and sometimes distort) how each views the other.
- To provide a broad knowledge of core topics traditionally comprised within the medical humanities. Students completing this degree will become familiar with approaches to specific topics within several fields, such as disability within literary studies and anthropology. The fundamental competency in this area involves mastering information, but even more it requires learning to distinguish relationships among a variety of ideas, practices and theoretical frames of reference.
- To provide students from humanities and healthcare backgrounds a common ground, on which to exchange insights into and perspectives on illness, diagnosis and treatment, allowing them to transcend the disciplinary boundaries that shape the terrain of scholarship and healthcare.

To address these objectives, enrolled students will work with the Associate Director to develop a plan of study for their coursework (see Plan of Study section).

### Program Administration

As a graduate program in the Department of English and Comparative Literature, the M.A. program is supported by the departmental faculty, administration, and staff. Enrolled students should consult the LMC Program Coordinator (Erin Kalbarczyk) and/or Director of Graduate Studies (Florence Dore) with administrative questions including registration and degree requirements.

## Academic Advising

Incoming students will be advised by the Associate Director (Kym Weed) until they identify a capstone director, typically at the end of the first year (see program timeline). Students should arrange to meet with their adviser at least once a semester.

If you have questions about...	Contact
Timelines, forms, graduation requirements, etc.	LMC Program Coordinator, Associate Director of LMC, and/or Director of Graduate Studies
What courses to take, capstone projects, campus resources for research interests, etc.	Associate Director of LMC or your capstone director
Taking courses in the medical school, arranging for an internship or shadowing opportunity in the hospital, etc.	Medical Liaison
Taking courses in anthropology, doing ethnographic research, etc.	Anthropology Liaison
Taking courses in a different area, developing other research interests	Contact the appropriate person on the Advisory Board (see Associate Director for help)

It is the responsibility of each enrolled student to be aware of degree requirements, deadlines (both departmental and Graduate School), and policies. Graduate students are expected to take an active role in their degree progress, especially in the context of a capacious, interdisciplinary program. The LMC administrative team will coordinate with the Director of Graduate Studies (DGS) for English and Comparative Literature and UNC's Career Advising to provide information and advice about careers.

## Orientation

All students should plan to attend a mandatory half-day welcome and orientation session the day before the start of the fall term. Students matriculating in the spring semester should plan to meet with the Associate Director in the week before the start of the spring term.

## Program Requirements

The M.A. degree in English with concentration in Literature, Medicine, and Culture has **three** major requirements: (1) 30 credit hours of coursework that align with requirements listed below, (2) a non-thesis option/capstone project, and (3) foreign language proficiency.

## Course Requirements

Conforming to Graduate School requirements for the M.A., each candidate will complete **thirty hours** of study in the field, organized as follows.

- Students will satisfy **six hours** through the following required courses:
  - **ENGL 763: Introduction to Methods in Health Humanities**, a broad-based exploration of theories and concepts within the field and the required Research Practice course,

- **ENGL 695: Research Seminar (Health Humanities: Intensive Research Practice)**, a lab-based introduction to interdisciplinary research methods that includes participation on faculty-directed research teams and development of new, student-generated projects.
- **Recommended: ENGL 610: Practicum in Health Humanities or 611: Narrative, Literature and Medicine: Advanced Interdisciplinary Seminar.** ENGL 610 offers a hands-on introduction to health humanities topics, methods, and concepts, while ENGL 611 offers an introduction to principles of close reading and theories of genre, with an emphasis on literary forms of analysis.
- **Capstone Project:** At least **three hours of ENGL 992 (non-thesis) or ENGL 993 (thesis)** or the equivalent course in another department. Normally, the non-thesis option will involve work on a substantial article developed for scholarly publication, but other options are possible (see Master's Project below). The thesis is a more formal, critical and scholarly research project that prepares students for PhD-level work. The thesis generally takes at least two semesters to complete. All projects can be based on fieldwork in clinical settings, purely scholarly research, or a combination of the two. Both the thesis and non-thesis culminate in an oral defense before a capstone director, reader, and optional second reader. **Note:** Students may opt to take up to **six credit hours** of ENGL 992 or 993.
- **For the remaining courses,** students should choose courses that allow them to explore their interests.
- **One foreign language** (fulfilled by course work, testing, transfer credit, or undergraduate major). This may include a course or certification in sign language, a computer programming language, medical terminology, linguistics, history of the English language, style, or other related skills by petition to the Director. Students who plan to practice in a health profession in the United States are strongly encouraged to take courses in Spanish. Courses taken to fulfill this requirement do not count among the 30 credit hours required for the MA.

The oral defense of the non-thesis option project constitutes the exam for this MA.

## Topics of Study

This interdisciplinary program encompasses a broad range of disciplinary perspectives, **so students should complete the remainder of their credit hours by choosing from among the topics below. Students should choose a major area (at least 2 courses)** based on their interests and career goals:

- Anthropology of Health
- Disability Studies
- Health and Social Justice
- Global Health
- Bioethics
- Narrative and Rhetorical Studies of Health
- Science, Technology, and Society
- History of Medicine
- Other (consult Associate Director)

Students should be encouraged to think broadly about how graduate courses may be relevant to their interests and should contact professors in advance to ask about how they can focus course

assignments around their interests. For example, a student interested in Narrative and Rhetorical Studies might find a course in 19th century American literature useful and create a course project that examines neurasthenia and hysteria in literature from that time period. A student interested in bioethics and gender would benefit from a course in feminist philosophy. We encourage students to seek input from their advisors in selecting relevant courses.

Students may also petition the LMC Director(s) to create an alternative topic of study provided that there are sufficient course offerings and an appropriate rationale to support the topic. Students will need to provide a description of the topic, proposed courses, and a short statement of how the courses satisfy work in the proposed topic (see Plan of Study).

## Course Offerings

Students should consult the [LMC website](#) for a list of courses relevant for students enrolled in the concentration. This list is not exhaustive and is always evolving, so we highly recommend that students look at updated course listings on departmental websites in allied disciplines (i.e., Anthropology, Social Medicine, etc.) and at neighboring institutions (i.e., Duke, NC State) for relevant courses. Please submit courses of interest to the Associate Director to be added to the list.

Students may petition the LMC Director(s) to have up to 6 hours of credit from graduate courses taken previously toward their course requirements.

## Course Evaluation

The grading system in graduate courses, including courses in the medical school, is as follows: H for work that is clearly excellent, P for work that is entirely satisfactory, L for work that is marginal but passing, and F for work that is failing. Plus and minus grades may be recorded by a Department but not by the Graduate School.

If a student earns 3 or more Ps or one L in the first year, the Graduate Advisory Committee (GAC) may meet to evaluate the student's record. Students who receive 2 incompletes in the first year will also be evaluated. The GAC, LMC Associate Director, and faculty who have taught this student will meet to discuss progress and determine whether they should continue in the program. Per UNC Graduate School policy, a student who receives a single grade of F or nine or more semester hours of L (essentially 3 L grades) is ineligible to continue in the Graduate School.

## Incompletes

Incompletes are to be avoided when possible. Students may not take more than one Incomplete per semester. While the Graduate School policy states that students have a full calendar year to finish incomplete work, the department stipulates that faculty must come to a specific agreement with the student, setting the earliest due date possible. Incompletes can be rectified no later than 2 weeks before the exam period in the semester that the incomplete work is due. An Incomplete (or AB) must be removed by the deadline or the grade becomes an F. Incompletes (and ABs) must be removed before the student can graduate or take a Leave of Absence.

## Plan of Study

It is the responsibility of each student to make sure they are completing degree requirements in a timely manner. To ensure that new students are on track, first-year M.A. students are expected to complete and submit a Plan of Study Worksheet to the Associate Director for approval in the second month of their first semester (September or February). Once approved, students should submit the signed Plan of Study Worksheet to the LMC Program Coordinator by the end of the second month

(by September 30 or February 28) (see Forms). Thereafter, students must meet with the Associate Director once a semester to discuss their plan of study.

The plan should provide an account of the student's intellectual and professional rationales for courses taken up to that point in the program as well as for those courses proposed to be taken in the coming semesters, including independent studies, internships, and capstone project. The worksheet should reflect their most up to date plan to fulfill coursework requirements. Students should also use this form to petition an alternative topic of study or to have other courses count toward an established topic of study. Although not a contract, the plan does need to be reviewed and approved by the Associate Director. The course of study plan can be found on the [department intranet](#) under 'Graduate Forms.'

To ensure that graduating students are on track to graduate, graduating M.A. students are expected to complete and submit the Graduation Checklist to their advisor and Associate Director early in the semester they plan to graduate (i.e., early October or early February) (see Forms).

Here are two sample plans of study. (Courses change each year; these schedules represent an example of possible offerings that fulfill the distribution requirements outlined above).

### **An Intensive One-Year Plan of Study**

#### *Major: Narrative and Rhetorical Studies of Health*

\*\*This is an example of a med student who was able to transfer in 6 credit hours of graduate work.

#### Fall

- ENGL 763 – Introduction to Methods in Health Humanities
- ENGL 610 – Practicum in Health Humanities
- AMST 715 – Community Histories and Public Humanities
- ENGL 992 – Non-thesis option

#### Spring

- ENGL 695 – Research Seminar in Health Humanities
- ENGL 611 – Narrative, Literature, and Medicine
- MEJO 795 – E-Health

#### Summer

- ENGL 992 – Non-thesis option

### **A Two-Year Plan of Study**

#### *Major: Anthropology of Health*

#### Fall I

- ENGL 763 – Introduction to Methods in Health Humanities
- ANTH 448 – Health and Gender in the American South
- ENGL 610 – Practicum in Health Humanities

#### Spring I

- ENGL 695 – Research Seminar in Health Humanities
- PHL 750 – Advanced Studies in the Philosophy of Science

- MEDI 231.006 – Language and Medicine

#### Fall II

- SOCI 469 – Health and Society
- ANTH 777 – Human Rights and Humanitarianism
- ENGL 991 – Non-thesis Option

#### Spring II

- AMST 715 – Community Histories and Public Humanities
- ENGL 991 – Non-thesis Option

## Master's Project

In addition to coursework, students are expected to complete a non-thesis (known as the “capstone project”) or thesis option to graduate.

### Capstone Speculative Proposal & Prospectus

Early in the degree progress, students will submit a Capstone Speculative Proposal to the LMC Associate Director that identifies their main area of research. The Capstone Speculative Proposal should describe the capstone project that the student will complete and include their plans to move from the early stages of the project to developing the Prospectus.

By the end of the semester before their intended graduation, students will prepare a brief overview of the capstone project (called a Prospectus) that gets approved by the Capstone Director and submitted to the LMC Associate Director. The Prospectus should include the following components:

- The research question or critical questions driving the project
- An overview of the scholarly conversation to which the student hopes to contribute and the motivations behind the project This may include some description of readings, theories, and ideas that have emerged from coursework, as well as description of how the capstone project emerges from personal interests, professional goals, etc.
- A description of the methods to be used to answer the question (such as literary analysis, historical analysis, qualitative research, etc.)
- A list of materials and required resources (this may include primary texts or archival materials for literary/historical projects, but also any materials needed for a more qualitative project, including software, supplies, etc.)
- A description of the form you plan to use to deliver your capstone project (such as a journal article, traditional thesis, documentary video, work of art, etc.)
- A timeline for completion of the project
- A list of committee members

### Non-Thesis Option

The Non-Thesis Capstone Project is a polished work of scholarship that contributes to an established area in health humanities and is the most common type of project completed by students in this program. It can take various forms to be determined by the student in consultation with their Capstone director and LMC Associate Director. The most common form is a publishable article, the length of which depends on the nature of the project and the target journal. Students can identify a target

publication and use those publication guidelines to shape their project. Students, with the support of their capstone director, may petition the LMC Associate Director (via the Prospectus) to produce an alternative project such as a creative work of art, a multi-media project, a pedagogy portfolio, or something else entirely. Each of these options will include a critical component that situates the project within a scholarly conversation related to health humanities.

### **Thesis Option**

The thesis is a more formal, critical and scholarly research project that prepares students for PhD-level work. The thesis generally takes at least two semesters to complete and is more substantial than an article-length project (typically around 75 pages or more), so students should adjust their Speculative Proposal and Prospectus timeline accordingly. A thesis typically concludes an introductory chapter that situates the project in a scholarly context and describes its methodology, body chapters that provide in-depth analysis and interpretation, and a conclusion that suggests implications for further research. The organization of a thesis may vary depending on the research question, methods, and disciplinary frameworks used. Students should work closely with their capstone advisor to develop an effective research question, method, and thesis outline as part of their prospectus.

### **Committee**

The M.A. capstone committee is comprised of two to three faculty members: a director, a first reader, and an optional second reader. In consultation with the LMC Associate Director, students should identify and secure the agreement of one faculty member who will direct capstone project by the end of their second semester and reader(s) by the beginning of their fourth semester (See Graduation Timeline).

### **Intellectual Narrative**

To prepare for the defense, students will present an informal “intellectual narrative” to a group of peers the semester prior to the defense (or early in the same semester). This presentation is designed to help students begin to articulate how the capstone project fits with the intellectual trajectory and professional goals he/she has developed, as well as to practice speaking in front of a group. The intellectual narrative will not be graded, but students are encouraged to invite peers and faculty members to provide feedback as well as ask questions about the developing capstone projects.

### **Defense**

The oral defense constitutes the required comprehensive examination for the Master’s degree.

#### ***Format***

Students will be asked to first present an overview of their intellectual trajectory and how the Master’s coursework has led them to the capstone project, before presenting the project itself and its implications. Students might consider this component in terms of past, present, and future:

- Past: What brought me to this point? What courses have I taken, and how have they shaped my intellectual interests and research questions?
- Present: What did I see to accomplish with my capstone project? What research questions did I pursue, what methods did I use, and what were my results?
- Future: What are the implications of my research for the scholarly community I am addressing, but also for me personally? What are the next steps for me to reach my professional/intellectual goals?

After the presentation, committee members may ask questions and engage the student in a discussion of the capstone project and the students' intellectual trajectory.

### **Logistics**

The defense should last approximately 60 minutes. Students may decide (in consultation with their adviser) to hold an open or closed defense. Students can book a room in Greenlaw Hall for the defense on [department intranet](#) under 'Room Reservations.'

Students should work with their committee members to schedule the defense prior to March 31 and submit the Oral Defense Form by March 1. Students should circulate a polished version of the capstone project at least two weeks in advance of their scheduled defense to allow committee members adequate time to review the draft. The Capstone Director is responsible for determining that the draft is in an appropriate form for committee evaluation.

All committee members are expected to be present at the defense. When necessary participation via distance-based capabilities is appropriate and should be mutually agreeable to the student and other committee members.

### **Evaluation**

The capstone committee will assign one of three grades: High Pass, Pass, or Fail. Students who earn an H or P will be expected to make final revisions to the capstone based on the feedback from their committee and in consultation with their capstone director. The approved capstone should be submitted to the LMC Director(s) by April 15.

At the conclusion of the oral defense, all committee members should sign Part III and IV of the [Master's Comprehensive Exam or Approved Substitute Form](#) and return it to the DGS for final processing.

## **Graduation Timeline**

The following guidelines are samples. Students should work with the LMC administrative team, their advisor, and their capstone director to design an appropriate timeline for their plan of study and personal circumstances.

### **A one-year timeline:**

\*\*This is an example of a student who matriculates in the fall semester.

#### **Semester 1: Coursework, Developing Interests**

- Consult with LMC Associate Director to select courses
- Submit Plan of Study Worksheet and Capstone Speculative Proposal to LMC Associate Director by second month of the semester (e.g., September)
- Secure Capstone Director by end of the semester
- Submit advisor-approved Capstone Prospectus by December 31

#### **Semester 2: Coursework, Identify Reader(s) & Capstone Research**

- Meet regularly with Capstone Director to discuss progress (or send progress email, etc.)
- Enroll in ENGL 992 (Optional)
- Secure Capstone Reader(s) by end of semester
- Submit Graduation Checklist to LMC Associate Director by end of February

- Present Intellectual Narrative at Lab Meeting end of semester

### **Semester 3 (Summer): Capstone Research, Write-up, & Defense**

- Meet regularly with Capstone Director to discuss progress (or send progress email, etc.)
- Enroll in ENGL 992 (Note: Students must be enrolled in ENGL 992 during the summer session that they defend the capstone. This may be SSI or SSII.)
- Apply to graduate on ConnectCarolina (check with Program Coordinator for deadline)
- Submit Oral Defense Form to LMC Associate Director by May 31
- Circulate complete Capstone to committee two weeks in advance of scheduled defense.
- Defend Capstone by last day of Summer Session classes
- Complete revisions and submit approved capstone to LMC Associate Director and Program Coordinator by April 15

### **A two-year timeline:**

\*\*This is an example of a student who matriculates in the fall semester.

### **Semester 1: Coursework & Developing Interest**

- Consult with LMC Associate Director to select courses

### **Semester 2: Coursework & Identify Capstone Director**

- Meet with LMC Associate Director to discuss progress
- Submit Plan of Study Worksheet to Associate Director by February 28.
- Secure Capstone Director by April 1.
- Submit Capstone Speculative Proposal to LMC Associate Director by May 15.

### **Semester 3: Coursework, Identify Readers & Capstone Research**

- Meet regularly with Capstone Director to discuss progress (or send progress email, etc.)
- Enroll in ENGL 992 (Optional)
- Submit advisor-approved Capstone Prospectus by November 30.
- Secure Capstone Reader(s) by November 30.

### **Semester 4: Coursework, Capstone Write-up, & Defense**

- Meet regularly with Capstone Director to discuss progress (or send progress email, etc.)
- Enroll in ENGL 992
- Submit Graduation Checklist to LMC Associate Director in early February.
- Apply to graduate on ConnectCarolina in mid-February 2018.
- Submit Oral Defense Form to LMC Associate Director by March 1.
- Circulate complete Capstone to committee two weeks in advance of scheduled defense.
- Present Intellectual Narrative at Lab Meeting by March 31.
- Defend Capstone by March 31.
- Complete revisions and submit approved capstone to LMC Associate Director and Program Coordinator by April 15.

## Registration

UNC registration is done online. Students receive a registration notice by email from the Registrar's Office, which provides dates and instructions on when and how to register. All of this information is also posted on the registrar's web site. All graduate students are strongly urged to register during the early registration period set by the University.

To register, log in through ConnectCarolina (<https://connectcarolina.unc.edu/>). You will be able to get into the Registration System using your onyen/password starting on the date and time of your registration appointment. After this time, the Registration System under ConnectCarolina will operate on a 24/7 schedule.

### Registering for Non-Thesis Hours: ENGL 992

Students must enroll in at least 3 credit hours of ENGL 992: Non-Thesis Option or ENGL 993: Thesis Option, but may choose to enroll in up to 6 credit hours. However, students may only register for 3 credits in these classes in a given semester. For example, students may enroll in ENGL 992 in their third semester and then again in their fourth. Students must be enrolled in ENGL 992 or ENGL 993 during the semester they plan to defend their capstone project.

It is important to register under the your Capstone Director's section number when registering for any of these classes. Please contact the Graduate Student Service Specialist (Taylor Brunson) to obtain your director's course section for registration. If your Capstone Director is not in the English Department, enroll in an equivalent section of Master's thesis or non-thesis hours in the faculty member's home department. Please consult the LMC Associate Director and/or the Graduate Student Service Specialist for assistance.

### Inter-Institutional Registration

Students registered for at least three credit hours on this campus may take graduate courses at North Carolina State University, UNC-Charlotte, UNC-Greensboro, North Carolina Central University, and Duke University. Students must fill out the Inter-Institutional Approval form (available on the department intranet under '[Graduate Forms](#)') get it approved by the DGS. Tuition will be calculated as if the registration were for a course offered on this campus. For more information, please refer to the [Graduate School Handbook](#).

### Dropping Courses

The practice of "shopping for classes" is generally discouraged at the graduate level. If you are uncertain about what courses to take, please consult the LMC Associate Director. If, however, you find a class that is just not the right fit for you, you may drop the course through ConnectCarolina. Please inform the professor politely that you will be dropping the course, as it is important for the program to maintain good relationships with faculty across campus. The Registrar's calendar should list the last day to drop a course, usually two weeks after the first day of classes. See the [Registrar's calendar](#) to find the deadline for each semester. Students who drop after this date are responsible for paying for the dropped classes.

### Auditing Courses

Auditing courses is permitted but discouraged. Students must have permission from the instructor to audit.

## Transferring Credit

According to the [Graduate School Handbook](#), upon recommendation of the academic program and approval by The Graduate School, up to 20 percent of the total hours required for the master's degree may be graduate-level courses transferred from another approved institution, or from this institution for courses taken before admission to an academic program in The Graduate School (e.g., courses taken as a Continuing Studies student, an undergraduate, or as a non-degree student). Credit received for graduate-level courses taken as an undergraduate may be transferred into an academic program with the program's approval provided the course did not count toward the requirements of the undergraduate degree. Transferred credits will not be included in the program residence credit calculation.

For our program, this means you can petition to have up to 6 credit hours transferred. To do so, you must submit a Transfer Credit Form (available on the department intranet under '[Graduate Forms](#)') to the LMC Associate Director and DGS, who will then make a recommendation to the Graduate School if approved.

## Eligibility

The graduate school specifies certain requirements in order for students to remain eligible for their degree, including earning poor grades, failing an oral examination twice, or violating the Honor Code. Both the [Graduate School Handbook](#) and [University Registrar](#) provide more information about these penalties. If you have concerns or need assistance, please contact the Director of Graduate Studies and/or the LMC Director(s) immediately.

## Residence Requirements

The Graduate School requires a minimum of 30 credit hours of graduate course credit, 24 of which must be taken in residence. Master's students are required to complete a minimum program residence credit of two full semesters either by full-time registration or by part-time registration over several semesters. Students may use the following conversions to calculate residency.

Semester credit hours are converted to program residence credit on the same basis as tuition:

- 9 or more credit hours earn a full semester of residence.
- 6 to 8.9 credit hours earn three-fourths semester of residence.
- 3 to 5.9 credit hours earn one-half semester of residence.
- 0 to 2.9 credit hours earn one-fourth semester of residence.

ENGL 992 counts for 3 credit hours in residence; inter-institutional registrations handled through UNC count as "in-residence."

## Maintaining Full-time Status

MA students must maintain full-time status if they hold a teaching fellowship, research assistantship, or University fellowship. Unless the award requires presence at another campus or at a research center, this registration must be as a student "in residence." You can achieve full-time registration in one of the following ways:

1. Register for 9 or more hours.
2. Once you have satisfied all course requirements and need only complete the non-thesis option, register for 3 hours of ENGL 992 (which conveys full time status). You must continue to register for ENGL 992 until you have completed and defended your non-thesis option. Once

you have done so, no further enrollments are permissible and you must apply to graduate at the next available cycle

3. If teaching, registering for 6 credit hours of course work and completing a Waiver of Hours Form (available on the department intranet under '[Graduate Forms](#)'). It is critical that you submit this form to the DGS office on or before the first day of classes.

### **Part-Time Status**

MA students are permitted to complete the degree part-time. To remain an active student, part-time students must register for at least 3 credit hours in the Fall and Spring semesters. Students who plan to enroll on a part-time basis should work closely with the DGS and LMC Director(s) to ensure that they fulfill all degree requirements within five years (see Time Limit for Degree).

### **Time Limit for Degree**

The Graduate School stipulates that a master's student has five calendar years from the date of first registration in the master's program to complete the master's degree (Example: if the date of first registration is August 2014, the five-year time limit expires at Commencement, August 2019). [Reapplication](#) is required to continue pursuit of the degree if the five-year limit expires. See the [Graduate School Handbook](#) for more information, or consult the DGS and/or LMC Director(s). You can also consult the Graduate School Handbook for information about interruptions of study, leaves of absence, or extensions of the time limit.

### **Student Contact Information**

It is your responsibility to have on file in the Graduate Studies Office a current address and phone number. Students MUST have a current UNC-CH email address in the Graduate Studies Office at all times. To keep up to date about deadlines and procedures, students must check their email announcements from the Graduate Studies Office frequently. If you fail to check your UNC email regularly, you may miss critical notices about deadlines, funding opportunities, and program information.

### **Additional Information**

Information in this guide should be supplemented by two publications available from the Graduate School, the Graduate School Handbook and The University of North Carolina Record: The Graduate School, which describe University regulations, degree schedules, and courses. The [Graduate School Handbook](#) is available on-line. Students with questions about the program should consult the departmental web page and the Graduate Studies Office.

## **Financial Aid**

There is no guaranteed funding for M.A. students. Financial aid from the Department is limited and may be possible in the form of Teaching Fellowships and Research Assistantships. The LMC Directors will work to locate funding for enrolled students when possible.

### **Research Assistantships**

Any available Research Assistantships are awarded by the department Chair, in consultation with the graduate program, on the basis of merit and Departmental needs. It is rare that M.A. students are

awarded a Research Assistantship. If awarded, the assistantship calls for approximately ten hours of work per week in specific research functions.

### Teaching Fellowships

Students who already hold an M.A. or M.F.A. degree are eligible to apply for Teaching Fellowships. Applications are available from the Writing Program Office and should be submitted by February 1.

## Graduate Student Life

### Guide to Graduate Student Life

The Comparative Literature and English Association of Graduate Students (CoLEAGS) maintains a [guide to graduate student life](#). This guide includes information about housing, transportation, shopping, and the like.

### Graduate Student Parental Leave Policy

According to the Graduate School Handbook, the UNC-Chapel Hill [Graduate Student Parental Leave Policy](#) is designed to assist a full-time graduate student who will be the primary caregiver for the child. This policy allows for six weeks of leave to begin immediately after the birth or adoption of a child. This policy will ensure the student's full-time, registered status and will facilitate their return to full participation in class work and, where applicable, research and teaching, in a seamless manner. All matriculated, full-time graduate students who have been full time at least one academic year are eligible to apply for this leave. A [Parental Leave Application Form](#) must be completed and submitted to the Graduate School at least eight weeks prior to the anticipated birth or adoption of the child.

### Extension of the Time Limit

When circumstances warrant, The Graduate School may grant, upon recommendation of the student's home department, an extension of the degree time limit. The student initiates the process by filling out the [Request for Extension of Time Form](#) and submitting it to the DGS. Support of one's advisor is helpful when these extensions are being considered. If the DGS approves the extension, it will then be forwarded to The Graduate School. Not all extensions are granted.

The same process should also be followed if a student requests an extension of time to remove an incomplete grade.

### Leave of Absence

A graduate student, within the time limit of their program (5 years to complete M.A.), may request a leave of absence from graduate study for a definite, stated time (up to one year) during which the student does not plan to make academic progress.

According to the Graduate School, students should be aware that while on leave, they cannot be considered enrolled students and therefore will not have access to campus services and benefits afforded to enrolled students, including eligibility for holding student employment positions (e.g., TF or RA) or student health insurance, among other services.

In advance of (or near the beginning of) the desired leave period, the student should submit a [Request for Leave of Absence Form](#) to the DGS. Once approved by the DGS, it will be forwarded to the Graduate School for final approval. Readmission to the Graduate School following an authorized leave of absence is a formality, but students must still complete an [Application for Readmission Form](#). Ordinarily, a leave of absence may not be renewed. A leave of absence between degrees is not allowed.

If time to degree is not a concern, students may simply not register for a semester and complete an [Application for Readmission Form](#) before the due date of the semester they wish to return:

- Fall Semester: July 1
- Spring Semester: December 1
- Summer I Semester: April 1
- Summer II Semester: June 1

### Study Carrels

Graduate students are eligible for [study carrels](#) located in the book stacks of Davis Library. Students may obtain applications for carrels at the Circulation Desk of Davis. These applications should be filled out and signed by the student's advisor or the DGS prior to the deadline set by the Library.

### CoLEAGS

Every graduate student in the Department of English and Comparative Literature is automatically a member of the Comparative Literature and English Association of Graduate Students (CoLEAGS). Officers are elected each spring and serve as unofficial advisors to the DGS in matters concerning graduate student life. Learn more on their [website](#).

### Health Humanities on Campus and in the Triangle

As a graduate student you can take advantage of numerous reading groups, clubs, and events related to the Health Humanities, either at UNC or at other institutions in the area. Check the [HHIVE website](#) for more resources and for updated events. In particular, you may be interested in:

- UNC's [HHIVE Lab](#)
- UNC's [Bullitt History of Medicine Club](#)
- UNC's [Center for Bioethics](#)
- UNC's [Literature, Medicine, and Culture Colloquium](#) (LMCC)
- Duke's [Trent Center for Bioethics, Humanities, and History of Medicine](#)
- Duke's [Health Humanities Laboratory](#)

### Language Resources

If you plan to work as a health practitioner in the United States, we strongly encourage you to develop Spanish language skills (even beyond the foreign language requirement for the MA degree). The Medical School maintains a [list of Spanish Classes and Programs](#) and Medical Spanish classes are available at [CHICLE](#). Students may also pursue an intensive course of study in an immersion environment like [the SALUD Medical Spanish Course](#) or [CAMPOS](#) (Comprehensive Advanced Medical Program of Spanish).

## LMC and Dept. of ECL Administrative Team

### Faculty

Dr. Jane Thrailkill, Director	<a href="mailto:tkill@unc.edu">tkill@unc.edu</a>
Dr. Kym Weed, Associate Director	<a href="mailto:kweed@unc.edu">kweed@unc.edu</a>
Dr. Florence Dore, Director of Graduate Studies (DGS)	<a href="mailto:fdore@unc.edu">fdore@unc.edu</a>
Dr. Mary Floyd-Wilson, Chair	<a href="mailto:floydwil@email.unc.edu">floydwil@email.unc.edu</a>
Dr. Michele Rivkin-Fish, Anthropology Liaison	<a href="mailto:mrfish@unc.edu">mrfish@unc.edu</a>

Dr. Barry Saunders, Medical Liaison

[barry\\_saunders@med.unc.edu](mailto:barry_saunders@med.unc.edu)

## Staff

Erin Kalbarczyk, LMC Program Coordinator

[erinkalb@email.unc.edu](mailto:erinkalb@email.unc.edu)

Taylor Brunson, Graduate Student Services Specialist

[tbrunson@unc.edu](mailto:tbrunson@unc.edu)

## Forms

The following forms (available on the department intranet under '[Graduate Forms](#)' under the LMC MA Students tab), should be used for concerns unique to the M.A. in English with Concentration in Literature, Medicine, and Culture. Additional [English Department forms](#) and [Graduate School forms](#) are available on their respective websites.

### M.A. Plan of Study Worksheet

First-year students should complete this worksheet and meet with the LMC Associate Director in the second month of their first semester (i.e., September or February).

### M. A. Graduation Checklist

Second-year students should submit this checklist to the LMC Associate Director early in the semester they plan to graduate (i.e., early October or early February).

### Master's Project Oral Defense Form

Second-year students should submit this form to the LMC Associate Director after they schedule their capstone project oral defense (by March 1 if graduating in May or by October 1 if graduating in December).

### Master's Comprehensive Exam or Approved Substitute Form

Second-year students should have their committee complete this form after successful defense of their capstone project. Students can coordinate with the LMC Program Coordinator to make this form available to their committee.