PhD English (Writing, Rhetorics and Literacies) Portfolio & Oral Exam

Checklist for Graduate Students

- ☐ After your supervisory chair indicates that your Portfolio is ready, email the Portfolio (two revised papers and a bibliography) and the Portfolio Submission form to the Graduate Studies Program Manager (GSPM) by October 31 for fall or March 31 for spring.

  While you wait, this is what is happening:

  - The supervisory committee will evaluate the portfolio within approximately two weeks.

  - The chair of the committee will send the GSPM the combined evaluation with the decision of (a) acceptable, (b) acceptable with minor revisions, (c) acceptable with major revisions, or (d) unacceptable. All decisions except "unacceptable" result in a pass.

    *If revisions are required, the chair will indicate a deadline for revisions.

    *The committee has the option to award "pass with distinction" to an exceptional Portfolio.

  - The GSPM will send you a letter with the committee's portfolio evaluation and, if necessary, a deadline for revisions.

- ☐ If revisions are not required, the iPOS will be updated by the GSPM as "pass" and you may move on to the oral exam.
- ☐ If revisions are required, you will be given a deadline to submit revisions to your supervisory chair. After the chair informs the GSPM that the portfolio can be updated in the iPOS to "pass," you may move on to the oral exam.

When scheduling the oral comp exam, please keep in mind the last day that an exam can be scheduled during the semester, and the necessity of submitting the bibliography and submission form two weeks before the day of the exam.

- **Spring 2026:** Last day to hold the oral exam is **May 8, 2026.** Submit the documents to the GSPM by **April 24, 2026.** (If there are portfolio revisions, they must be completed and the iPOS updated prior to the submission date).
- **Fall 2026:** Last day to hold the oral exam is **December 11, 2026.** Submit the documents to the GSPM by **November 20, 2026.** (If there are portfolio revisions, they must be completed and the iPOS updated prior to the submission date).

- **Spring 2027:** Last day to hold the oral exam is **May 7, 2027.** Submit the documents to the GSPM by **April 23, 2026.** (If there are portfolio revisions, they must be completed and the iPOS updated prior to the submission date).

☐ Resubmit the Bibliography with Oral Comprehensive Exam Bibliography Submission form to the GSPM at least two weeks before the oral exam takes place.

- The GSPM will ask the supervisory chair to submit questions for the exam to be sent to the GSPM at least a week prior to the exam.

☐ Schedule the exam by booking the room for the oral exam using the Request a Room in RBHL online form.

- The front office coordinator will confirm the room was booked. If you do not receive a confirmation, email the front office coordinator.

☐ During the oral exam, your supervisory chair/co-chair must record the exam.

☐ At the end of the exam, when the committee gives a decision, you must sign the Oral Comprehensive Exam Evaluation form on the second page.

- If necessary, the chair may sign on behalf of the committee members but the chair may not sign on your behalf.

☐ After the oral exam, the supervisory chair emails the GSPM the signed evaluation form and the recording.

- The GSPM will send you a letter with the committee's oral exam evaluation.