



# Master of Arts in English Education Graduate Student Handbook 2024-2025

**Department of English  
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## Table of Contents

<b>Overview of the Department of English</b>	<b>1</b>
<b>Purpose of the Handbook and Student Responsibility</b>	<b>1</b>
<b>ASU Charter</b>	<b>2</b>
<b>Culture of Respect</b>	<b>2</b>
<b>Academic Integrity</b>	<b>3</b>
<b>Sexual Harassment</b>	<b>4</b>
<b>Campus Safety</b>	<b>4</b>
<b>Overview of the Master of Arts in English Education</b>	<b>4</b>
<b>Application Process and Admission Requirements</b>	<b>4</b>
Who Should Apply?	4
Application Deadlines	5
Admission Requirements	5
Graderships	7
International Students	7
Pre-admission Credits	7
Deferring Your Start Date	7
<b>Curriculum Requirements</b>	<b>8</b>
MA English Education	8
Culminating Experience	8
<b>Timeline for Degree Completion</b>	<b>9</b>
<b>Advising</b>	<b>10</b>
Meet Your Advisor	11
Continuous Enrollment and Leave of Absence (LOA)	11
Types of Withdrawals	12
International Student Enrollment Requirements	13
Plan of Study	13
Class Registration	14
Satisfactory Academic Progress	14
Program Change Request	15
Grades	16
Application for Graduation	16
<b>Internships</b>	<b>16</b>
<b>Resources</b>	<b>17</b>
Financial Support	17
Student Health Insurance	18
Professional Development	18
Graduate Writing Centers	18
Student Well-Being	18
Faculty	19
Facilities	19
Tuition and Fees	19
Frequently Asked Questions	20



## Overview of the Department of English

With a degree in English from ASU, you can do just about anything. Students in our diverse programs learn how to express themselves through traditional disciplines--creative writing, education, film, linguistics, literature, and rhetorics and writing--while exploring themes of contemporary relevance, including environmental concerns, medical writing, human rights philosophies, digital humanities, cultural as well as critical enquiries, and performance. A degree from the Department of English at ASU is applicable to just about any career and is a great springboard into further graduate school, law school, medical school, and more.

At ASU, we have one of the largest English departments in the nation, offering doctoral, master's and certificate programs, which enables us to provide students with a greater diversity of offerings than most universities. Our goal is to educate citizens who can think, read, write and act in robust and significant ways to meet new challenges. The critical thinking, reading comprehension and analytic expression skills that are cultivated while earning a degree in English are transferable into any endeavor. Earning a graduate English degree from ASU will serve you in any art form, any discipline, and any profession.

Graduate students in the Department of English frequently present at national, international and local conferences and have received many prestigious awards. Approximately 600 graduate students are enrolled each semester. The program awards excellence by offering outstanding financial packages, including travel funds for professional development and teaching assistantships on a competitive basis. Class sizes are small, giving students the opportunity to work closely with professors in a variety of fields. Reading groups, guest lectures, workshops and other events help bring students and faculty together. Opportunities for [professional development](#) and [mentoring](#), such as [Preparing Future Faculty and Scholars](#) and [Knowledge Mobilization](#), prepare graduate students for successful careers within and beyond academia. In addition, there are several internship opportunities for English graduate students as well as study abroad opportunities.

## Purpose of the Handbook and Student Responsibility

Each Graduate Handbook provides necessary information for students in one of the Department of English's graduate degree programs. It includes outlines of specific degree requirements and resources for helping students to have the most beneficial experience as they work toward fulfilling these requirements. It also provides information on policies and procedures established by Arizona State University, the Graduate College, The College of Liberal Arts and Sciences, and the Department of English. Key resources for policies beyond the Department of English are the [ASU Graduate College](#) website, the [ASU Academic Catalog](#), and the [Graduate College Policy Manual](#).

**It is the responsibility of each student to be familiar with and abide by all pertinent policies and regulations.** This handbook will help students fulfill that obligation and also prepare them to thrive in their chosen degree program. The handbook is updated annually, and past handbooks are archived on the [Graduate Handbook website](#).

If students have questions about any of the information covered in this handbook – or about any aspect of their graduate student experience – they are encouraged to

contact their [graduate advisor](#).

Additionally, time-sensitive information about deadlines, scholarships, jobs, workshops, and events will be sent to current students via an email. All ASU students are required to have an active ASU email. Students may forward their ASU email to another preferred account. **It is important to check your ASU email, at a minimum, twice per week so that you do not miss important notices.** Arizona State University and the Department of English conduct their business via ASU email only. Graduate students will be added to an email distribution list upon admission. Graduate students not receiving emails should contact [enggrad@asu.edu](mailto:enggrad@asu.edu) to ensure that they are on the email list. Additionally, students should check their MyASU account regularly.

## **ASU Charter**

ASU is a comprehensive public research university, measured not by whom it excludes, but by whom it includes and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

ASU is guided by [nine design aspirations](#):

1. Leverage Our Place
2. Enable Student Success
3. Transform Society
4. Fuse Intellectual Disciplines
5. Value Entrepreneurship
6. Be Socially Embedded
7. Conduct Use-Inspired Research
8. Engage Globally
9. Practice Principled Innovation

## **Culture of Respect**

ASU is a community and a professional work environment. Graduate students are expected to treat their peers and all students, faculty, staff, administrators and members of the ASU community with respect and work with them in a professional manner. English graduate students are representatives of the Department of English and the University; we have every expectation that our students will be good representatives who recognize that poor behavior on the part of one student impacts all by creating negative experiences and a negative perception of our program.

Students are valued members of a highly professional research university. You can expect to be treated with courtesy, kindness, and professionalism at all times and the same is expected of you. In particular it is very important to note that University staff members do not work for the students. They work to support the students in their goals and endeavors within the university structure. It is never acceptable to treat staff with anything less than respect, courtesy, kindness, and professionalism. Any type of disrespectful or abusive behavior on the part of our students toward any member of the ASU community will not be tolerated. This includes ignoring responsibilities as a student, such as failure to adhere to program deadlines, failure to respond to communication, and failure to fully perform teaching duties. Likewise, if you feel that you are not being properly treated, you should report your concern to your Graduate Advisor or to a departmental administrator, such as the Director of Graduate Studies.

## Academic Integrity

Graduate students are expected to be ethical in their multiple roles as students, researchers, teachers or supervisors of undergraduate students and representatives of the Department, College and University. **When in doubt about appropriate conduct, students should consult the program manager or faculty advisor to seek clarification. Students may also check the Office of the University Provost [Academic Integrity](#), Dean of Students [Student Code of Conduct](#) and The College [Discussing Policy Violations](#).** Breaches of academic integrity include, but are not limited to, the following:

- Engaging in any form of academic deceit, e.g., referring to materials, sources or devices (camera phones, text messages, crib sheets, solution manuals, materials from previous classes or commercial research services) not authorized by the instructor for use during an evaluation or assignment;
- Providing inappropriate aid to another student in connection with any evaluation or assignment;
- Engaging in plagiarism by using the ideas, words or data of another person or persons without full and appropriate attribution;
- Engaging in plagiarism by claiming credit for the ideas, words or data of another;
- Failing to follow ethical procedures for research involving human subjects, such as violating participants' confidentiality, or failing to maintain confidential or sensitive research data in a secure location;
- Knowingly using data that do not meet appropriate standards for reliability and validity;
- Failing to meet responsibilities to undergraduate students, such as failing to provide assistance during designated office hours;
- Engaging in a romantic relationship with an undergraduate student whom the student supervises or evaluates in a classroom or research setting;
- Falsifying or misrepresenting hours or activities in relationship to an internship, externship, research assistantship, field experience, workshop or service learning experience;
- Repeatedly failing to meet commitments and responsibilities, such as chronically missing deadlines, or failing to provide work promised to colleagues; and
- Behaving in a way that reflects poorly on the Department, College and University while conducting research or participating in community activities as a representative of the Department.

Newly admitted students will receive a "priority task" on their MyASU directing them to complete a Canvas module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher. Penalties for unethical behavior range from being placed on academic probation to dismissal from the program. Additional information about academic integrity policies of the University is available on the [Student Rights and Responsibilities website](#).

## **Sexual Harassment**

The University prohibits sexual harassment by employees and students and will not tolerate any behaviors that interfere with an individual's work or educational performance or creates an intimidating, hostile or offensive working, learning or residential environment. Additional information about sexual harassment and how to report it is available at <https://sexualviolenceprevention.asu.edu/>

## **Campus Safety**

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. Non-emergency ASU Police or campus-safety matters should be directed to 480-965-3456. ASU offers a [LiveSafe Mobile app](#) that includes a variety of safety features and benefits. For additional safety resources and contacts, such as Counseling Services, Police and Safety Escort Services, visit the [Safety Resources](#) website.

## **Overview of the Master of Arts in English Education**

The MA in English Education is a one-year, intensive program designed to prepare practicing and transitioning teachers for careers as exemplary educators, teacher-researchers and leaders in English language arts and instruction.

Students in the program develop a deep understanding of the English language arts by learning how to access, analyze and apply research and best practices for teaching secondary students (grades 7-12). This program balances the refining of disciplinary knowledge with pedagogical application of that knowledge in classrooms. Students take a variety of dynamic, cutting-edge methods courses, including advanced methods courses in research in English education, methods of teaching writing and text, teaching postcolonial young adult literature and teaching writing in an era of standardization.

The innovative course of study culminates with an inquiry project related to English language arts instruction in secondary classrooms. The program empowers students to employ teacher research and inquiry to address questions they have about their own students' learning and their own teaching practice.

## **Application Process and Admission Requirements**

### ***Who Should Apply?***

The Department of English encourages applications from individuals with a range of educational backgrounds and experiences. Skills obtained by students currently practicing and transitioning in teaching are particularly useful to students in the Master of Arts in English Education, and graduates with Bachelor's degrees in fields such as Secondary Education might be particularly well-qualified to apply.

If you have questions about how your interests and qualifications might align with the program, please contact the Master of Arts in English Education's Academic Advisor, [Samantha Franze](#).

## ***Application Deadlines***

The Master of Arts in English Education program reviews applications on a rolling basis from January 1-June 15th.

## ***Admission Requirements***

Applicants must fulfill the requirements of both the Graduate College and The College of Liberal Arts and Sciences.

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in English, creative writing, English education, secondary education or secondary curriculum and instruction, or a master's degree in education or a closely related field from a regionally accredited institution. Current certification in secondary English language arts (grades 6-12), or equivalent certification, or a minimum of two years teaching English language arts in a school setting is required.

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00="A") in the last 60 hours of their first bachelor's degree program, or applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00="A") in an applicable master's degree program.

Applicants must submit:

- graduate admission application and application fee
- official transcripts
- statement of purpose
- resume
- two letters of recommendation
- proof of English proficiency

## ***Additional Application Information***

An applicant whose native language is not English must provide proof of English proficiency regardless of their current residency. Students should see the Department of English website for specific details about English proficiency requirements.

The one-page, single-spaced statement of purpose should explain how the master's degree program fits with the applicant's long-term goals.

Letters of recommendation should provide a clear picture of the applicant's potential for successfully completing a master's degree. At least some of the letters should be from university professors who are familiar with the applicant's academic work and with master' level academic programs.

## ***Note to Accelerated Applicants***

The Accelerated Program Pre-Application form requires the following steps (junior year - second semester):

1. Students meet with their [undergraduate academic advisor](#) to express interest and verify that they meet the following criteria: Be a BA English (Secondary Education) major, with 75 credit hours\*, a 3.5 GPA in the major, and a 3.0 GPA overall.
2. Fill out the Accelerated Program Pre-Application form found on the [Department Forms webpage](#) and email it to the [Accelerated Program](#)

- Coordinator. The undergraduate student will need their undergraduate advisor's signature on the form.
3. The student will be notified when they have been marked in the system as a "Candidate" to the accelerated program.
  4. Complete and return the signed 4+1 Agreement Form to the Accelerated Program Coordinator before courses begin.

Graduate Applications requires the following steps (senior year-first semester):

- In the first semester taking shared courses for the accelerated program students will complete a graduate application to the Master of Arts in English Education program. Accelerated applicants must submit the following:
  - graduate admission application and application fee
  - statement of purpose
  - resume
  - one letter of recommendation
  - proof of English proficiency
- Note: accelerated students apply for the semester they plan to begin the graduate program (the semester after their proposed graduation semester).
- The Master of Arts in English Education admissions committee will review the applicant's field and let students know whether they have been admitted to the accelerated program shortly after the submission deadline.

Note: The graduate application for the Master of Arts in English Education program must be submitted by October 1 for fall (the graduate applications for the following fall opens on September 1) and March 1 for spring (the graduate applications for the following spring opens on February 1).

\*90 credits MUST be completed by the beginning of the accelerated program (first semester of senior year). International Students for the accelerated program: Proof of English Proficiency is required for our Master's programs and can be satisfied in one of two ways:

- At least 90 semester hours of undergraduate coursework with a cumulative GPA of 3.0 or higher on a 4.0 scale.
- One of the following results on a standardized English proficiency test: (A) 100 (iBT) or 600 (PBT) or higher on the TOEFL; (b) 7.0 or higher on the IELTS. The Master of Arts in Linguistics and Applied Linguistics program will also accept a 68 or higher on the Pearson Test of English Academic (PTEA).

I-20

It is important to remember that once you graduate from the undergraduate program and begin the graduate program, you will have to receive a new I-20. Please stay in close contact with the International Students and Scholars Center: 480-727-4776 or [issc@asu.edu](mailto:issc@asu.edu)

## **Graderships**

A limited number of Gradership positions are available to motivated students who are not funded as Teaching or Research Assistants. Graders are assigned to a class for up to 20 hours per week to grade a variety of assignments, ranging from quizzes or exams to short informal writing or longer formal writing assignments. Most assignments are to online classes in the Fall and Spring semesters, though some in-person and summer opportunities are also available. There is a possibility to renew the Gradership each year that the Grader remains enrolled in the program. For more information, including the current hourly wage and application process, visit the [Gradership](#) webpage.

### ***International Students***

The Department of English welcomes applications from international students. [International students](#) who are from countries whose native language is not English (regardless of where they may now reside) must meet [English proficiency requirements](#) for the Department of English and ASU. [International Teaching Assistants](#) must also meet specific requirements to serve as TAs.

### ***Pre-admission Credits***

Pre-admission credits are classes applied toward degree completion but were taken prior to admission to the graduate program. These classes can be transfer courses from another institution or classes taken at ASU as a non-degree seeking student or as an admitted graduate student of another program.

Pre-admission credits cannot have been used toward another awarded degree. Students can use up to 12 credit hours of pre-admission credits with the program director or faculty advisor's approval. Pre-admission credits must meet the following requirements:

- taken at an accredited college or university
- graduate-level
- must have obtained a grade of "B" or better (or the equivalent) in the course(s)
- completed within three years of being admitted to this graduate program
- cannot have been applied to another degree

**Taking courses for graduate credit as an undergraduate or [non-degree student](#) does not ensure admission to the program or acceptance of the acquired graduate credits as part of the Plan of Study (iPOS).**

In order to apply these to the plan of study, ASU must have official transcripts from the accredited transfer institution.

The Graduate College is the final approvers of transfer courses on the iPOS. They have extensive rules regarding pre-admission credits. For complete details, consult the [ASU Graduate College Policy Manual](#).

### ***Deferring Your Start Date***

Graduate students in their first semester who need to defer their start date to a future semester may request to do so through the Request a Change link found on their MyASU. The deadline to defer for immersion students is the drop/add deadline

for session C and the deadline to defer for online students is the drop/add deadline for session B. Please discuss with your [advisor](#) before requesting a deferral.

## **Curriculum Requirements**

### ***MA English Education***

30 credit hours including the required applied project course (ENG593)

#### **Required Core (12 credit hours)**

ENG 501 Approaches to Research (3)

ENG 506 Methods and Issues in Teaching Language (3)

ENG 507 Methods and Issues in Teaching Composition (3)

ENG 606 Advanced Studies in English Education (3)

#### **Electives or Research (12 credit hours)**

Students are advised to take ENG 540 Teaching Young Adult Literature, two cohort courses, and three credit hours of ENG 592 Research.

#### **Other Requirements (3 credit hours)**

ENG 594 Conference and Workshop (3)

#### **Culminating Experience (3 credit hours)**

ENG 593 Applied Project (3)

### ***Culminating Experience***

The culminating experience of the Master of Arts in English Education is an applied project.

#### **Applied Project**

Students doing an Applied Project will work under the supervision of a faculty member, serving as Applied Project Director, on one of the following suggested projects or an approved project demonstrating equivalent skills. Students will present their work at the end of the semester:

1) Research Paper. Under this option, the student will work with the Applied Project Director to write a scholarly paper of article length (approximately 7,000-10,000 words).

2) Curriculum Design. Under this option, the student will work with the Applied Project Director to design a course for a specific instructional context. It will include an overview of the course, a detailed description of each component of the course, a sample syllabus, sample teaching materials and a relevant bibliography.

3) Professional Portfolio. Under this option, the student will work with the Applied Project Director to develop a portfolio to document his or her professional credentials, experiences and achievements in ways that are appropriate for their professional goals. In addition to a selection of papers (approximately 3 unrevised papers) written during the student's course of MA studies, the content of the portfolio must include a teaching philosophy statement taking into account current theories of pedagogy in field of specialization (approximately 7,000 words); or, a

review essay plus an annotated bibliography of a topic within field of specialization; the essay should contain an overview of the topic and summarize current trends in research, scholarship, and/or pedagogy (approximately 7,000 words).

**Faculty Committee:** Applied Project Director (Chair) and one additional member is required on the on the Plan of Study (iPOS). Usually, the area Program Director acts as a default second committee member unless the student wants a particular second committee member other than the area director. Usually the role of the second committee member is to assist the Applied Project Director in evaluating completed projects.

**Registration:** Students will fill out the [Independent Study Form](#) for ENG 593 Applied Project. The Applied Project Director (Chair) will sign the form (or if they are unable to sign the form, their email approval serves as the signature) and students will email the completed form to [englishadvising@asu.edu](mailto:englishadvising@asu.edu). Our front office staff will process the form and give the student access to register. Note: the default is one credit hour so students will need to ensure they register for three credit hours.

Please note that the Department Chair serves as a placeholder on all independent study courses and should not be contacted about the project. Students needing to discuss registration and the specifics of the project/timeline for completion should contact their Applied Project Director.

**Oral Presentation of Applied Project:** Students are required to present their work at the end of the semester to the public in a conference format along with other students who have completed Applied Projects.

**Evaluation Criteria:** Based on the written Applied Project and the oral presentation, and considering evaluative feedback from the second committee member, the Applied Project Director will award a grade for ENG 593: Applied Project. A grade of B or better or a Y is required to graduate.

## **Timeline for Degree Completion**

The MA in English Education is designed to be completed in 1 year of full-time enrollment with coursework during the Fall, Spring, and Summer semesters.

The Graduate College sets a time limit of 6 years from the semester and year of admission to the Masters program for completing all program requirements.

### **Yearly Progress**

#### **MA English Education**

To complete the program in the designed one year, students will generally progress as follows:

Fall Semester: Students take 9 credit hours, consisting of: ENG 501 Approaches to Research, ENG 506 Methods and Issues in Teaching Language, and ENG 507 Methods and Issues in Teaching Composition.

Spring Semester: Students take 12 hours credit hours, consisting of two cohorted elective courses (level 500 and above), ENG 606 Advanced Studies in English

Education, and 3 credit hours of ENG 592 Research (Please note: the default when registering is 1 credit hour and it must be changed to 3 credit hours).

Summer Semester (Session A): Students take 9 credit hours, consisting of ENG 594 Central Arizona Writing Project and 3 credit hours of ENG 593 Applied Project (Please note: the default when registering is 1 credit hour and it must be changed to 3 credit hours)

Summer Semester (Session B): Students take one 3 credit hours, consisting of ENG 540 Teaching Young Adult Literature

### **Accelerated Program BA English (secondary education) and MA English Education**

By Fall semester of Senior year: ENG 471 Literature for Young Adults, ENG 482 Methods of Teaching Language, SED 322 Classroom Leadership in Secondary Schools, SED 496 Clinical Experience III, ENG 486 Teaching Text, and ENG 501 Approaches to Research - students must receive an override from their undergraduate advisor

Spring Semester of Senior year: students take SED 478 Student Teaching Secondary Ed (grades 7-12) (9 credit hours) and ENG 598 Special Topics in English Education - students must receive an override from their undergraduate advisor

Fall semester of MA: Students take ENG 506 Methods and Issues in Teaching Language and ENG 507 Methods and Issues in Teaching Composition

Spring semester of MA: Students take ENG 606 Advanced Studies in English Education and 3 credit hours of ENG 592 Research

Summer of MA: Students take ENG 594 Central Arizona Writing Project and 3 credit hours of ENG 593 Applied Project

## **Advising**

### **Role of the Director of Graduate Studies**

The Director of Graduate Studies maintains the overall academic integrity of the graduate degree program, and acts as liaison among the faculty and the college administration, staff, and students. The DGS works with the Associate Chair of Curriculum to oversee the administration of the Department's graduate degree programs and certificates. The DGS also coordinates recruitment, retention, funding, and placement of graduate students; implements new initiatives and policies and manages academic conduct issues in graduate-level courses. The DGS facilitates professional development for graduate students and works with graduate students on programs and initiatives to build community among students and serves as liaison between Department leadership, the Graduate College and The College of Liberal Arts and Sciences.

### **Role of the Graduate Advisors**

Graduate advisors help students interpret departmental and university policies and procedures, as well as navigate university systems and program requirements. Questions regarding coursework applicable to their degree should be addressed with

the student's assigned academic advisor (listed on the iPOS). Graduate advisors are the main source of information for students as they move through the program. Students should reach out to their advisors when they have questions. They provide advising in many areas, including but not limited to:

- Admissions
- New Student Orientation
- General Advising
- Degree Requirements
- iPOS (Plan of Study)
- Degree milestones (exams, defenses, etc.)
- Department of English Policies
- Graduate College Policies
- Funding (including TA opportunities)
- Graduation

### ***Meet Your Advisor***

The Graduate Advisor for the Master of Arts in English Education is [Samantha Franze](#). Students should meet with their Graduate Advisor at least once per year to plan their coursework and track their progress toward satisfying degree requirements. Please make appointments by email and contact the advisor in advance if you need to cancel.

Once a master's student completing an Applied Project has chosen a committee chair, that faculty member becomes a key source of scholarly and professional advice. To make good progress, students should keep in close contact with their chair as well as their Graduate Advisor.

### ***Continuous Enrollment and Leave of Absence (LOA)***

Once admitted to a graduate degree program, students must be registered for a minimum of one graduate credit hour (not audit) during all phases of their graduate education. This includes periods when they are engaged in research; working on or defending their thesis, applied project or dissertation; or in any other way using university facilities or faculty time including the term in which they graduate.

Registration for every fall and spring semester is required. Summer registration is required for students who have been admitted for summer, are completing culminating experiences or incomplete grade work, taking an exam, or graduating from their degree program.

Grades of "W" (withdrawal) or "X" (audit) are not considered valid registration for continuous enrollment purposes. "W" grades are received when students officially withdraw from a course after the course drop deadline. "X" grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of "I" (incomplete) must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an [incomplete grade](#). If the work is not completed and the grade changed within one year, the "I" grade becomes permanent.

Students planning to discontinue enrollment for a semester or more must submit a Leave of Absence (LOA) via their iPOS prior to the semester that the student plans to take the leave. Students do not need an approved iPOS on file to submit a LOA petition, but students will need to read and accept the first page to move on to the petition section. Students will select "Leave of Absence" under the Petition type, and then select the semester they want to begin the LOA. A petition for an LOA must be approved by the department and the Graduate College. Students may request a leave without course registration for a maximum of two semesters during their entire program.

A student on leave is not required to pay fees, but in turn is not permitted to place any demands on university faculty and staff, or use any university resources. Students who do not enroll for a fall or spring semester without an approved leave of absence by Graduate College are considered withdrawn from the university under the assumption that they have decided to discontinue their program. **Students discontinued for failure to enroll without an approved Leave of Absence may reapply for admission to resume their degree program. The application will be considered along with all other new applications to the degree program. There is no guarantee of admission and not all prior credits may count.**

Students who experience distress or crisis that inhibits their academic studies during a semester should contact their academic advisor, the Director of Graduate Studies, and/or [Student Services](#) to discuss medical or compassionate withdrawal or other accommodations.

### ***Types of Withdrawals***

Students may drop or withdraw from a class up until the appropriate deadline: <https://students.asu.edu/drop-add>

A student can withdraw from the session called a "[complete session withdrawal](#)". This will withdraw the student from the university. It will not count towards [continuous enrollment](#) if a student wants to resume their studies. The student would need to reapply to the program, and any courses taken prior to this semester will be "preadmission."

A student can make a [medical/compassionate withdrawal](#) if they qualify. They would need to have documentation. This type of withdrawal will not affect continuous enrollment. [The College medical/compassionate withdrawal site](#) can be used as a great resource for step-by-step instructions.

Voluntary Withdrawal from a Graduate Degree Program: This [form](#) must be completed if a student wishes to entirely withdraw from a graduate program (i.e., not just for a limited time).

Other than dropping/withdrawing from a class, students should make the graduate advisor aware of plans to withdraw.

### ***International Student Enrollment Requirements***

In order for international students who are not TAs to maintain good standing for their VISAs, they must take a minimum of **9 credit hours** per semester (i.e., 3 classes), 6 credits of which should be face-to-face classes.

*Resources Available to International Students:*

[International Students and Scholars Center](#) 480-727-4776, located on the first floor of the Student Services Building, [issc@asu.edu](mailto:issc@asu.edu)

The International Student and Scholar Center provides a variety of services including orientation, immigration advising, referrals and programming. Their programming includes activities that assist international students in meeting people and adjusting to their new lives at ASU.

[Global Launch](#): Global Launch is an intensive English as a second language program, which prepares students for academic work at the university level. Students may enter the appropriate level classes several times during the year. Fees are separate from ASU tuition. Please contact their department for more information 480-965-2376.

### ***Plan of Study***

The interactive plan of study (iPOS) is the official record of a graduate student's program plans: a list of what a student has already taken, is presently taking, and will take to complete the degree requirements. Completing the iPOS in a timely manner is a requirement of the program.

**Deadlines:** It is recommended that students complete the iPOS in the first semester of the program. A completed and approved iPOS is required before students can begin working on an Applied Project. Master's students must submit their iPOS before they have completed 50 percent of their program. Failure to do so may result in a hold on registration.

**Procedure for Filing:** Before accessing the iPOS, students should consult the Graduate College [webpage](#) for instructions and tutorials on how to complete the iPOS. The iPOS is filed online via [MyASU](#) by clicking on the iPOS link, selecting "Graduate Interactive Plan of Study (iPOS)," and selecting the appropriate degree program. Students experiencing technical difficulty with submission should contact [ipos-q@asu.edu](mailto:ipos-q@asu.edu).

To receive departmental to approval of an iPOS, students must follow these instructions:

1. **Consult with your Graduate Advisor** to plan how you will fulfill degree requirements.
2. **Complete and submit your iPOS** via MyASU. You will need to select the appropriate requirements for your degree (i.e., foreign language, thesis, applied project, capstone, written exam, etc.). Students should list their committee chair and list the Director of English Education, Christina Saidy, as the additional member. If Dr. Saidy is your chair, an additional English Ed faculty can be chosen as the second member. Note: If you are unsure of who will be your chair at the time of submitting your iPOS, please list Dr. Saidy as the chair until your official chair is chosen. She will then be switched to the additional member on your committee.

3. **Email [Samantha Franze](#) for department approval.** If there are any issues, the iPOS will be sent back to you and you will be notified of what needs to be changed.
4. **Once the proposed courses have been approved, the iPOS will be sent to the Graduate College for final approval.**

**Submitting Changes and Updates:** Once a Plan of Study is approved, students who take a course other than what was initially planned must submit a **course change request** through the MyASU iPOS link. Likewise, to add or delete committee members or change the committee chair, students must file a **committee change request** through the MyASU iPOS link. **Before scheduling an exam or defense students, students must verify that the Plan of Study correctly matches the evaluation committee.**

## ***Class Registration***

### **ASU Registration Procedures**

Once you have cleared any registration holds and your registration date has arrived, you are ready to [register for classes](#). You can also [search for available classes online](#). Consult the [Academic Calendar](#) for more information on important dates/deadlines.

Note: Graduate advisors cannot enroll or drop courses on student's behalf. These actions must be completed by the student through their MyASU.

### **Department of English Registration Procedures**

Some classes require special clearances.

### ***To register for research/dissertation/thesis/continuing registration:***

Download the [Independent Study form](#). Complete the top portion and obtain the required signature. Be sure to include the line number of the course, your ASU ID, and your email address. For thesis, research, dissertation, or applied project obtain committee chair's signature on "instructor" line. For reading and conference, obtain the signature of the professor with whom you will be working. Email the completed and signed form to [englishadvising@asu.edu](mailto:englishadvising@asu.edu) for clearance to register. This procedure is used to grant clearance only. Students must still register for the class. Make sure to indicate the correct number of credits, as the default is one credit.

**Override Authorization** is required for classes that are full, have a time conflict, or unmet prerequisites. Follow Course Override procedures and use the [online form](#).

### ***Satisfactory Academic Progress***

To ensure that students complete their degrees in a timely manner, get the most out of their experience at ASU, and meet requirements of the degree and department, graduate advisors will review student progress annually.

For satisfactory academic progress, students must maintain continuous enrollment with a GPA at or above the 3.0 minimum required for graduation and no more than three incompletes on their transcripts. Additionally, students must satisfy program requirements, including coursework, exams, and culminating experiences in a timely manner.

Students who are not making satisfactory progress may be recommended for dismissal from the program, according to university regulations. Students who are being recommended for dismissal from the program due to unsatisfactory progress will be sent a letter in the mail as well as an email and will have the opportunity to appeal.

**Minimum GPA:** All English graduate students must maintain a minimum 3.00 grade point average (GPA) every semester to maintain satisfactory academic progress. In order to graduate, the minimum 3.00 GPA must be maintained on all GPA's calculated for the following: Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA. **Students on academic probation must maintain a 3.0 GPA or higher for the grades in each of their next two semesters.**

1. The iPOS GPA is calculated on all courses that appear on the student's approved iPOS (with the exception of LAW and Transfer credits)
2. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.
3. Cumulative ASU GPA represents all courses completed at ASU during the graduate career.
4. Courses with grades of "D" (1.00) and "E" (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA.
5. Courses with an Incomplete "I" grade cannot appear on the iPOS.

### ***Program Change Request***

The Request a Change system is available for graduate students through their MyASU to *defer their start date* to a future semester, request a *program change* within the same department (if applicable), or request a *campus change* (online to Tempe or vice versa if applicable).

While the system does not have a cap on how many change requests can be made, the Department of English will only allow a master's student to request **one program change** during their graduate program. A strong justification for requesting the program change and supporting documents for the new graduate program will be required. Please note that even with a justification, the request may still be denied.

PhD students cannot use the Request a Change system to change their PhD program and must apply to the program they are interested in by submitting a new application.

### ***Grades***

The final passing grade for Research (ENG/LIN 592, 792), Thesis (ENG/LIN 599), and Dissertation (ENG/LIN 799) is a Y. Letter grades are awarded at faculty discretion. Continuing registration (ENG/LIN 595, 795) remains a Z. For ENG/LIN 592, grade options are A, B, C, D, or E. Y/Z is NOT an option. The final passing grade for Dissertation (ENG/LIN/APL 799) is Y. A Z is in progress.

Students doing Applied Project (ENG/LIN/FMS 593) or Capstone (ENG 597) must earn a B or better to graduate.

## **Incomplete (I) Grades**

Incompletes are given at the discretion of the instructor of a course. Per the [University Registrar](#), a mark of "I" (incomplete) may be given by the instructor when a student is otherwise doing acceptable work but is unable to complete the course because of illness or other conditions beyond their control. Students must arrange with the instructor for the completion of the course requirements. The arrangement is recorded on the [Request for Grade of Incomplete form](#), which outlines other stipulations. The completion date is determined by the instructor but may not exceed one calendar year from the date the mark of "I" is recorded. An "I" in a graduate course (500-level or above) will become a permanent part of the student's transcript if not completed within one year.

Per [Graduate College policy](#), graduate students must be enrolled in at least one graduate credit in the semester(s) during which they are working with the instructor to finish work for the incomplete.

Receiving an incomplete may have implications for a student's financial aid. It is the responsibility of the student to confirm with the [Financial Aid Office](#) whether an incomplete grade may affect their current or future aid.

The Department of English permits no more than three incompletes on a student's transcript at any time. Students who experience serious and unavoidable difficulties may consider options for [compassionate or medical withdrawal](#).

## **Internal Process for Complaints and Concerns**

**Grades:** Complaints about individual assignments are to be discussed with the class instructor, not with the department. Complaints about a final course grade should be discussed with the instructor in at least one conference soon as possible after the grade is awarded. [University policy for student appeal procedures on grades | Academic Catalog](#)

**Non-Grade Issues:** If a student has a concern, problem, or complaint that does not fit within the duties or abilities of the student's advisor, dissertation or thesis chair, or applied project director, they should seek counsel from the Graduate Program Manager or Director of Graduate Studies. The Program Manager and Director are often able to work toward a positive resolution of problems and can provide university wide resources in order to do so. The Dean of Students Office can be an additional resource where concern, problem, or complaints are not of a departmental nature—such as mental or physical health, financial aid, and items related to the ASU student code of conduct. [Dean of Students | Educational Outreach and Student Services](#)

## **Application for Graduation**

Students should apply for graduation during the semester of planned graduation and no later than the date specified in the most current version of the Graduate College's [Graduation Deadlines and Procedures](#). **Students are responsible for knowing the University deadlines.** The Graduate Application for Graduation is through MyASU. Additional instructions on applying for [graduation](#) are online.

## Internships

[Graduate internships](#) offer students the opportunity to work in a variety of fields that promote positive learning transfer from academic spaces to professional spaces. Students can explore career pathways and develop and articulate their humanist values within and beyond academia. Internships can be completed in person or remote through local, national, or global contexts and can be paid or unpaid. Academic credit for internship work is available for both immersion and online students through courses that build career readiness using a strong model of reflective professional practice, supervised academic work, and professional mentoring, networking, and development.

Students wishing to explore internship options can get started in five easy steps:

Step 1: Consider your skills, interests, and career goals. Sign up for helpful career exploration and planning tools like [ImaginePhD](#). It's not just for PhD students!

Step 2: Explore internship opportunities posted on the Department of English [Internship and Career Exploration Facebook page](#) and other general resources such as ASU Handshake or LinkedIn Jobs.

Step 3: Reach out to the Director of Internships and Careers [Ruby Macksoud](#) for a personalized meeting.

Step 4: Apply and interview for an internship(s). Secure and accept an internship offer.

Step 5: Work with the Director of Internships and Careers to complete the required internship registration paperwork and to enroll in an academic internship course (i.e., ENG/LIN 584 or 784).

\*Please note that the internship registration paperwork must be completed at least 2-3 months in advance of starting an internship, and graduate course override permission will only be given after all registration paperwork has been processed.

## Resources

### ***Financial Support***

The Department of English grants [fellowships/scholarships](#) and teaching assistantships on a competitive basis. For information on how to apply for an assistantship, visit the [website](#). A 50 percent teaching assistantship (20 hours/week) comes with full waiver of tuition, health insurance, and a stipend. Admission into and continuation within the program is not a guarantee of this funding. Teaching assistantships are reserved for PhD and MFA students only. MA and MTESOL students are not funded.

Continuing students may apply for internal and external awards, scholarships, travel awards and dissertation fellowships. The Department of English will send emails to students about scholarships and travel funding opportunities, including Graduate College Travel Awards when they become available. Students should keep an eye on their email for announcements and deadlines.

The [Graduate and Professional Student Association \(GPSA\)](#) has travel and research funding opportunities that students may apply for, including a JumpStart Research Grant. Students may also participate in the process by serving as award reviewers.

Students should also visit the Graduate College's website and other links for student funding resources:

- [Graduate College at ASU](#)
- [Federal Student Aid \(Student Loans\)](#)
- [Working at ASU](#)
- [Financial Aid Resources](#)
- [Financial Aid for International Students](#)
- [Scholarships](#)

### ***Student Health Insurance***

Students who wish to enroll in Student Health Insurance through ASU must do so within the first two weeks of the semester. Students should sign in to their MyASU, under Campus Services, click on Health & Wellness Resources, and then click Health Insurance and Enroll/Cancel. Students are automatically re-enrolled. To confirm enrollment, check your student account for Health Insurance Charge. Cancellation is the same steps as enrolling listed above and must be done during the open enrollment period. International students are automatically enrolled. Visit ASU [Health Services](#) for more information on student health insurance enrollment deadlines, premium charges, and coverage.

### ***Professional Development***

The Department of English strives to assist students in all aspects of their professional development to ensure they will be poised for the job market. Information about succeeding in graduate programs, conferences, job market resources and graduate studies videos can be found on the Department's [Professional Development webpage](#).

### ***Graduate Writing Centers***

ASU's Writing Centers, through the University Academic Success Program, provide writing centers for ASU graduate students from all disciplines where you can:

- Get feedback on writing projects at any stage.
- Get help organizing a writing group.
- Attend workshops about writing.
- Receive coaching on navigating graduate school life.

The ASU Graduate Writing Centers currently serve students at these locations:

1. Downtown Phoenix: University Center Building (UCENT), Room 101
2. Tempe: 711 E Lemon St #38; 480-965-9072
3. West: Fletcher Library (FLHLB), LL2; 602-543-6151
4. Polytechnic campus: 5988 S Backus Mall; 480-727-1452

For more information or to schedule an appointment, please visit the [Graduate Academic Support](#) or call (480) 965-9072.

## ***Student Well-Being***

Our students' health and well-being are our top priority. Please don't hesitate to contact us with questions and concerns.

GPSA's [Graduate Wellness Resources](#) is a one-page resource guide to financial, social, emotional, and physical health and wellness for ASU graduate students. The [10 Best Practices in Graduate Student Wellbeing](#) include proven ways to assist graduate students in bettering their health under the increasing demands of graduate school. There are also multiple services offered by ASU to further help students:

- [Counseling Services](#)
- [Health Services](#)
- [Student Accessibility and Inclusive Learning Services \(SAILS\)](#)

The Arizona State University [Victim Advocate](#) ensures crime victims on any ASU campus, witnesses and family members receive free, confidential support. You do not need to file a police report or be a patient or Health or Counseling Services to meet with ASU Victim Advocates. If you have questions, contact Victim Advocates or call 480-965-0107.

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.

[Title IX](#) protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact [titleixcoordinator@asu.edu](mailto:titleixcoordinator@asu.edu) or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to [www.asu.edu/reportit/](http://www.asu.edu/reportit/).

Veterans should visit the Pat Tillman Veterans Center website for more information on benefits and services: <https://veterans.asu.edu>

## ***Faculty***

A list of [Department of English faculty](#) can be found online. A list of graduate faculty can be found on the [Graduate College website](#).

## ***Facilities***

### **Computing Resources for Graduate Students**

Graduate students have access to the Media Learning Lab in RBHL 115 with ISAAC access. Students requiring ISAAC access should use [this form](#) to add access via their sun card. There is also a computing pod in the common area around the TA neighborhoods on the first floor of RBHL. For more information about the technological features in Ross-Blakley Hall, see this [webpage](#).

Contact [Bruce Matsunaga](#) for questions. Information on printing can be found [here](#).

### ***Tuition and Fees***

Students can find information on [tuition and fees](#) online. A Tuition Calculator and schedule are both available for students' use. Note: Tuition is waived for students who hold teaching assistantships. All students, including TAs, are responsible for paying fees each semester.

### ***Frequently Asked Questions***

Graduate students may check the [FAQs webpage](#) for general information.

## **University Contacts**

<b>Department</b>	<b>Phone</b>
ASU Switchboard	(480) 965-9011
<a href="#">Bookstore</a>	(480) 965-3191
<a href="#">ASU Health Services</a>	(480) 965-3349
<a href="#">Career and Professional Development Services</a>	(480) 965-2350
<a href="#">ASU Counseling Services</a>	(480) 965-6146
<a href="#">Graduate Admissions</a>	(480) 965-6113
<a href="#">Graduate College</a>	(480) 965-3521
<a href="#">Graduate and Professional Student Association (GPSA)</a>	(480) 727-9870
<a href="#">Graduation Office (Registrar)</a>	(480) 965-3256
<a href="#">Handshake</a>	
<a href="#">International Students and Scholars Center</a>	(480) 727-4776
<a href="#">Meal Plans</a>	(480) 965-3463
<a href="#">Parking and Transit Services</a>	(480) 965-6124
<a href="#">Public Events (Gammage)</a>	(480) 965-5062
<a href="#">Records (Academic)</a>	(480) 965-3124
<a href="#">Residency</a>	(480) 965-7712
<a href="#">Residential Life</a>	(480) 965-3515
<a href="#">Scholarship Office</a>	(480) 965-4845
<a href="#">Student Accessibility and Inclusive Learning Services (SAILS)</a>	(480) 965-1234
<a href="#">Student Business Services</a>	(855) 278-5080
<a href="#">Student Employment</a>	(480) 965-5186
<a href="#">Student Financial Assistance</a>	(855) 278-5080
<a href="#">Student Recreation Complex</a>	(480) 965-8900

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ASU Health Services	(480) 965-3349
Career and Professional Development Services	(480) 965-2350
Sun Card Office	(480) 965-2273
Sun Devil Ticket Office	(480) 727-0000
Testing Services, University	(480) 965-9291
University Technology Office	(480) 965-6500
ASU Veterans Resources	(480) 965-7723