



# **Master of Arts in English**

## **Graduate Student Handbook**

### **2024-2025**

**Department of English  
The College of Liberal Arts & Sciences  
Arizona State University**

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## **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

## **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 MA English**

The MA program in English allows for a variety of studies within five distinct tracks:

**Comparative literature:** Students interpret cultural productions in English and at least one other language, utilizing approaches including textual criticism, critical theory, and translation and cultural studies.

**English studies:** Students in this online track learn how to interpret complex cultural, historical, literary and language-related materials and also articulate and mobilize this knowledge for general audiences through a series of courses from across disciplinary areas of study.

**Literature:** Students develop skills in literary and cultural analysis, exploring social and historical contexts, as well as addressing theoretical issues and pursuing interdisciplinary modes of inquiry.

**Writing, rhetorics and literacies:** Students engage with various approaches to the history, theory and practices of rhetoric and pedagogies of writing and composition.

## **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 and interests in culture and language, digital literacy, environmental studies, film analysis, linguistics, literary and cultural studies, or young adult literature are useful to students in the MA English. Graduates with Bachelor's degrees in English and other related fields such as communications, education, film and media studies, foreign languages, history, philosophy, or sociology 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 MA in English's Academic Advisor for the Tempe-campus, [Samantha Franze](#), or the MA in English's Academic Advisor for the fully online program, [Ella Burrus](#).

### ***Application Deadlines***

The Tempe-campus considers applications with the following deadlines:

- MA English (Writing, Rhetorics, and Literacies): January 1 and April 15 for fall
- MA English (Literature): July 22 for fall and December 14 for spring.
- MA English (Comparative Literature): May 1 for fall and December 14 for spring

The online MA English (English Studies) program considers applications on a rolling basis. The deadlines for consideration are:

- Fall 2024 Admission: July 20, 2024 session A, September 13, 2024 session B (in the application, select "Fall (Aug)")
- Spring 2025 Admission: December 11, 2024 session A, February 12, 2025 session B (in the application, select "Spring (Jan)")
- Summer 2025 Admission: April 18, 2025 session A, June 1, 2025 session B (in the application, select "Summer (May)")

### ***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 from a regionally accredited institution.

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.

All applicants must submit:

1. graduate admission application and application fee
2. official transcripts
3. statement of purpose
4. resume or curriculum vitae
5. letters of recommendation
6. academic writing sample relevant to the field
7. 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. Your application will not be processed without valid proof of English

proficiency. More information about English proficiency requirements can be found [here](#). Please note that official scores must be sent to ASU in order for your application to be processed.

Applicants to the comparative literature track must prove fluency in a foreign language at a level sufficient for graduate study.

The one- to two-page, single-spaced statement of purpose should detail the applicant's background, reasons for wanting to do graduate work in the track to which the applicant is applying and plans for the future.

Three letters of recommendation are required for applicants to the comparative literature, literature, and writing rhetorics and literacies tracks. Applicants to the English studies track are required to submit two academic or professional letters of recommendation; a third recommendation letter is optional.

An academic writing sample is required for applicants to the comparative literature, literature and writing rhetorics and literacies tracks. Applicants to the English studies track are not required to submit a writing sample as the statement of purpose serves as the writing sample.

### **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 Linguistics and Applied Linguistics 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 Linguistics and Applied Linguistics 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 Linguistics and Applied Linguistics 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](#) handbook.

### **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**

30 credit hours and a thesis - Comparative Literature Track, or  
30 credit hours and a thesis - Literature Track, or  
30 credit hours and a thesis - Writing, Rhetorics and Literacies Track, or  
30 credit hours including the required applied project course (ENG 593) - Comparative Literature Track, or  
30 credit hours including the required applied project course (ENG 593) - Literature Track, or  
30 credit hours including the required applied project course (ENG 593) - Writing, Rhetorics and Literacies Track, or  
30 credits hours including the required capstone course (ENG 597) - English Studies Track

**Master of Arts in English - Comparative Literature Track**

**Required Core (3 credit hours)**

ENG 501 Approaches to Research (3)

**Track Requirements (15 credit hours)**

One course in concept and methods (3)

An approved graduate course in comparative literature, criticism or translation

Four courses in a language other than English (12)

Selected with advisor approval

**Electives (6 – 9 credit hours)**

Electives are selected with advisor approval. Total credit hours required depends on culminating experience.

**Culminating Experience (3 – 6 credit hours)**

ENG 593 Applied Project (3) or ENG 599 Thesis (6)

**Master of Arts in English – English Studies Track**

**Required Core (3 credit hours)**

ENG 501 Approaches to Research (3)

**Track Requirements (18 credit hours)**

One course in linguistics chosen from the following or with advisor approval (3):

APL 557 Computer-Assisted Language Learning

APL 558 Computer-Assisted Language Learning Praxis

LIN 510 Linguistics

LIN 517 History of the English Language

LIN 520 Second Language Acquisition Theory

LIN 521 Methods of teaching English as a second language

LIN 522 Grammar

LIN 523 Language Testing and Assessment

LIN 524 Curriculum Design

LIN 591 Topic Teaching English as an International Language

LIN 591 Native Speakerism

LIN 591 English for Specific Purposes

One course in literature chosen from the following or with advisor approval (3):

ENG 502 Contemporary Critical Theories

ENG 523 Environmental Humanities

ENG 534 Topic: Shakespeare

ENG 535 Topic: Studies in Jane Austen

ENG 536 Topic: American Captivities

ENG 536 Topic: The 19th Century American Novel

ENG 560 Topic: Magical Realism as a Global Genre

ENG/WWS 568 World War II in Literature

One course in writing, rhetorics and literacies chosen from the following or with advisor approval (3):

ENG 551 Topic: Classical Rhetorics

ENG 552 Composition Studies

ENG 553 Technologies of Writing

ENG 556 Theories of Literacy

One course in English Education chosen from the following or with advisor approval

(3):

ENG 507 Methods/Issues Teaching Composition

ENG 540 Teaching Young Adult Literature

ENG 598 Topic: Teaching Literacy for Action and Change

Two additional classes chosen from the above track requirement lists (6)

**Electives (6 credit hours)**

Electives are selected with advisor approval.

**Culminating Experience (3 credit hours)**

ENG 597 Graduate Capstone Seminar (3)

***Master of Arts in English – Literature Track***

**Required Core (3 credit hours)**

ENG 501 Approaches to Research (3)

**Track Requirements (18 credit hours)**

ENG 502 Contemporary Critical Theories (3)

One course courses in early literatures & cultures chosen from the following or with advisor approval (3):

ENG 533 Studies in Medieval Literature

ENG 534 Studies in Renaissance Literature

ENG 535 Studies in 18th- and 19th-Century British Literature

ENG 536 Studies in American Literature Before 1900

ENG 632 Advanced Studies in Medieval and Renaissance Literature and Culture

One course in modern and contemporary literatures and cultures chosen from the following or with advisor approval (3):

ENG 537 Studies in Modern and Contemporary British Literature

ENG 538 Studies in Modern and Contemporary American Literature

ENG 539 Studies in Modernist and Postmodernist Literature and Theory

ENG 639 Advanced Studies in Modernism and Postmodernism

One course in global, ethnic, and transnational literatures & cultures chosen from the following or with advisor approval (3):

ENG 504 Cross-Cultural Studies

ENG 542 Studies in North American Ethnic Literatures

ENG 544 Studies in Colonial and Postcolonial Literature

ENG 603 Advanced Studies in Comparative Literature

ENG 642 Advanced Studies in Ethnic, Anglophone, or Post-Colonial Literatures

One course in methods and approaches chosen from the following or with advisor approval (3):

ENG 523 Environmental Humanities

ENG 555 Literary and Cultural Pedagogies

ENG 580 Practicum

ENG 604 Interdisciplinary Cultural Studies

One course in language and linguistics chosen from the following or with advisor approval (3):

CHI 401 Fourth-Year Chinese I

CHI 407 Chinese for Academic and Professional Purposes I

CHI 482 History of the Chinese Language

ENG 530 Old English

ENG 532 Middle English Dialects

ENG 550 Translation  
ENG 413 History of the English Language  
FRE 411 Advanced Spoken French  
FRE 550 French for Reading Knowledge  
GER 550 German for Reading Knowledge  
ITA 413 Advanced Italian  
ITA 550 Italian for Reading Knowledge  
JPN 414 Introduction to Classical Japanese  
JPN 586 History of Japanology  
LIN 510 Linguistics  
LIN 517 History of the English Language  
SLV 440 History of Slavic Languages  
SPA 400 Fundamentals of Spanish Linguistics  
SPA 412 Advanced Conversation and Composition  
SPA 540 History of the Spanish Language  
SPA 550 Spanish for Reading Knowledge

**Electives (3 – 6 credit hours)**

Electives are selected with advisor approval. Total credit hours required depends on culminating experience.

**Culminating Experience (3 – 6 credit hours)**

ENG 593 Applied Project (3) or ENG 599 Thesis (6)

***Master of Arts in English – Writing, Rhetorics and Literacies Track***

**Required Core (3 credit hours)**

ENG 501 Approaches to Research (3)

**Track Requirements (12 credit hours)**

One course in rhetoric theory chosen from the following (3):

ENG 551 Rhetorical Traditions  
ENG 554 Rhetorics of Race, Class, and Gender  
ENG 556 Theories of Literacy

One course in composition theory chosen from the following (3):

ENG 552 Composition Studies  
ENG 553 Technologies of Writing

Two 600-level courses chosen from the following or with advisor approval (6):

ENG 651 Advanced Studies in the History and Theories of Rhetoric  
ENG 652 Advanced Composition Studies  
ENG 654 Advanced Studies in Rhetoric, Writing, Technology, and Culture  
ENG 655 Disciplinary Discourses  
ENG 656 Studies in Cross-Cultural Discourse

**Electives (9 - 12 credit hours)**

Electives are selected with advisor approval. Total credit hours required depends on culminating experience.

**Culminating Experience (3 – 6 credit hours)**

ENG 593 Applied Project (3) or ENG 599 Thesis (6)

***Culminating Experience***

The culminating experience of MA English – English Studies is the Graduate Capstone Seminar. The culminating experience of the MA English – Comparative Literature, MA English – Literature, and MA English – Writing, Rhetorics and Literacies is either an applied project or a thesis. Students in an accelerated program for any of these tracks must complete an applied project as their culminating experience.

### **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.

### **Thesis**

An MA thesis is a document of between 35 to 60 double-spaced pages in length (plus endnotes and bibliography) that addresses a well-focused research question or problem. The thesis often develops and expands work written for a course or courses during the MA program. The completed thesis is defended in an oral examination.

In most cases, the thesis needs more than one semester of work to complete, regardless of the number of thesis hours taken during that semester. In other words, for most people it makes more sense to stretch the project over two semesters rather than to expect to begin and finish in one semester.

**MA Thesis Chair:** Students should begin their thesis work by identifying a faculty member with research interests similar to the student's who agrees to serve as the MA Thesis Chair. If a student wants two faculty members to co-chair, both faculty members must agree to co-chair with each other. The student then works with the MA Thesis Chair to choose a thesis topic, define its scope, determine a method of research, and establish a timeline for completing and defending the thesis.

**MA Thesis Committee:** Once the topic of the thesis is agreed upon, the student works with the MA Thesis Chair to identify other suitable committee members. The MA thesis committee consists of at least three members (including the MA Thesis Chair) on the graduate faculty, ordinarily specialists in the area of the thesis. Only tenured or tenure-track faculty members can serve on the committee. Petitioning to have committee members from outside the department's graduate faculty will be handled by the department chair in consultation with the director of graduate studies. The Plan of Study (iPOS) is the student's official notification to the Graduate College of the committee membership.

**Registration:** Students will fill out the [Independent Study Form](#) for ENG 599: Thesis. It is recommended to stretch the project over two semesters registering in 3 credits per semester rather than completing all 6 credits in one semester. The MA Thesis 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). The Department of English front office staff will process the form and give the student access to register. No student will be allowed to register for thesis hours who does not have an approved [Plan of Study \(iPOS\)](#). Note: the default when registering is one credit hour. Students will need to ensure they register for the correct amount of credits.

Please note that the Department Chair serves as a placeholder on all independent study courses and should not be contacted about the project. Students should only

contact their Thesis Chair about registering and to discuss the specifics of the project/timeline of completion.

**Thesis Defense:** Students planning to graduate in a given semester must complete their thesis and schedule their defense in time to meet all [Graduate College deadlines](#). The Graduate College defense scheduling system does not automatically schedule rooms. Therefore, students must reserve a room using the Department of English's [room scheduling form](#) before scheduling a the defense through MyASU. Room scheduling can sometimes take up to three days, so please allow ample time. After the room scheduling is confirmed, students must schedule the defense with the Graduate College via their iPOS (which can be accessed through the "schedule your defense" tab of the MyASU homepage) at least ten working days before the defense date. All milestones such as completed iPOS and exams must be completed before a defense can be scheduled.

The final thesis must be formatted according to the Graduate College's [required format](#) and must be submitted for [format approval](#) at least 10 working days before the defense. The Graduate College schedules helpful workshops on thesis and dissertation preparation, and the department encourages attendance.

Oral defenses of the thesis are announced in the English Department. A student preparing for a defense should send an email to their [graduate advisor](#), which will include student name, thesis title, date, time, room, committee chair, committee members, and a brief abstract. The abstract should be in the body of the e-mail, not as an attachment.

It is English department policy that defenses must be scheduled only in the fall and spring semesters; summer defenses are being allowed only in cases of unusual hardship.

**Evaluation Criteria:** The committee will judge the thesis by the standards appropriate to a fully finished piece of critical or scholarly work in English and will award either Pass, Pass with Minor Revisions, Pass with Major Revisions, or Fail. If revisions are required, they must be completed to the satisfaction of the committee Chair within one year. While completing revisions, the candidate must maintain continuous enrollment and must meet the graduation deadlines for the term they complete them in to graduate.

### **Capstone Seminar**

The culminating experience of MA English – English Studies is 3 credit hours of ENG 597: Graduate Capstone Seminar. In this seminar, students will complete a final project encompassing knowledge and skills obtained throughout the program. Flexibility in topic and format will be available depending on the student's academic and professional goals.

### **Plan of Study (iPOS) Faculty Committee:**

When submitting the iPOS, students in the MA English – English Studies program must name the Director of Online Programs, Kathleen Hicks, as the Committee Chair and the Director of Graduate Studies, Bradley Ryner, as the second committee member.

## **Timeline for Degree Completion**

The MA in English is designed to be complete in 2 years of full-time enrollment.

Students in the accelerated program are able to complete the MA in English in one year.

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**

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

#### **MA English – comparative literature**

Year 1: students take 15 credit hours of classes, including ENG 501

Year 2: students take 9 to 12 hours of classes and 3 credit hours ENG 593 Applied Project in their final semester or 6 credit hours of ENG 599 Thesis over their last two semesters

#### **MA English – English studies**

Year 1: students take 15 credit hours of classes, including ENG 501

Year 2: students take 15 hours of classes, including 3 credit hours of ENG 597 Graduate Capstone Seminar in their last semester

To help plan coursework, the [typical online course rotation](#) is available.

#### **MA English – literature**

Year 1: students take 15 credit hours of classes, including ENG 501

Year 2: Year 2: students take 9 to 12 hours of classes and 3 credit hours ENG 593 Applied Project in their final semester or 6 credit hours of ENG 599 Thesis over their last two semesters

#### **MA English – writing, rhetorics and literacies**

Year 1: students take 15 credit hours of classes, including ENG 501

Year 2: Year 2: students take 9 to 12 hours of classes and 3 credit hours of ENG 593 Applied Project in their final semester or 6 credit hours of ENG 599 Thesis over their last two semesters

#### **Accelerated Program BA English (literature) and MA English – literature**

Final Year of BA English: students complete undergraduate coursework including 6 credit hours of approved 400-level classes, ENG 501: Approaches to Research, and ENG 502 Contemporary Critical Theories

1 Year of MA English: students take 18 credit hours of required graduate coursework, including 3 credit hours ENG 593 Applied

#### **Accelerated Program BA English (writing, rhetorics and literacies) and MA English – writing, rhetorics and literacies**

Final Year of BA English: students complete undergraduate coursework including ENG 409: Analyzing Rhetoric, ENG 472: Rhetorical Studies and 6, ENG 501: Approaches to Research, and ENG 552 Contemporary Critical Theories

1 Year of MA English: students take 18 credit hours of required graduate coursework, including 3 credit hours ENG 593 Applied

## **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 Tempe-campus MA in English program is [Samantha Franze](#) and the Graduate Advisor for the fully online MA in English program is [Ella Burrus](#). 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 or Thesis 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 a Thesis or 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., thesis, applied project, capstone, written exam, etc.). Students in the online English Studies track list the Director of Online Programs, Kathleen Hicks, as committee chair and the Director of Graduate Studies, Bradley Ryner, as the additional committee member.
3. **MA immersion students email [Samantha Franze](#) for department approval and MA online students email [Ella Burrus](#) 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.

Master's students will be notified through email only if there is an issue of unsatisfactory progress in their program.

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