



MFA in Creative Writing 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 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 Creative Writing MFA

The Creative Writing MFA is a three-year degree program for individuals who desire to build a career in creative writing. In addition to developing their craft, students develop scholarly and professional knowledge and skills in three main areas: teaching, research, and editing/publishing. Students also have opportunities to expand beyond their degree genre in areas such as translation and creative nonfiction.

The MFA in creative writing at ASU has always been an unswervingly student-first program. Through small classes, intimate workshops, and one-to-one mentoring, the centuries-old apprenticeship model thrives within the New American University. Poets and fiction writers work with outstanding faculty who have garnered national and international attention through awards and honors that include:

- Guggenheim, Howard Foundation, Lannan Foundation, MacArthur Foundation, National Endowment for the Arts, and United Artists fellowships
- Multiple PEN awards, Pulitzer Prizes, the Whiting Award, the Ernest J. Gaines Prize for Literary Excellence, American Academy of Arts and Letters' Metcalf Award in Literature
- Two medals of achievement from the National Society of Arts and Letters
- Two Chancellors of the Academy of American Poets
- Walt Whitman Award from the Academy of American Poets

Additionally, in concert with the Master of Fine Arts program, several campus entities contribute to the MFA experience: the Virginia G. Piper Center for Creative Writing offers students a wide range of fellowships, support for professional development, and other teaching and leadership opportunities including a Community Outreach Graduate Assistantship. The Center for Imagination in the Borderlands brings writers and other artists for intensive workshops, classes and public events, and offers three teaching- or research-based assistantships each year. ASU's Worldbuilding Initiative hosts events and workshops on campus and virtually. The Master of Fine Arts program also hosts a newly inaugurated series of craft lectures and an alumni reading series.

Furthermore, students have access to a variety of additional professional development opportunities, including serving on the editorial board of an international literary journal *Hayden's Ferry Review*, translation experience through the Thousand Languages Project and internships with award-winning independent literary press Four Way Books.

Application Process and Admission Requirements

Who Should Apply?

The Department of English encourages applications from individuals with a range of educational backgrounds and experiences. Many (but not all) incoming students have undergraduate degrees in literature and creative writing; some have worked in publishing or editing, or participated in a range of academic or other literary workshops or apprenticeships. The workshop environment itself requires excellent listening and analytic skills, the capacity to synthesize and prioritize a range of ideas, and clear, thoughtful communication.

If you have questions about how your interests and qualifications might align with the program, please contact the Creative Writing Academic Advisor, Justin Petropoulos, justin.petropoulos@asu.edu.

Application Deadlines

The Creative Writing MFA Program considers applications once per year from September 1, 2024 to January 1, 2025. All applicants who apply and are accepted during this period will begin in their degree in the fall of 2025. We do not admit new students during the spring or summer semesters. We are an in-person program only and do not have online or low residency options.

Complete applications will be reviewed by February 15, 2025. The application must be complete with all supporting documents before review. This is the applicant's responsibility. Please plan accordingly when submitting an application.

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 should have an undergraduate major in English or creative writing; however, exceptional students who do not have either of these undergraduate majors may be admitted on the basis of writing excellence.

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 a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in an applicable master's degree program.

All applicants must submit:

- graduate admission application and application fee

- official transcripts
- statement of purpose
- resume or curriculum vitae
- three letters of recommendation
- creative manuscript
- proof of English proficiency

Additional Application Information

An applicant whose native language is not English (regardless of current residency) and has not graduated from an institution of higher learning in the United States must provide proof of English proficiency. Applications will not be processed without valid proof of English proficiency. Please note that official scores must be sent to ASU in order for the application to be processed.

The personal statement should include the applicant's writing background, intended area of specialization and a brief self-evaluation of recent work (double-spaced, up to three pages or 750 words). The creative manuscript should be up to 20 pages of poetry or up to 30 pages of prose (prose should be double-spaced). Students applying for a teaching assistantship must submit a statement of teaching philosophy and an academic writing sample.

Teaching Assistantships

Applicants to the Creative Writing MFA program may apply for [Teaching Assistantships](#). Teaching Assistants (TAs) receive a stipend and teach three classes per year. The TAship application can be submitted simultaneously with the application for admission to the program. TAships are awarded on a competitive basis, and admissions to the program does not guarantee a TAship. **Application Deadline: January 1st.**

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

MFA in Creative Writing

48 credit hours including a written comprehensive exam and the required applied project course (ENG 593)

Coursework (39 credit hours)

All coursework must be approved by the academic advisor.

Students whose genre is **poetry** should take:

ENG 538 Contemporary Fiction
 ENG 539 Contemporary Poetry
 ENG 562 Forms of Poetry
 ENG 594 Conference and Workshop Topic Creative Writing: Poetry
 ENG 665 Creative Methods

9 credit hours of additional Creative Writing courses, such as

ENG 594 Conference and Workshop Topic Creative Writing: Poetry
 ENG 594 Conference and Workshop Topic Creative Writing: Fiction
 ENG 598 Special Topics
 ENG 664 Mixed Genres
 ENG 667 Issues in the Writing Professions
 ENG 680 Practicum Topic: Deep Revision
 ENG 680 Practicum Topic: First Book

15 credit hours of additional literature courses, such as

ENG 550 Topic: Language, Literature and Translation
 ENG 598 Special Topics

ENG 584 Internship Topic: Hayden's Ferry Review Editorial Internship
ENG 584 Internship Topic: 1000 Languages Project
ENG 584 Internship Topic: Four Way Book
ENG 664 Mixed Genres
ENG 665 Creative Methods

Students whose genre is **fiction** should take:

ENG 538 Contemporary Fiction
ENG 539 Contemporary Poetry
ENG 563 Forms of Fiction
ENG 594 Conference and Workshop Topic Creative Writing: Fiction
ENG 665 Creative Methods

9 credit hours of additional Creative Writing courses, such as

ENG 594 Conference and Workshop Topic Creative Writing: Poetry
ENG 594 Conference and Workshop Topic Creative Writing: Fiction
ENG 598 Special Topics
ENG 664 Mixed Genres
ENG 665 Creative Methods
ENG 667 Issues in the Writing Professions
ENG 680 Practicum Topic: Deep Revision
ENG 680 Practicum Topic: First Book

15 credit hours of additional literature courses, such as

ENG 550 Topic: Language, Literature and Translation
ENG 598 Special Topics
ENG 584 Internship Topic: Hayden's Ferry Review Editorial Internship
ENG 584 Internship Topic: 1000 Languages Project
ENG 584 Internship Topic: Four Way Book
ENG 664 Mixed Genres
ENG 665 Creative Methods

Other Requirement (6 credit hours)

ENG 592 Research (6)

Culminating Experience (3 credit hours)

ENG 593 Applied Project (3)

Additional Curriculum Information

The creative writing program requires 48 credit hours of study evenly divided between writing courses and literature courses designed to inform that writing.

While students are expected to satisfy these requirements in the genre in which they were accepted, the program encourages cross-genre study, and electives can include courses taken outside of the creative writing program or even outside of the English department.

Exams

Written Comprehensive Exam

In the fall semester of their third year, MFA students will take their written

comprehensive exam. A prompt will be sent to students via email on a Friday with the exam due electronically to the Creative Writing Program Manager by 5:00pm the following Monday. This exam takes place in mid-October. Students will respond to the prompt in essay form, drawing on the content of their annotated comprehensive exam reading-list. The length requirement is 20-25 double-spaced pages.

The written comprehensive exam for Creative Writing MFA students is graded on a pass/fail basis.

The chief measure is that students will rigorously and eloquently express their vision for their own work in the context of their literary antecedents. Students build the reading list together with their committee chair, so the 'antecedents' in question are A) mostly of their own choosing, B) definitely known to them with an understanding of why they are relevant, and C) not the same across the cohort.

The means by which they engage vision and context are close readings of those reading-list writers, describing literary strategies, choices, cause-and-effect relationships in the work. This means students will quote and explicate. Students tend to consider both practical/intimate sentence-level (or poem-level or story-level) matters and also larger questions of 'school'/identity/affinity etc. Always, attention to creative methods—the writer's artistic and intellectual decisions and their implications—should ground and deepen their observations.

Culminating Experience

The culminating experience of the Creative Writing MFA Program is ENG 593 Applied Project.

Applied Project

For the Applied Project students will work under the supervision of a faculty member who serves as Applied Project Director on a creative manuscript (in poetry or fiction depending on the student's genre focus) and present their work at the end of the semester.

The content and form of the creative manuscript will be determined by the student in consultation with their Director. A baseline for a creative manuscript is 50-70 pages for poetry and 130-150 pages for fiction.

Faculty Committee: Applied Project Director (Chair) and one additional member are required on the Plan of Study (iPOS). In the Fall semester of their second year, MFA students form the committee they will work with for their Research Hours (ENG 592) and Applied Project (ENG 593). An Applied Project Committee is made of two MFA faculty: a Chair and a Member. The process for selecting a Chair and Member for your committee is as follows:

- 1) During the spring semester of their first year, students receive introductory statements from each faculty member about their approach to committee work. Each introductory statement will describe the faculty member's teaching style, values, and offers practical details, so students have a sense of working with each person. This will also include, to the best of their knowledge, any planned leaves of absences or sabbaticals.

2) Students moving into Research Hours and Applied Project work will submit a brief prospectus describing whatever they think is crucial for faculty members to know about their writing and their Applied Project goals during the fall semester of their second year. When a student submits this, they can also name faculty members they believe are the ideal fit for their project, or they can trust faculty to make a match that is the best fit based on the student's statement, work, and faculty connection to a student's project.

3) Students are able to work with faculty within or across genres, or with someone from another ASU department, if that is what is best for their writing project. If you select a person outside the MFA Creative Writing Program to serve on your committee, that person can only serve as a committee member, not your chair.

4) The prospectus will be due in early October of a student's second year. Prospectus should be emailed to the Creative Writing academic advisor.

5) The faculty will then meet to determine—as a body—both committee members, and set the future semester schedule for each student. By early November of their second year, students will receive their committee plan from their advisor. This will give students time to complete spring registration and their IPOS by the deadlines set by the Graduate College.

6) NOTE: Any faculty on leave in the fall will receive your prospectuses, and very much contribute to the committee formation conversation.

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. 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: In the final semester of their third year, MFA students will give a public reading from the manuscript developed over their course of study and answer questions presented by their committee and peers. Presentations last approximately an hour, including the introduction, reading, questions, and committee evaluation of the student's defense.

Evaluation Criteria: The Applied Project can be thought of as a book draft; however, faculty consider progress on the specific project to be more of a determining factor than completion/finalization of a first book draft. 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 MFA in Creative Writing is designed to be completed in 3 years of full-time enrollment, and students receiving funding as Teaching Assistants (TAs) or Research Assistants (RAs) are expected to complete their degrees within this timeframe.

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 three years, students will generally progress as follows:

- By end of first year: at least two of these completed: ENG 594 (workshop); ENG 562/3 Forms of Poetry/Fiction; ENG 538 Contemporary Fiction or 539 Contemporary Poetry or ENG 665 Creative Methods.
- First semester of second year: submission of thesis prospectus and committee-member preferences; committee established.
- Second semester of second year: first 3 hours of ENG 592 Research hours; at least three of these completed: 594 (workshop); 562/3 (Forms); 538 or 539 or 665. Written comprehensive annotated bibliography created with thesis chair and recorded with MFA Program Manager.
- First semester of third year: written comprehensive exam passed; second semester of ENG 592 Research hours completed.
- Second semester third year: ENG 593 Applied Project hours completed; Applied Project Presentation.

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 the 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 Creative Writing MFA Program is Justin Petropoulos, justin.petropoulos@asu.edu. 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 an MFA student has a committee chair, in fall of the second year, 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.

TA/RA Parental Leave

TA/RAs with a .50 FTE appointment who have completed at least one academic year's service are eligible for up to twelve weeks of paid parental leave for the birth or adoption of a child and will continue to receive their stipend and associated

benefits (health insurance and tuition remission) during this twelve-week period. If both parents are graduate students with a .50 FTE TA/RA appointment who have completed at least one academic year's service, they may choose to split the leave between them. TA/RA must maintain a minimum enrollment of six credit hours during the term of paid leave. Any portion of the twelve-week period that falls outside the appointment term will reduce the amount of available paid parental leave on a pro-rated basis. For more information, see <https://academicpersonnel.asu.edu/parental-leave>

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

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. MFA 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.

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

1. **Meet with your academic advisor [Justin Petropoulos](#)** to discuss your required and elective coursework options and create your plan.
2. **Submit your completed 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.).
3. **Email [Justin Petropoulos \(MFA\)](#) 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 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.

MFA students will receive an email either indicating they are making satisfactory progress towards their degree or stipulating what needs to be improved upon for continued success in the program.

Students who are not making satisfactory progress may be recommended for dismissal from the program, according to university regulations. Lack of progress to degree can also be grounds for loss of one's TAsip. 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 593) or Capstone (ENG/LIN 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.

MFA students interested in the Four Way Books internship should contact Sally Ball (Sally.Ball@asu.edu).

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.

TA Expectations

TAs/RAs must enroll for a minimum of six (6) non-audit graduate credits each fall

and spring semester of their TA/RA appointment. TAs must maintain a 3.0 GPA during the course of the assistantship and may not accumulate more than 2 incompletes ("I" grades) at any given time. Falling below a 3.0 and/or accumulating more than 2 incompletes may result in cancellation of the TAs hip. Refer to the [TA/RA Handbook](#) for additional information.

If a TA/RA is unable to continue an appointment, the TA must inform the supervising faculty member in writing of the reasons for the action. Copies of the notice should be sent to the head of the academic unit (when applicable) and to the Vice Provost of Graduate College, as stated in the [TA/RA Handbook](#). TAs who resign from their positions will no longer receive benefits and may be required to pay tuition owed to the University.

TA PROFESSIONALISM EXPECTATION: All first-year TAs are expected to show up to the 594 Practicum on time, stay until the class is complete, and notify the practicum leader when they will be absent. All TAs are expected to notify Writing Programs administrators when they cancel classes in which they are the instructor of record. Since official ASU business is conducted via email, Teaching Assistants/Associates in the Department of English must maintain a working ASU email account, check it regularly, and reply as needed. TAs considering resigning from their positions mid-year or applying for a Leave of Absence must provide ample notice (two weeks) to department administration. With the exception of emergency situations, TAs will not resign from their posts in the middle of the semester. Failure to follow professional decorum will be noted in the student's progress toward a degree.

All TAs are required to attend Writing Programs Convocation each semester.

PERFORMANCE REVIEW is multi-tiered and occurs throughout the year. New TA Educators evaluate teaching performance of new composition TAs each semester, while continuing TAs are reviewed once per year. Additionally, per university policy, each course requires student evaluations, which are administered online.

REAPPOINTMENTS: TAs hips are awarded yearly and renewal depends on satisfactory performance reviews and satisfactory progress toward degree. However, TA appointments are made with the expectation that students entering the MFA program with a TAs hip or RAs hip will continue to receive funding for up to the three years expected for program completion. TA- or RA-funded students who have not completed the degree in the expected timeframe may petition for an extension. Petitions must be submitted in writing to the Graduate Studies Program Manager by November 1 for the following academic year. Petitions will be evaluated based on students' progress in the program and the reasons for the delay.

WORKLOAD: Students holding appointments as TAs or RAs at ASU will work no more than .50% FTE (20 hours per week) during fall and spring semesters at ASU. According to the [TA/RA Handbook](#), graduate students who exceed this limit risk termination from their appointment and will be ineligible for reappointment for 26 weeks.

TEACHING ASSIGNMENTS: When New TAs are offered their positions, their teaching assignments are planned for them because the schedule of classes is planned almost a year in advance. For a New TA's second semester of teaching, they are involved in the planning of their teaching assignments. After the first year of

teaching, TAs are given the opportunity to share their preferences of what and when they'd like to teach depending on what they are trained and qualified for.

Writing Programs offer classes at all times of the day, Monday through Friday, morning, afternoon, and evening. To be fair with assignments, TAs are expected to rotate in and out of two-day-a-week classes to three-day-a-week classes whenever possible. Teaching loads for TAs are 2-1; they teach two classes in the Fall semester and one class in the Spring semester. New TAs begin their first year of teaching with a 1-2 teaching load. Historically, our highest enrollments are in the Fall semester and lower in the Spring. Therefore, teaching loads cannot be changed upon request.

Writing Programs will always change a TA's teaching assignment if the assigned days/times conflict with the graduate coursework a TA needs to take. Changes to a TA's class schedule should be communicated immediately. Unfortunately, we cannot update teaching assignments to accommodate commitments outside of the university, for example other employment.

Hybrid/Online Training: Writing Programs offers a one-semester practicum (ENG 594, Teaching Hybrid and Online) that prepares teachers to reconfigure existing courses and projects into forms that will be appropriate for online asynchronous delivery formats. After completing this certification course typically offered in the Spring semester, teachers can begin requesting hybrid courses for the next Spring semester. Upon completion of teaching a particular course in the hybrid format or a teacher has a strong history of teaching a specific course, teachers can request to teach in the online format.

Online Teaching Assignments: Online teaching assignments in Writing Programs are available to all teachers who have completed Writing Programs' certification process. Completing the EdPlus Master Class is not sufficient training to qualify for teaching hybrids and iCourses in Writing Programs. Even though a teacher may have experience teaching in the hybrid or online format at a previous institution, completing Writing Programs' certification process is still required.

Because there are more teachers who are trained to teach in the online format than there are available online sections, completely online teaching assignments are not available from semester to semester. Teachers who have online assignments must always be available to transition into an in-person class assignment if enrollment dictates that changes in teaching assignments are necessary.

Summer Teaching Assignment: TAs are invited to apply to teach summer Writing Program courses early in the Spring semester. Teaching assignments are awarded based on professionalism (meeting deadlines, following program policies and procedures, etc.), excellence in teaching (teaching evaluations), qualifications for teaching courses being offered, rotation of assignments from one summer to the next, and experience teaching in the online format in Writing Programs.

Special Note: Writing Programs will consider requests to teach courses outside of Writing Programs and will do the best to accommodate based on enrollment projections. However, we have a commitment to the university to offer needed classes based on enrollment projections and trends. All teaching assignments can change at any time depending on enrollment.

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 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/.

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 fill in the form at the bottom of this [webpage](#) 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

Department	Phone
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

Department	Phone
ASU Switchboard	(480) 965-9011
Bookstore	(480) 965-3191
ASU Health Services	(480) 965-3349
Career and Professional Development Services	(480) 965-2350
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