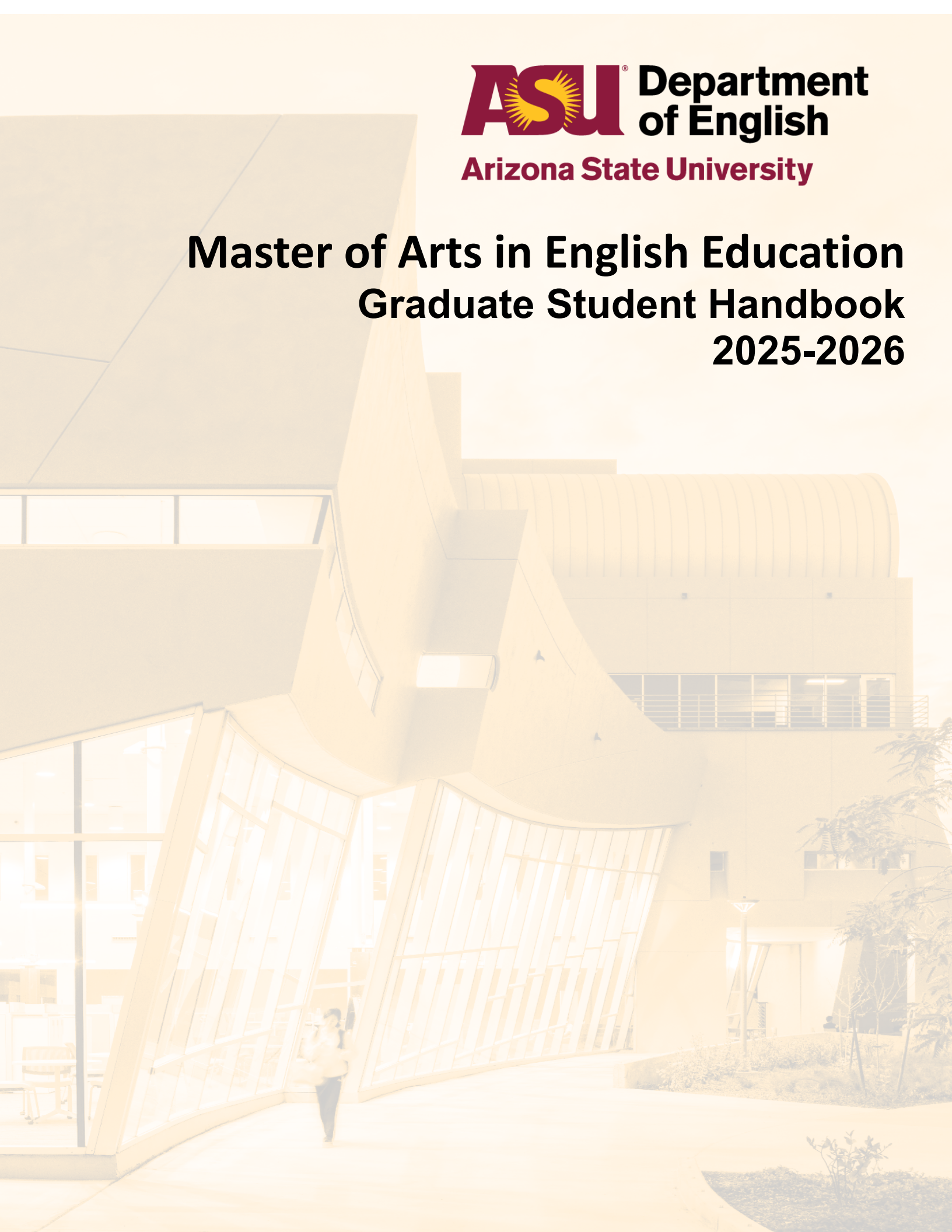
Department of English
Arizona State University

Master of Arts in English Education
Graduate Student Handbook
2025-2026



Arizona State University
Department of English
Graduate Student Handbook
for Academic Year 2025-26

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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.

Note: Students who fill out the Withhold Directory Information Request may experience nondelivery of emails from the department. The hold also makes it impossible for other students, faculty, or staff to find the student's ASU email in the directory or global address book.

ASU Charter

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

ASU is guided by nine design aspirations:

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

Culture of Respect

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

Students are valued members of a highly professional research university. You can expect to be treated with courtesy, kindness, and professionalism at all times and the same is expected of you. In particular it is very important to note that University staff members do not work for the students.

They work to support the students in their goals and endeavors within the university structure. It is never acceptable to treat staff with anything less than respect, courtesy, kindness, and professionalism. Any type of disrespectful or abusive behavior on the part of our students toward any member of the ASU community will not be tolerated. This includes ignoring responsibilities as a student, such as failure to adhere to program deadlines, failure to respond to communication, and failure to fully perform teaching duties. Likewise, if you feel that you are not being properly treated, you should report your concern to your Graduate Advisor or to a departmental administrator, such as the Director of Graduate Studies.

Academic Integrity

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

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

Newly admitted students will receive a "priority task" on their MyASU directing them to complete a Canvas module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher. Penalties for

unethical behavior range from being placed on academic probation to dismissal from the program. Additional information about academic integrity policies of the University is available on the Student Rights and Responsibilities website.

Sexual Harassment

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

Campus Safety

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

Overview of the Master of Arts in English Education Program

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

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

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

*Note: This degree is not TESOL, ESL, or EFL related. If interested in these fields, check out our MTESOL and MA Linguistics and Applied Linguistics programs.

Application Process and Admission Requirements

The Department of English How to Apply webpage lists current application requirements and deadlines for applying. There is also an Admission FAQs webpage.

Who Should Apply?

The Department of English encourages applications from individuals with a range of educational backgrounds and experiences. Skills obtained by students currently teaching secondary English language arts or recently graduated with a BA in secondary English language arts are particularly useful to students in the Master of Arts in English Education.

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

Application Deadlines

The Master of Arts in English Education program reviews applications on a rolling basis with a deadline of July 22 for fall.

The Department of English reviews complete applications within 14 days of receipt. The application must be complete with all supporting documents before review. This is the applicant's responsibility.

Admission Requirements

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

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

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in the last 60 hours of their first bachelor's degree program or 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. two letters of recommendation
6. proof of English proficiency

Additional Application Information
An applicant whose native language is not English and has not graduated from an institution of higher learning in the United States must provide proof of English proficiency regardless of their current residency. Applications are not processed without valid proof of English proficiency; official scores must be sent to ASU.

Applicants must submit a well-considered, one- to two-page statement of purpose in which they explain how their experience and training have prepared them for the English education program, their goals in pursuing the MA in English education, and plans for the future.

Two letters of recommendation are required; a third is optional. The letters should provide a clear picture of the applicant's potential for successfully completing a master's degree, so at least one of the letters should be from a university professor who is familiar with the applicant's academic work and with master's-level academic programs.

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 nondegree student does not ensure admission to the program or acceptance of the acquired graduate credits as part of the Interactive Plan of Study (iPOS).

In order to apply these to the iPOS, 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.

Request a Deferral

Start Date Deferral Request: 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

Master of Arts in English Education

30 credit hours including the required applied project course (ENG 593)

Required Core (12 credit hours)
ENG 501 Approaches to Research (3)
ENG 506 Methods and Issues in Teaching Language (3)
ENG 507 Methods and Issues in Teaching Composition (3)
ENG 606 Advanced Studies in English Education (3)

Electives or Research (12 credit hours)

Other Requirements (3 credit hours)
ENG 594 Conference and Workshop (3)

Culminating Experience (3 credit hours)
ENG 593 Applied Project (3)

Culminating Experience

The culminating experience of the Master of Arts in English Education is an Applied Project.

Applied Project

Students doing an Applied Project will work under the supervision of a faculty member, serving as Applied Project Chair (supervisory chair on the Interactive Plan of Study (iPOS)), on one of the following suggested projects or an approved project demonstrating equivalent skills. Students will present:

1) Research Paper. Under this option, the student will work with the Applied Project Chair 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 Chair 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 Chair 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: The Applied Project Chair and one additional member is required on the iPOS. The area Program Director usually acts as a default second committee member unless the student wants a particular second committee member other than the area director. The role of the second committee member, when utilized, is to assist the Applied Project Chair in evaluating completed projects.

Registration: Please see Department of English Registration Procedures for registration instructions.

Timeline: The Applied Project is typically completed in one semester. If a student needs additional time, a grade of incomplete may be given at the instructor's discretion. If granted, the student will need to follow incomplete grade guidelines to complete the course.

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. Students are encouraged but not required to present their Applied Projects on a designated day devoted to presentations. Information on how to sign up will be provided to students by their graduate academic advisor at the beginning of the fall and spring semesters. Presentations will be held on campus and open to the public. Note:

Students presenting applied projects do not need to abide by Graduate College's format approval, scheduling deadline, or ProQuest submission.

Evaluation Criteria: Based on the written project and the oral presentation, the Applied Project Chair will fill out the Applied Project Evaluation Form indicating the letter grade for ENG Applied Project. The grade for ENG 593 must be a B or better for the degree to post.

Timeline for Degree Completion

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

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

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

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

Spring Semester: Students take 12 hours credit hours, consisting of two cohorted elective courses (level 500 and above), ENG 606 Advanced Studies in English Education, and 3 credit hours of ENG 592 Research (Please note: the default when registering is 1 credit hour and it must be changed to 3 credit hours).

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

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

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

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

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

507 Methods and Issues in Teaching Composition.

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

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

Advising

Role of the Director of Graduate Studies

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

Graduate academic 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). 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 (Interactive Plan of Study)
- Degree milestones (exams, defenses, etc.)
- Department of English Policies
- Graduate College Policies
- Funding (including TA opportunities)
- Graduation

Meet Your Graduate Academic Advisor

The Graduate Academic Advisor for the Master of Arts in English Education is Arielle Torricelli. Students should meet with their advisor at least once per year to plan their coursework and track their progress toward satisfying degree requirements. Please make appointments by email and

contact the advisor in advance if you need to cancel.

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

Program and Campus Change Requests

Program Change Request
Graduate students seeking approval to switch graduate programs within the Department of English must submit a strong justification for requesting the program change and the application materials required for the graduate program to their academic graduate advisor. These materials will be reviewed by the review committee. If the review committee approves the student, the student will submit the change through their MyASU Request a Change link.

Note: Courses taken prior to the change are subject to approval for the new program and considered pre-admission credits. All graduate students may request only **one *program change*** during their graduate program. Even with a justification and application materials, the request may still be denied.

Campus Change Request (Tempe or ASU Online)
Graduate students in a graduate program that offers the program in both an online and in-person modality may be able to request approval to switch campuses. This campus change request is only applicable to the MTESOL and MA English programs.

Note: The MA English program offers four distinct tracks. MA English students will be required to follow the program change request guidelines if making a campus change request.

International Student Enrollment Requirements

In order for international students 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 must 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.

Interactive Plan of Study

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

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

Procedure for Filing: Before accessing the iPOS, students ought to 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, students must follow these instructions:

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

committee.

3. **Email** your graduate advisor **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 an iPOS 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 must verify that the members listed on the iPOS 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

You will need to receive an override if you plan to enroll in any of the following courses:

- ENG 590 Reading & Conference
- ENG 592 Research
- ENG 595 Continuing Registration
- ENG 593 Applied Project

To register for **research (592)** or **continuing registration (595)** hours:

- Fill out the Override Authorization Form to request an override.
- You will receive an automated email after submitting the form. Your override request will not be considered until you respond to this email to create a case for your request.
- Our front office staff will confirm that you have been approved by your dissertation chair and the Graduate Studies Office to register for these credits.
- If you receive notification that you have not been approved to enroll, please contact your academic advisor.
- Otherwise, you will receive an email with further instructions on how to register.

To register for **applied project (593)** hours:

- Students will not be allowed to register for Applied Project hours if they do not have an approved iPOS on file.
- You should consult with your supervisory chair/co-chairs when filling out the Applied Project Hours (APL/ENG/LIN 593) Request Form. Please note that the Chair of the Department of English serves as a placeholder on all independent study courses and should not be

contacted about the course. If you do not have a supervisory chair, please consult with your academic advisor.
- If all parties are in agreement, email the completed form to your academic advisor for approval.
- If approved, the advisor will return the form with the signature of the Director of Graduate Studies and instructions for finalizing enrollment.
- Note: the default when registering is one credit hour. Students must manually select the correct amount of credits.

To register for **Reading & Conference (590/790)** hours:
- Students should first consult with the faculty member that they hope to work with.
- If both parties are in agreement, students should work with the faculty member to complete the Reading & Conference (APL/LIN/ENG 590 or 790) Request Form ensuring all information in the agreement section is filled out, and then email the completed form with student and faculty signatures to your graduate advisor.
- If approved, the advisor will return the form with the signature of the Director of Graduate Studies and instructions for finalizing enrollment.

Note: Whether the Reading & Conference is taken at the 500- or 700-level depends on how advanced the content is. A Reading & Conference may not be used as a means of taking a regular catalog course on an individual basis.

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 and Professional Conduct Policy

Students must maintain satisfactory academic progress (defined below in Section I: Academic Progress) in order to remain in good academic standing and on track for graduation. Progress is reviewed twice a year by the Graduate Academic Advisors: at the end of Fall semester (when only students whose GPA falls below 3.0 are notified) and at the end of the Spring semester when all PhD students receive academic progress letters as do any Masters students whose GPA falls below 3.0.

Graduate students must adhere to the professional conduct policy (described in Section II: Professional Conduct Policy) to remain in good standing. Violations of the code of professional conduct are considered in consultation with their instructors, Writing Programs, or the Internship Program and may result in a *written warning of unprofessional conduct*.

The consequences for failure to maintain satisfactory academic progress and for violating the professional conduct policy are explained below in Section III: Consequences and Appeals, which covers academic probation, loss of TA funding, and the appeals processes.

Important Terms
- **GPA** - Grade-point average

- **iPOS GPA** - Calculated for all courses that appear on the student's approved iPOS. Courses with a grade lower than a "C" and those with an "I" cannot appear in the iPOS, but they are calculated in the Graduate GPA.
- **Graduate GPA** - Calculated for all graduate-level courses (500 and above) appearing on the student's transcript.
- **Cumulative GPA** - Calculated for all courses completed as a graduate student at ASU.
- **"I" grade** - A grade of "incomplete" that an instructor has the option to grant when a student has been unable to complete a small percentage of the assessed work for class, such as a final assignment. Any student requesting an incomplete must review the Incomplete policy in the Grades section.
    - Note: The Department of English permits no more than two incompletes on a student's transcript at any time.

I. Academic Progress

At the end of spring semester, all PhD students are notified about their academic progress by the Graduate Studies Program Manager. All Masters students are notified by Graduate Academic Advisors when their GPA falls below 3.0. Those making "unsatisfactory academic progress" (see below) will be told how to improve in order to return to satisfactory academic progress. Students receiving such notifications are strongly encouraged to make appointments with their academic advisors.

Satisfactory Academic Progress
For satisfactory academic progress, a graduate student must

- maintain an iPOS GPA, graduate GPA, and cumulative GPA of 3.0 or higher every semester. (For definitions of these terms, see above.)
- earn a C or better in every iPOS class
- maintain continuous enrollment (not including summer terms)
- make satisfactory progress toward completion of such benchmarks as coursework, exams, and culminating experiences (depending on the program: capstone, applied project, thesis, or dissertation)

Unsatisfactory Academic Progress and Academic Probation
Notifications of "unsatisfactory academic progress" will be sent to graduate students with

- iPOS GPA, graduate GPA, or cumulative GPA falling below 3.0
- Noncontinuous enrollment due to an unexcused leave
- Being one year or more behind on the completion of benchmarks (PhD only)
- Other academic reasons that have delayed progress toward completion of the degree, such as more than two grades of "incomplete"
- More than 2 warnings of unprofessional conduct

Students receiving a notification of unsatisfactory progress are placed on academic probation. Students are notified in writing and have the opportunity to appeal (see further description of academic probation in Section III below).

II: Professional Conduct Policy

Graduate students are obliged to behave professionally while engaging in their coursework, internships, Graduate Teaching Assistantships, Research Assistantships, and other activities that are part of their Department of English graduate degrees. Please see Academic Integrity and Culture of Respect. It is the duty of graduate students to become familiar with these codes of conduct.

When a student receives a *written warning of unprofessional conduct* from a supervisor or instructor, the student is expected to write a 500- to 1,000-word reflection upon that behavior that includes a plan to behave professionally for submission to the Director of Graduate of Studies. Both the warning and the reflection will be kept on file for the duration of the student's degree program.

Egregious violations of the ASU code of Academic Integrity and the ABOR Student Code of Conduct may result in academic probation, loss of funding, or immediate suspension or expulsion from the academic program.

III. Consequences and Appeals

Academic Probation

Students can be placed on academic probation due to unsatisfactory progress or other reasons related to academic progress and the professional code of conduct. "Academic probation" means the probationary continuation of enrollment in the graduate program. A student placed on academic probation is informed in writing about the areas in which the program's standards are not being met and the actions to take to be restored to good standing. In consultation with the student's supervisory chair, the Director of Graduate Studies, and other parties relevant to the student's probationary status, the Graduate Academic Advisor provides the student with a memorandum of probationary requirements, which describes the requirements the student must meet on a specific timeline.

Within one month of receiving written notice of academic probation (by email), the student must meet with the Graduate Academic Advisor to discuss the terms of probation and sign the memorandum, which will be kept in the student's file. If the terms of academic probation are not met, the student will be recommended for dismissal from the program by the Dean of the Graduate College.

Dismissal

These are the common conditions under which dismissal is recommended by the Chair or Director of Graduate Studies in the Department of English to the Dean of the Graduate College.

- Deception or falsification of statements in the admissions application process
- Egregious breaches of professional conduct (for example, harassment, Title IX violations, misuse of ASU facilities or misappropriation of funds)
- Unethical academic conduct (i.e., plagiarism, falsification of data, unauthorized use of AI)
- Failure to meet the terms of academic probation

Appeals

- Appealing unsatisfactory academic progress: students have 10 working days to appeal the decision in writing to the Director of Graduate Studies.
- Appealing a warning of unprofessional conduct: students have 10 working days to appeal the decision in writing to the Director of Graduate Studies and the Chair of the Department of English.
- Appealing academic probation: students have 10 working days to appeal the decision in writing to the Dean of the Graduate College.
- Appealing academic dismissal from the program: students may appeal the decision at the level of the program, department, and college.
- Appealing suspension or expulsion: students may appeal the decision at the level of the department, college, and university.

Grades

The final passing grade for Research (ENG/LIN/APL 592/792), Thesis (ENG/LIN/APL 599), and Dissertation (ENG/LIN/APL 799) is a Y.

Continuing registration (ENG/LIN 595/795) remains a Z. The Z means in progress.

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

For ENG/LIN/APL 590/790, grade options are A, B, C, D, or E. Y/Z is NOT an option.

Incomplete grades are given entirely at the discretion of the instructor of a course and require the submission of a contract, in consultation with the instructor, that outlines the work required, the timeline, and the assessment process. Per Graduate College policy, incomplete grades not completed within one year become a permanent "I" on the student transcript, and the course must be retaken for use in the iPOS. An instructor may, however, require that the Incomplete be finished in a shorter timeframe and may stipulate a different grade if the Incomplete is not finished. The student must be registered for at least one graduate credit in the semester that the coursework for the incomplete grade is finished.

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, thesis applied project chair, 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.

Graduate Commencement: This ceremony is university-wide. Doctoral candidates are hooded by their faculty directors and cross the stage when their name is announced. Master's candidates will be hooded by one of the Marshals of Investiture, but they will not be individually recognized or cross the stage. Degrees are conferred at Commencement.

Convocation: This ceremony is for the particular college. Graduates are individually recognized and cross the stage at college convocation events and special interest ceremonies. Students receive a diploma cover at The College Convocation, and it is for both undergraduate and graduate students within The College of Liberal Arts and Sciences.

Ceremonies are subject to change. Please contact commence@asu.edu with questions.

Internships

Graduate internships offer students an immersive, hands-on experience that connects their academic studies with professional practice in cultural, historical, social, public, and private sectors. They provide a unique opportunity to engage with companies and organizations—such as museums, archives, libraries, non-profits, community agencies, educational institutions and academic programs, publishing houses, production companies, and media outlets—that value the application of critical thinking, research, teaching, writing, and communication skills.

Interns work closely with mentors in the field, contributing to projects that may involve (but are not limited to) research, teaching, writing, editing, educational programming, creative content development, video and media editing, social media management, events management, community engagement, and many other areas of expertise. Students will deepen their understanding of how disciplines within the humanities intersect with contemporary professional environments while gaining exposure to career paths in academia, the arts, cultural institutions, policy, film, media, corporations, community groups, government agencies, and beyond.

Graduate internships emphasize both independent and collaborative work, requiring students to apply advanced critical thinking, analytical skills, and interdisciplinary knowledge to real-world challenges. 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

graduate courses (e.g., LIN/ENG584, LIN/ENG784) that build career readiness using a model of reflective professional practice, supervised academic work, and professional mentoring, networking, and development. Through professional reports, participation in discussions, and regular feedback from professional mentors and the internship course instructor, students refine their professional skills and develop their expertise to position themselves for success in both academic and non-academic careers after graduation.

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 department emails, ASU Handshake or LinkedIn Jobs, and ASU internship and career fairs.

Step 3: Reach out to the Director of Internships and Career Readiness Ruby Macksoud for a customized internship 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 Career Readiness to complete the required internship registration paperwork and to enroll in an academic internship course.

*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.

For inspiration, please see these student internship experiences:

- ASU English department inaugurates student research initiatives
- ASU English boosts skills-based training through funded internships
- A pitch-perfect learning opportunity

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 a tuition award, 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, MAS 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 Student Government (GSG) 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.

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

Study Spaces on the Tempe Campus
Graduate students may use the Graduate Student Lounge (RBHL 164) and the tables in open spaces on all three floors of RBHL. They may use the Request a Room form (under Forms on the Resources for Current Grad Students page) to reserve study space in RBHL for specific days and times. Hayden Library provides a list of the Library's reservable and non-reservable study rooms.

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: A tuition award is given to students who hold teaching assistantships. All students, including TAs, are responsible for paying fees each semester.