ASU **Department of English**
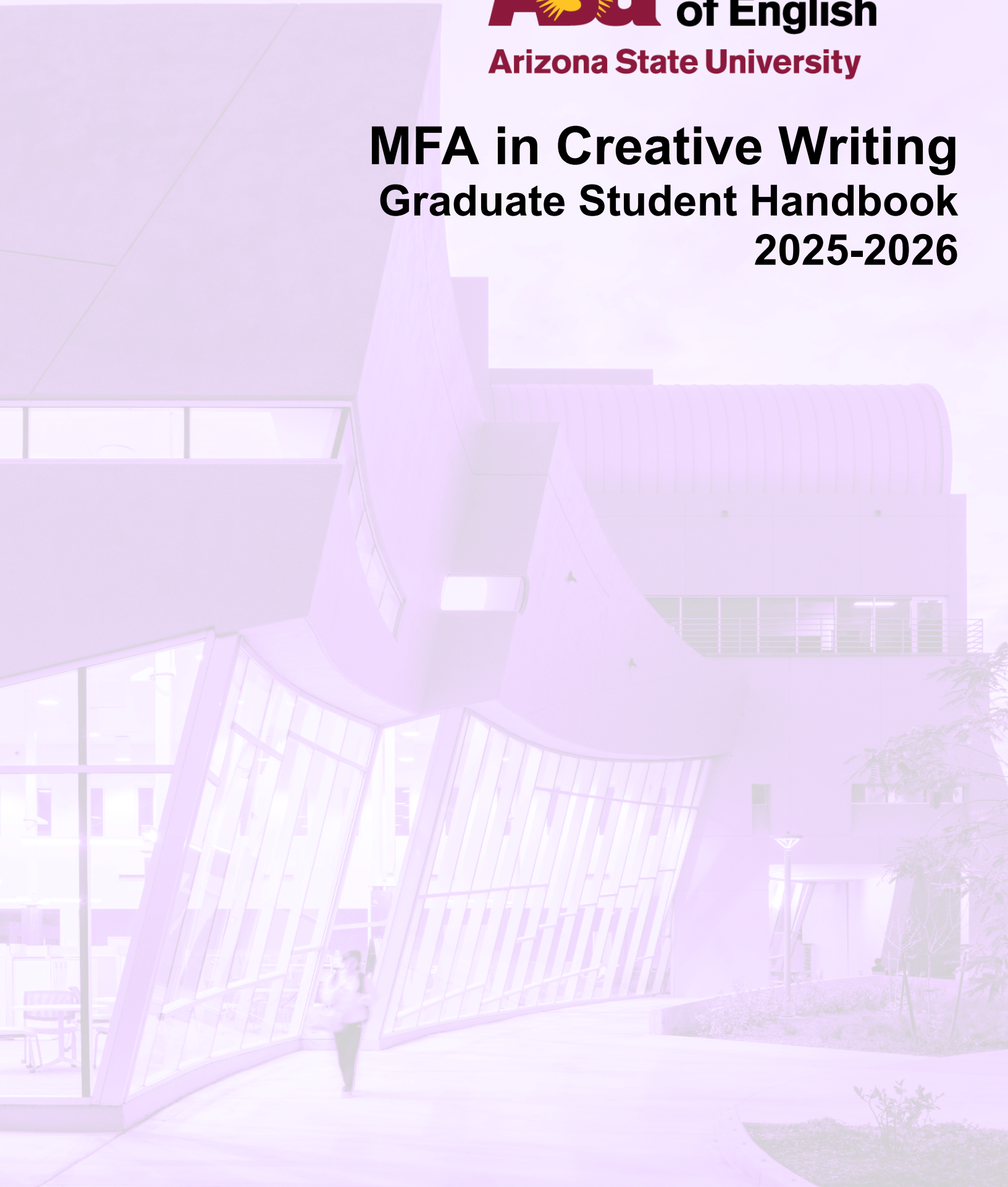**Arizona State University**

MFA in Creative Writing
Graduate Student Handbook
2025-2026

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

Contents

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](link), Dean of Students [Student Code of Conduct](link) and The College [Discussing Policy Violations](link).** 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 MFA in Creative Writing Program

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

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. 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 academic advisor for the program.

Application Deadlines

The Creative Writing MFA Program considers applications once per year from September 1, 2025 to January 1, 2026. All applicants who apply and are accepted during this period will begin in their degree in the fall of 2026. 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, 2026. 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

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 admission to the program does not guarantee a TAship. **Application Deadline: January 1st.**

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 Fine Arts in Creative Writing

48 credit hours including a written comprehensive exam and the required applied project course (ENG 593) - Fiction Track, or
48 credit hours including a written comprehensive exam and the required applied project course (ENG 593) - Poetry Track

Required Core (6 credit hours)

ENG 585 Artful Attention (3)
ENG 665 Creative Methods (3)

Track Requirements (12 credit hours)
Fiction Track
ENG 563 Forms of Fiction (3)
ENG 564 Fiction Workshop (6)
ENG 565 Poetry Workshop (3) or ENG 566 Creative Nonfiction Workshop (3)

Poetry Track
ENG 562 Forms of Poetry (3)
ENG 564 Fiction Workshop (3) or ENG 566 Creative Nonfiction Workshop (3)
ENG 565 Poetry Workshop (6)

Additional Writing Courses (6)
ENG 550 Translation (3)
ENG 598 Special Topics (3)
ENG 664 Mixed Genres (3)
ENG 667 Creative Writing and the Professions (3)
ENG 680 Practicum (3)

Reading and Conference for Project Development (6)
ENG 590 Reading and Conference (3)

Reading and Conference for Project Development (6)
ENG 590 Reading and Conference (3)

Electives (15)

Culminating Experience (3)
ENG 593 Applied Project

Additional Curriculum Information
Electives must consist of ASU courses at or above the 500-level from an approved list. The required six credit hours of ENG 590 Reading and Conference must be taken over two semesters (3 credit hours each semester). As part of their track requirements, students must take one workshop in a genre other than their track focus. A written comprehensive exam and an applied project are required.

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 5:00 pm the following Monday. This exam typically 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, and 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 and so on. 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 Chair 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 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 Reading and Conference for Project Development (ENG 590) 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 Reading and Conference for Project Development 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: 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: 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.

Students are required to present their work at the end of the spring semester of their third year to the public in a conference format. Information on how to sign up will be provided to students by their graduate academic advisor at the end of the fall semester. 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.

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 Chair 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 3 years, students will generally progress as follows:

- By the end of first year at least two of these completed: ENG 585 Artful Attention; ENG 665 Creative Methods; ENG 564 Fiction Workshop or ENG 565 Poetry Workshop.
- 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 590 Reading and Conference; these three courses should be completed: ENG 562/3 Forms of Poetry/Fiction; ENG 564 Fiction/565 Poetry/566 Creative Nonfiction Workshops outside the student's genre track; ENG 665 Creative Methods. 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 590 Reading and Conference 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 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 Creative Writing MFA Program is Justin Petropoulos. 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 an MFA student 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.

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 award) 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. A 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.

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. <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 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. **Meet with your Graduate Academic Advisor** 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., applied project, etc.).
3. **Email** your 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 590/790 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:
- Contact the academic advisor first. If the 590/790 is coordinated with work for an Applied Project, a special approval process will be followed.
- Otherwise, 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, Culture of Respect, TA Expectations and the guidelines listed in the Graduate Assistant Handbook. 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.

Loss of TA Funding
Students receiving multiple warnings concerning professional conduct while teaching for Writing Programs may lose the Teaching Assistantship or may not have the Teaching Assistantship renewed. Students receiving multiple warnings may also lose the opportunity to teach for other programs, such as Creative Writing, Literature, and Linguistics and Applied Linguistics. Additionally, students on academic probation may lose TA funding and the aforementioned opportunities.

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 or 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.

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 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

TA Expectations

Resident and non-resident TAs/RAs must enroll for a minimum of six (6) non-audit graduate credits each fall and spring semester of their TA/RA appointment, and international TAs/RAs must enroll for a minimum of nine (9) 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 TAship. 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.

Expectations for TA Professionalism
- **All TAs in Writing Programs are required to attend Writing Programs Convocation each semester.**
- All first-year TAs are expected to show up to the ENG 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.
- TAs must use professional decorum, as described in the Graduate College Teaching Assistant Handbook.

Please see the section on "Satisfactory Academic Progress and Professional Conduct" on *written warnings of unprofessional behavior*, which, depending on the degree and quantity of violations, may lead to an unsatisfactory academic progress report, academic probation, loss of funding due to nonrenewal of the TA stipend, or even immediate removal from the classroom and withdrawal, suspension, or expulsion from the program. The same section describes the appeals processes available to graduate students.

Performance Review
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
TAships 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 TAship or RAship 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.

Questions
Questions about teaching assignments in Writing Programs should be directed to Demetria Baker,

Senior Program Manager in Writing Programs. Specific questions about TAs teaching in their area of study can be directed to the Director of Writing Programs who works closely with the Director of Graduate Studies.

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.