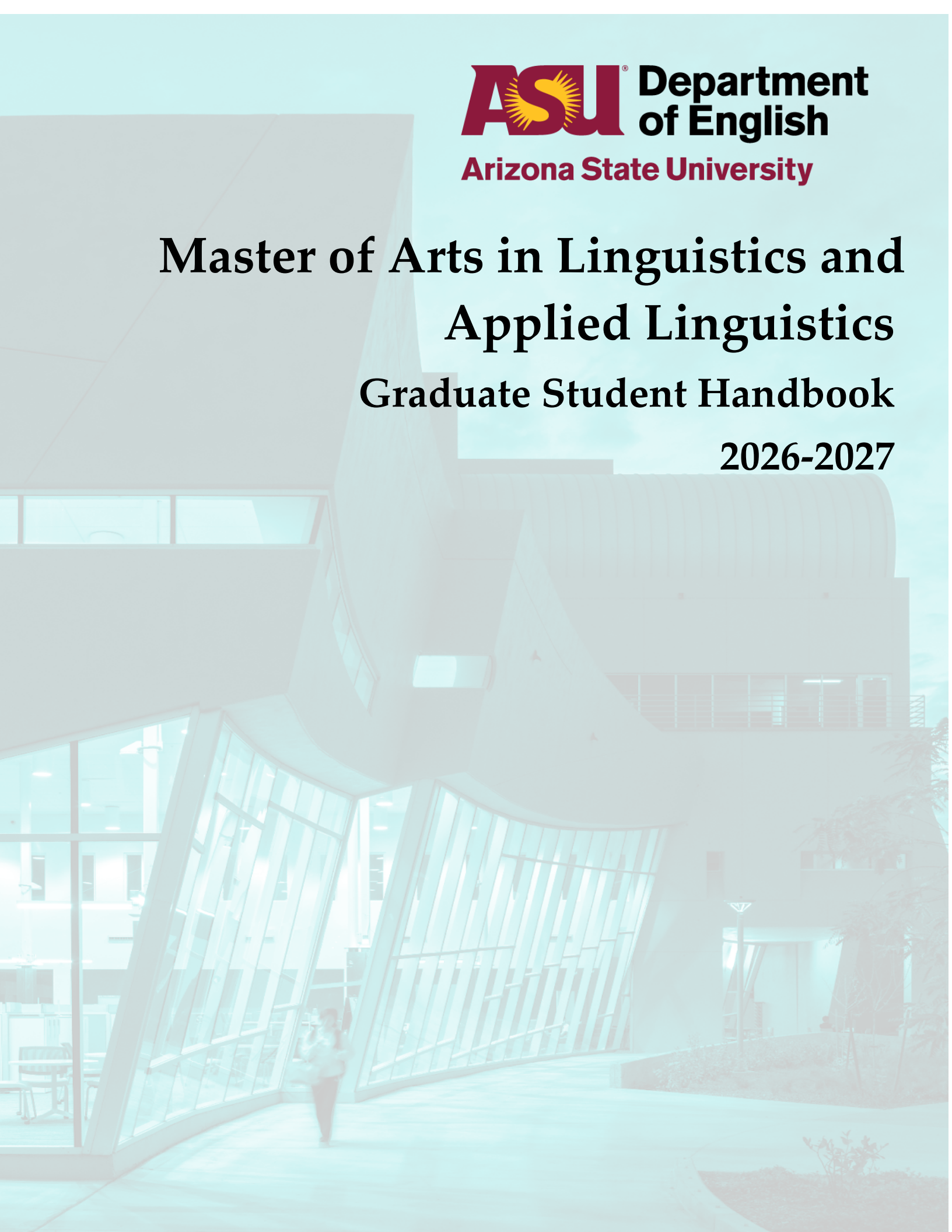

Department of English
Arizona State University

Master of Arts in Linguistics and Applied Linguistics

Graduate Student Handbook

2026-2027

Arizona State University
Department of English
Graduate Student Handbook
for Academic Year 2026-27

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Introduction

Department of English

At ASU, we have one of the largest English departments in the nation, which enables us to provide students with a greater diversity of offerings than most universities. We offer a wide variety of graduate certificates, master's degrees, and doctoral degrees. These certificates and degrees align with our department's "areas": creative writing; English education; film and media studies; linguistics and applied linguistics; literature; and writing, rhetorics, and literacies. Many of our graduate faculty also specialize in interdisciplinary subjects, including but not limited to AI initiatives, antislavery literature, border studies, digital humanities, environmental humanities, language preservation, oral traditions, medical humanities, and translation studies. When you enroll in a graduate program in the Department of English at ASU, in addition to having access to our award-winning faculty and a diversity of course offerings, you have access to our affiliated centers, organizations, initiatives, and conferences (see Centers and Projects tab).

Graduate students in the Department of English at ASU frequently present at national, international, and local conferences, publish their writing, and win prestigious awards. Approximately 640 graduate students are enrolled each semester in our in-person and online programs, yet 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 bring students and faculty together outside the classroom. Structured opportunities for professional development and mentoring—such as ASU's Preparing Future Careers and our own departmental workshops, professionalization courses, and widely lauded internship program — help students translate their graduate training into meaningful careers.

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

Contact Information

For general program information, contact us by emailing **enggrad@asu.edu** to learn how our programs can help you shape your future.

If you are enrolled and wish to contact your graduate academic advisor, please consult our Graduate Advising page for contact information.

To reach the main office of the Department of English by phone, call 480-965-3168.

Communication via ASU email

Time-sensitive information about deadlines, scholarships, jobs, workshops, and events will be sent to current students via email. All ASU students are required to have an active ASU email account. 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 email 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.

Purpose of the Handbook

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 the information covered in this handbook – or about any aspect of their graduate student experience – they are encouraged to contact their graduate advisor.

Admission and Enrollment Information

Admission Requirements

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

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in such related fields as anthropology, applied linguistics, communication, cognitive science, comparative languages and literatures, literature, education, history, law, linguistics, modern languages, philosophy, political science, psychology, religious studies, rhetoric, composition, sociology, or speech and hearing science from a regionally accredited institution.

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

Additional Application Information

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

Successful completion of at least one upper-division course in linguistics, language study or a related topic is required.

Applicants must submit a one- to two-page, well-considered statement of purpose in which they explain how their experience and training in language study have prepared them for the master's degree, their aims and purposes in pursuing the degree and plans for the future.

Application Process

To begin the application process for any of our graduate programs, please visit the Admissions Application Start Page. Details about application processes for our programs can be discovered there.

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.

Application Deadlines

The Master of Arts in Linguistics and Applied Linguistics program reviews applications on a rolling basis through July 22 for Fall and December 14 for Spring.

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.

Tuition, Residency Requirements & Fees

Students can find information on tuition and fees online. A Tuition Estimator and ASU Online Calculator are both available for students' use. Residency Requirements can be found at University Registrar Services.

Notes

- A tuition award is given to doctoral and MFA students who hold graduate teaching assistantships (GTA, often shortened to TA).
- Master's students are not awarded TA positions.
- Holders of graduate assistantships (GTA, GRA, and GSA) are expected to live in Arizona, except in the unusual circumstance that they have been approved for a short-term flexible work arrangement (FWA).
- All students, including TAs, are responsible for paying fees each semester.

Request a Deferral

Graduate students who need to defer their program's 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 deadline for session C. The deadline to defer for online students is the drop deadline for session B. Please discuss with your advisor before requesting a deferral.

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 that 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 that program for more information globallaunch@asu.edu, 480-965-2376.

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. Before registering, **entering PhD students** first meet with their Graduate Advisor to plan out their schedules.

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:

- APL/LIN/ 590/790 Reading & Conference
- APL/LIN 592 Research
- APL/LIN 595 Continuing Registration
- APL/LIN 593 Applied Project
- APL/LIN 599 Thesis

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 that 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 **thesis (599)** hours:

- Students will not be allowed to register for thesis hours if they do not have an approved iPOS on file with a full supervisory committee. If you have not made arrangements to add a thesis chair to the iPOS, please consult with your academic advisor.
- You should consult with your thesis chair/co-chairs while filling out the Thesis Hours (APL/ENG/LIN 599) 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.
- For thesis hours, the MA thesis chair will sign the form (or if they are unable to sign the form, their email approval serves as the signature).
- 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 **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.

Accelerated Master's Program (AMP) Information

Accelerated Program Options

- BA English (linguistics) to MA linguistics and applied linguistics

Accelerated Program Admission Requirements

Step 1: Apply to be an AMP candidate (junior year – second semester)

To be eligible:

- Complete 75 credit hours (note: 90 credits must be completed by the start of senior year, which is the first semester of the accelerated program).
- Earn the minimum 3.0 GPA overall
- Earn the minimum 3.5 GPA in your major

1. Meet with your undergraduate advisor to express interest and confirm present or future eligibility.
2. When you are eligible, your undergraduate advisor will help you complete and properly submit the Accelerated Pre-Application Form (found under the Forms tab).
3. You will be notified once you are designated a "Candidate."
4. Before senior-year courses begin, submit the signed Accelerated Master's Program Agreement Form to your new graduate advisor (you will receive the form from your graduate advisor).

AMP candidate application deadlines

May 1 (fall) & December 1 (spring)

Step 2: Apply to Graduate Program as an AMP candidate (senior year – second semester)

To be eligible:

- Complete Step 1: Apply to be an AMP Candidate during the second semester of your junior year.

- Plan to graduate from your bachelor's program in the second semester of your senior year.
- Maintain the required overall and major GPA.
- Complete or be working to complete the two required 400-level and two required graduate level courses to be shared between the bachelor's and master's programs.

Once you apply for graduation from your undergraduate degree, the graduate advisor of the accelerated master's program (AMP) that you are pursuing will recommend admission to the graduate program. Please see the necessary steps below!

1. To be automatically recommended for admission to the graduate program, you must first meet with your undergraduate advisor to confirm that you are ready to graduate from your bachelor's program.
2. Apply to graduate from your bachelor's program.
3. Email the graduate advisor of the AMP you are pursuing that you have applied to graduate from your bachelor's program and are ready to be admitted to the master's.
    a. Unless otherwise requested by the student, the graduate advisor will process the recommendation for admission to the next available semester for the graduate program.
4. Once admitted to the graduate program, you will meet with the graduate advisor of the program you are pursuing to discuss course enrollment.

Accelerated Program Curriculum Information

The master's degree program in linguistics and applied linguistics addresses the study of human language and the application of that study to the human condition through training in linguistics and applied linguistics.

Students complete both the **BA English (linguistics concentration)** and the **MA linguistics and applied linguistics program** in an accelerated format.

- Traditional pathway: **150 credit hours** (120 BA + 30 MA)
- Accelerated pathway: **138 credit hours** (12 shared credits)

Accelerated Master's Program (AMP) Timeline

<u>General Linguistics Track:</u>

- Junior year: Become a Candidate of AMP (see Admission above)

- Senior year: Shared coursework begins
    - LIN 510 Linguistics (3cr.) - receive an override form your undergraduate advisor
    - LIN 511 Phonetics and Phonology (3cr.) - receive an override form your undergraduate advisor
    - Choose two of the following: ENG 404 Studies in Second Language Acquisition, ENG 414 Studies in Linguistics, or an approved ENG 400 level Linguistics Upper Division Elective (6cr.)
- Graduate year: MA coursework
    - LIN 501 Approaches to Research (3cr.)
    - LIN 514 Syntax (3cr.)
    - LIN 515 American English or LIN 516 Pragmatics and Discourse Analysis (3cr.)
    - 600 level LIN elective (3cr.)
    - Culminating experience option:
        - LIN 599 Thesis (6cr.) or
        - LIN 593 Applied Project (3cr.) and a 500/600 level LIN elective (3cr.)

<u>Applied Linguistics Track:</u>

- Junior year: Become a Candidate of AMP (see Admission above)
- Senior year: Shared coursework begins
    - LIN 510 Linguistics (3cr.) - receive an override form your undergraduate advisor
    - LIN 520 Second Language Acquisition Theories (3cr.) - receive an override form your undergraduate advisor
    - Choose two of the following: ENG 404 Studies in Second Language Acquisition, ENG 414 Studies in Linguistics, or an approved ENG 400 level Linguistics Upper Division Elective (6cr.)
- Graduate year: MA coursework
    - LIN 501 Approaches to Research (3cr.)
    - LIN 511 Phonetics and Phonology or LIN 514 Syntax (3cr.)
    - LIN 515 American English or LIN 516 Pragmatics and Discourse Analysis (3cr.)
    - 500 or 600 level LIN or APL elective (3cr.)
    - Culminating experience option:
        - APL 599 Thesis (6cr.) or
        - APL 593 Applied Project (3cr.) and a 500/600 level LIN or APL elective (3cr.)

Please note that only 6 credit hours of 400-level coursework can be applied to the master's degree program.

MA students must also demonstrate or provide evidence of competent knowledge of a natural language other than modern English to satisfy the Language Requirement. Please note that since accelerated students are on a compressed time schedule, we do not recommend taking ENG 530/531 to satisfy the foreign language requirement.

Student Wellness

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

Resources

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.

The Graduate Wellness Resources pdf has helpful links and phone numbers for services for graduate students under the rubrics of financial, emotional, physical, and social wellness. There are also multiple services offered by ASU to further assist students:

- Counseling Services
- Health Services
- Student Accessibility and Inclusive Learning Services (SAILS)
- Student Advocacy and Assistance
- ASU Police

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

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.

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 at Victimservices@asu.edu or call 480-965-0107.

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 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.

ASU Administrative & Policy Information

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 graduate advisor or supervisory faculty chair to seek clarification. Please review the Department of English's guidelines on the use of generative AI linked on the website.**

Other important sources for information about academic integrity can be found at the Office of the University Provost Academic Integrity, Dean of Students Student Code of Conduct and The College Information on Academic Integrity. 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 a 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 or 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 slide show 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.

Class-related Grievance and Appeal Procedures

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 as soon as possible after the grade is awarded. For more information on the entire process, see The College Academic (Grade) Grievance process.

Code of Conduct

The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus.

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. Department of English graduate students are representatives of the department 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 professional research university. You can expect to be treated with courtesy, kindness, and professionalism at all times and the same is expected of you. Any type of disrespectful or abusive behavior on the part of our students toward any member of the ASU community (staff, faculty, or students) will not be tolerated. This includes ignoring responsibilities as a student, such as failure to adhere to program deadlines and failure to respond to communications. 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.

Title IX

Arizona State University is committed to providing an environment free from discrimination based on sex and provides a number of supportive measures including resources and services to assist students, faculty and staff. Title IX of the Education Amendments of 1972, as amended 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.

Sexual violence, sexual harassment, stalking and relationship violence have a profound impact on academic, social, working and personal life, and negatively affect friends and families, other students, co-workers and members of the university community. To combat this complex social problem, ASU provides a variety of resources and educational programs designed to prevent sexual violence and other acts of sexual misconduct, including sexual harassment, provide information about what to do when an incident has occurred, and increase awareness of campus and community resources for support and response.

Students, faculty and staff who experience sexual violence, sexual harassment, stalking or relationship violence are encouraged to seek support and report the incident. ASU has appointed a Title IX Coordinator to oversee ASU response to Title IX reports and formal complaints, develop training and education programs/materials for faculty, staff and students, as well as monitor trends and effectiveness of Title IX education efforts.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the

U.S. Department of Education, Office of Civil Rights.

Other Protections

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see ASU Policy Manual.

Transferring Preadmission Credits

In some cases pre-admission transfer credits may be applied toward degree completion. These classes can be courses from another institution or classes taken at ASU as a non-degree seeking student or as an admitted graduate student of another program. The inclusion of transfer courses on the iPOS is subject to approval by the academic unit and the Dean of the Graduate College.

Transfer credits cannot have been used toward another awarded degree. Per department policy, students can use up to twelve credit hours of transfer credits with the program director or faculty supervisor's approval. Transfer 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 seven 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 approver of transfer courses on the iPOS. The Graduate College has extensive rules regarding transfer credits. For complete details, consult the ASU Graduate College Policy Manual.

Continuous Enrollment Policy

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. For more information about incompletes, see Incomplete Grades.

Leave of Absence

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 of English 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 the 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.

Financial Aid

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.

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, see Gradership FAQs.

Continuing students may apply for internal and external awards, scholarships, travel awards and dissertation fellowships. The Department of English sends 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.

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

Program Curriculum

Curriculum Requirements of the Master of Arts in Linguistics and Applied Linguistics

Degree requirements

30 credit hours including a foreign language exam and a thesis, **or**
30 credit hours including a foreign language exam and the required applied project course (LIN 593 or APL 593)

Required Core (3 credit hours)

LIN 515 American English (3) **or**
LIN 516 Pragmatics and Discourse Analysis (3)

General Linguistics Track (6 credit hours)

LIN 511 Phonetics and Phonology (3)
LIN 514 Syntax (3)

Applied Linguistics Track (6 credit hours)

LIN 511 Phonetics and Phonology (3) **or** LIN 514 Syntax (3)
LIN 520 Second-Language Acquisition Theories (3) **or** APL 601 Introduction to Applied Linguistics (3)

Electives (12 or 15 credit hours)

Research (3 credit hours)

LIN 501 Approaches to Research (3)

Culminating Experience (3 or 6 credit hours)

LIN 593 or APL 593 Applied Project (3)
LIN 599 or APL 599 Thesis (6)

Additional Curriculum Information

Students choose one of the two tracks in either general linguistics or applied linguistics.

Electives are restricted based on the student's chosen track. For the general linguistics track, one of

the electives must be a 600-level course from the approved course list.

Students who select the thesis option take 12 credit hours of electives. Applied project students select 15 credit hours of electives.

Other Program Requirements

Language Requirement

Students in the following programs must demonstrate a reading level proficiency in a foreign language by passing a foreign language exam (pass/fail) or being exempted from the exam through coursework, having previously earned a degree in a foreign language, having previously satisfied a comparable graduate degree requirement, or being an international student whose native language is not English:

- MA linguistics and applied linguistics
- MTESOL
- PhD linguistics and applied linguistics
- PhD English (literature) – prior to fall 2025 requirements
- PhD English (writing, rhetorics and literacies)

Students in these programs are strongly encouraged to fulfill this requirement early so as not to delay graduation. For PhD students, satisfying the language requirement is necessary before progressing to take required exams.

Ways of Satisfying the Language Requirement

- Passing the translation exam administered by the School of International Letters and Cultures (see the **Foreign Language Examination Procedure** section below).
- The School of International Letters and Cultures offers online courses (iCourse for in-person students and oCourse for fully online students) in GER 550 German for Reading Knowledge, FRE 550 French for Reading Knowledge, SPA 550 Spanish for Reading Knowledge, and ITA 550 Italian for Reading Knowledge that can satisfy the requirement with a grade of “B” or better and count as elective credit in the program.
- In-person students in linguistics/TESOL: Earning a “B” (3.00) or higher in both ENG 530 Old English and ENG 531 Old English Literature or their equivalent. Literature and writing, rhetorics and literacies students: Earning a "B" (3.00) or higher in ENG 530 Old English or an equivalent, such as Old Norse. Note: these courses are currently not available online.
- Earning a “B” (3.00) or higher in a 400- or 500-level course in an appropriate (approved)

language. Any course in which all class meetings are conducted in the approved language will satisfy this requirement; courses conducted in English will not. The class must have been completed within six years of the semester for which the student has been admitted to the program.

- Holding a bachelor's degree in an approved foreign language.
- Having fulfilled a foreign language requirement towards a previously awarded master's degree that has been completed within six years of the semester for which the student has been admitted to the program.
- For languages which the School of International Letters and Cultures does not offer or does not offer above the 200 level, two years (4 semesters) of successfully completed college-level coursework at least at the 100 and 200 level with a C or better would fulfill the requirement. The coursework must have been successfully completed no more than six years prior to admission to the degree program.
- For questions on alternate ways to fulfill the language requirement, contact enggrad@asu.edu

Exceptions

International students whose native language is not English will have this requirement waived once the Plan of Study (iPOS) has been approved with a full committee.

U.S. students who are bilingual must still demonstrate reading knowledge in the second language. To waive the language requirement, documentation or proof in the form of a certificate, a class or indication of bilingual work in a job is required.

Students are strongly encouraged to fulfill this requirement early so as not to delay graduation. For PhD students, satisfying the language requirement is necessary before progressing to take required exams.

Foreign Language Examination Procedure

The Foreign Language Exam is administered by the School of International Letters and Cultures, which charges a fee for each exam. Payments can be made here. Students must be enrolled in at least one graduate credit the semester they take the exam.

Tempe campus students should refer to the School of International Letters and Cultures Language Placement page for details about the on-campus exam. It usually takes six to eight weeks for exam results to be reported.

Petitions to Retake the Exam

Students who fail the exam may petition the Graduate College to retake the exam. The petition must be submitted via the iPOS and should include why the student failed, what the student will do to prepare for the next exam (i.e., new book, dictionary, tutoring, etc.), and why the exam is needed. Students retaking the exam will be required to pay the exam fee again. Students who fail the exam a second time may petition for one final retake.

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 a Thesis or Applied Project. Master's students must submit their iPOS before they have completed 50 percent of their program. Failure to do so may result in a hold on registration.

Procedure for Filing

Before accessing the iPOS, students ought to consult the Graduate College iPOS page 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 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., thesis, applied project, etc.). If there are any issues, the iPOS will be sent back to you and you will be notified of what needs to be changed by your advisor.
3. **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 a thesis defense, students must verify that the members listed on the iPOS correctly matches the evaluation committee.**

Time-to-Degree Requirements

The MA in Linguistics and Applied Linguistics is designed to be completed in two years of full-time enrollment.

The Graduate College sets a time limit of six years from the semester and year of admission to the master's program for completing all program requirements. Students admitted to a master's program in Fall 2026 and beyond will have four years to complete the degree.

Extensions
For those students who entered in Fall 2026 or later, extensions of up to two years or fewer beyond the maximum time allowance may be granted in cases when a student's progress has been delayed by exceptional circumstances, but the student has otherwise demonstrated past academic success and is highly likely to complete all degree requirements and graduate during the period of the extension. For a petition to be considered, a student must have completed all degree requirements other than the culminating experience (usually a thesis, applied project, or dissertation). The petition should document the student's previous academic record and indicate the specific cause(s) of the delay (such as having taken an approved Leave of Absence, the departure of a supervisory committee chair, or unavoidable interruption of the student's research). The petition must include a detailed timeline (including specific benchmarks) for completing the culminating experience and a statement of support for this timeline from the student's supervisory committee chair.

Exceptions of two or more years beyond the maximum time allowance require review and approval by the Dean of the Graduate College.

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

MA Linguistics and Applied Linguistics
Year 1: students take 15 credit hours of classes, including LIN 501 Approaches to Research

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

Sample Plan of Study

General Linguistics Track

Semester 1:

- LIN 515 American English (Fall) or LIN 516 Pragmatics and Discourse Analysis (Spring)
- LIN 501 Approaches to Research (only offered during Fall)
- Elective (LIN or APL preferred)

Semester 2:

- LIN 511 Phonetics and Phonology
- LIN 514 Syntax
- Elective (LIN or APL preferred)
- LIN/APL Thesis or Elective (LIN or APL preferred)

Semester 3:

- LIN APL Thesis or Applied Project
- Elective (LIN or APL preferred)
- Elective (LIN or APL preferred)

Applied Linguistics Track

Semester 1:

- LIN 515 American English (Fall) or LIN 516 Pragmatics and Discourse Analysis (Spring)
- LIN 501 Approaches to Research (only offered during Fall)
- Elective (LIN or APL preferred)

Semester 2:

- LIN 511 Phonetics and Phonology or LIN 514 Syntax
- LIN 520 Second-Language Acquisition Theories (only offered during Spring) or APL 601 Introduction to Applied Linguistics
- Elective (LIN or APL preferred)
- LIN/APL Thesis or Elective (LIN or APL preferred)

Semester 3:

- LIN/APL Thesis or Applied Project
- Elective (LIN or APL preferred)

- Elective (LIN or APL preferred)

Expectations Regarding AI

A Note on AI

In the Department of English handbook, the term "AI" refers primarily to generative artificial intelligence technologies capable of producing, revising, summarizing or evaluating text in response to user prompts. The handbook does not address image-based or multimodal AI tools. Because AI tools are rapidly evolving, it avoids tying "AI use" to any single interface or platform. Instead, the term refers broadly to tools that can meaningfully shape the development, analysis, or presentation of written research.

Departmental Rules on use of AI by Graduate Students

The Department of English expects that graduate students abide by ASU's academic integrity policy, which requires academic honesty on all examinations, papers, applied projects, theses, dissertations, and other academic transactions. The use of "academic deceit," which is defined as "any deceptive or fraudulent act that creates or attempts to create an advantage or disadvantage for any member of the academic community" will be met with appropriate sanctions (see Part E. Sanctions and Appeals). The Graduate College's Policy Manual furthermore states: "violations of academic integrity include, but are not limited to cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities."

Because expectations regarding **acceptable uses of AI** vary greatly in the Department of English and, more broadly, at ASU and beyond, the individual supervisory faculty and graduate students need to discern for themselves at the outset of a major project which uses of AI are acceptable within the limits of ASU and departmental policy.

Rules

1. Any use of AI that violates academic integrity is unacceptable and may result in failure and/or dismissal.
2. **Acceptable use of AI is limited** by the academic integrity policy and ASU policies on uses of AI. Per ASU policy, the following uses of AI are deemed *unacceptable*:
    - Using AI to generate substantive written content, claims, and/or interpretations that are incorporated into one's work without proper disclosure and attribution. [Please note that some supervisory faculty and committees think that any use of AI, disclosed or not, is unacceptable.]

- Citing, incorporating, or relying upon fabricated sources, citations, or information generated by AI. [This does not mean that real sources, citations, or information generated or found by AI are acceptable.]

3. Before uploading data into an AI tool, be sure to consult ASU policies regarding research compliance for human subjects, data privacy protocols, and copyright. For further information, please consult the following resources:
   - ASU Digital Trust Guidelines
   - Research Compliance and AI
4. Starting in Fall 2026, graduate students must submit the AI Agreement Form linked on the website before beginning work on an applied project, thesis, portfolio (written comprehensive exam), oral comprehensive exam, dissertation prospectus, or dissertation. Note: To students who have already begun this work, please submit the form at the beginning of Fall 2026.
5. If the supervisory faculty and graduate student agree that there are acceptable uses of AI on a specific project, **substantive uses must be documented**. On the AI Agreement Form, there are spaces for recording which documentation protocols have been selected.
   - Consult the ASU library guide on proper citation protocols for generative AI: Generative AI Citation - ASU Library Guides.

Recommendations

- Visit the department's Evolving Document on AI Tools linked on the website to learn more about what they have to offer.
- Have frank discussions about expectations in your academic field and, when relevant, related professions. At the moment (spring 2026), in some fields of academic study most people assume (rightly or wrongly) that any use of AI is an indication of academic dishonesty. In other fields most people assume that rigorous work and advancement require thoughtful assessment and use of AI tools. Thorough discussions about AI between students, supervisory faculty, and committee members are strongly encouraged.
- To faculty: consider adopting one or more procedures for ensuring originality of research and writing. Here are a few potentially helpful things that many faculty already do:
  - meet with students well before submission deadlines to discuss their outlines, early drafts, and/or research notes;
  - require documentation of revisions (for example, with "track changes" in Word);
  - have substantive (versus "gotcha!") discussions about the content of submissions.
- To students: show your work. Keep a folder with your notes, outlines, and drafts. Use "track changes" or a similar tool to document your revisions. If you want or need to change the subject, argument, or methodology, please have substantive discussions with your supervisory faculty about these changes before submitting work.

Description of the AI Agreement Form

The AI Agreement Form linked on the website should be dated, initialed by all parties, and submitted before a graduate student undertakes a major project, such as a thesis, applied project, portfolio paper(s) (written comprehensive exam), oral comprehensive exam, dissertation prospectus or dissertation. The form serves as a starting point for discussion and a record of agreement between the faculty member and graduate student. It is not a contract. Because new AI technologies emerge frequently and thinking about acceptable uses of AI continues to change, the AI Agreement Form can be revised and resubmitted.

Ideally, the AI Agreement Form will promote education about and sensitive assessment of AI tools and prevent unwelcome surprises: for example, students being accused of academic dishonesty when they believe that they have proceeded with academic integrity or committee members refusing to assess a student's work.

Grounds for Failure or Dismissal from Program

Violations of the ASU academic integrity policy and failure to meet standard of academic quality are common reasons for failure or dismissal. Supervisory faculty and committees may fail a project for not meeting academic standards. If supervisory faculty and committees believe that they have found evidence of academic deceit, they should contact the Director of Graduate Studies and the Department Chair for further guidance. Non-compliance with the AI Agreement Form could create problems that considerably delay a student's progress, but it alone cannot be grounds for failure or dismissal.

Culminating Experience & Graduation

Culminating Experience Guidelines & Deadlines

Students in the Master of Linguistics and Applied Linguistics choose between an applied project or a thesis as their culminating experience for the degree.

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. It is recommended that students use a paper or project that they completed in a previous course as a starting point, with the goal of developing a richer, more complex applied project in a single semester. (Please note: students doing applied projects for MA English education follow a different process and more information will come from the English education area.) Students will present one of the following:

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. **Academic / 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. For example, an academic portfolio typically includes a selection of 3 unrevised papers written during the student's course of MA studies and either (a) their teaching philosophy statement, taking into account current theories of pedagogy in field of specialization plus an annotated bibliography related to the teaching philosophy (approximately 7,000 words); or (b) 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).
4. **Other Research or Creative Projects**. Many research and creative projects do not fall easily

into the previous categories. Students are encouraged to work with their Applied Project Chair to define the parameters of the project.

Faculty Committee

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 selects 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. Important rules about the selection of chairs and committees can be found in the section on Committee Selection Information.

Registration

Please see Department of English Registration Procedures for 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 APL/LIN Applied Project. The grade for APL/LIN 593 must be a "B" or better for the degree to post.

Thesis

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

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

MA Thesis Chair

Students should begin their thesis work by identifying a faculty member with research interests similar to the student who agrees to serve as the MA Thesis Chair. The student then works with the MA Thesis Chair to choose a thesis topic, define its scope, determine a method of research, and establish a timeline for completing and defending the thesis. Important rules about the selection of chairs can be found in the section on Committee Selection Information.

MA Thesis Committee

Once the topic of the thesis is agreed upon, the student works with the MA Thesis Chair to identify other suitable committee members. The MA thesis committee consists of at least three members (including the MA Thesis Chair) on the graduate faculty, ordinarily specialists in the area of the thesis. Important rules about the selection of committee members can be found in the section on Committee Selection Information.

Registration

To register for thesis hours for APL/LIN 599 Thesis, please see Department of English Registration Procedures.

Timeline

It is typical to stretch the project over two semesters, registering in 3 credits per semester rather than completing all 6 credits in one semester. If a student needs additional time, a grade of incomplete may be requested from the instructor; incompletes, which are granted at the discretion of the instructor, are not automatically available and ought to be avoided. If granted, the student will need to follow incomplete grade guidelines to complete the course.

Submitting the Thesis to Your Committee

Students are responsible for consulting with their thesis chair and committee members in advance to determine expectations for submission of a defense-ready draft. Committees typically require at least two weeks to review the full draft prior to the defense, though exact committee expectations may vary. Submitting materials through the Graduate College/iPOS system does not distribute the thesis to committee members; students must send the defense-ready draft directly to all committee

members.

Thesis Defense Scheduling

Students planning to graduate in a given semester must complete their thesis and schedule their defense in time to meet all Graduate College deadlines. It is a Department of English policy that defenses must be scheduled only in the fall and spring semesters; summer defenses are allowed only in cases of unusual hardship.

The Graduate College defense scheduling system does not automatically schedule rooms. Therefore, students must reserve a room using the Department of English's room scheduling form before scheduling the defense through MyASU. Room scheduling can sometimes take up to three days, so please allow ample time. After the room scheduling is confirmed, students must schedule the defense with the Graduate College via their iPOS (which can be accessed through the "schedule your defense" tab of the MyASU homepage) at least ten working days before the defense date. All milestones such as an approved iPOS and exams must be completed before a defense can be scheduled.

Announcement of Thesis Defense

Oral defenses of theses are announced in the Department of English. A student preparing for a defense should send an email to their graduate advisor, which will include student name, thesis title, date, time, room, committee chair, committee members, and a brief abstract. The abstract should be in the body of the email, not as an attachment. Note: all defenses must be held on campus and be open to the public.

Rules about Virtual Attendance of Thesis Defenses by Committee Members

For in-person defenses, up to 50% of the committee may attend virtually if needed. The student and the chair (or one of the co-chairs) must be present in-person, and then up to 50% may attend virtually. For example, for a committee of three, one of the members could attend virtually. For a committee of four, up to two, etc.

Requesting a Virtual Defense Exception

For a virtual defense exception, students must provide a justification based on a hardship to them (i.e. medical, visa-related, financial). The student must also obtain an email from their chair/co-chairs supporting the request for a virtual defense. The student will send both the justification and support letter to their graduate academic advisor for review and to obtain approval from the Director of Graduate Studies. If the department approves, the advisor will submit the virtual defense petition in the iPOS for Graduate College approval. If it is approved, the

student will then be able to schedule the virtual defense through the iPOS.

Evaluation Criteria and Results

The committee will judge the thesis by the standards appropriate to a fully finished piece of critical or scholarly work in English and will award either Pass, Pass with Minor Revisions, Pass with Major Revisions, or Fail. When revisions are required, the committee should provide the student with a detailed list of the revisions being requested.

The initial defense results must be submitted by all committee members via the defense results tab in the iPOS within ten days after the defense occurrence. If there are revisions required by the committee, they must be completed and approved by the committee before a full "Pass" can be designated in the iPOS. If the committee's requested revisions are not completed by the graduation deadlines for the semester of the defense, the student must maintain continuous enrollment until they are completed. If they are not successfully completed within one year of the defense, re-submission of the document and a re-defense of the thesis may be required in order to ensure currency of the research. Re-submission and re-defense are not guaranteed.

Defense results are considered final. Failure will result in dismissal from the program. Therefore, it is important that the faculty committee review a student's readiness to defend prior to scheduling the defense.

Submitting the Thesis to the Graduate College

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

Embargo

An embargo is a temporary restriction on the public release of the full text of a dissertation or thesis. During the embargo period, the full document is not available for public viewing or purchase through ProQuest, although the abstract and citation are visible and searchable.

- Students may choose an embargo for several reasons, most commonly to pursue publication (e.g., journal articles or a book) without prior public release of the full text.
- Embargoes are typically set for a defined period (e.g., six months, one year, two years), though policies and options may vary by institution.

How can a student establish an embargo?

- Consult with your committee at the time of the defense (or earlier) to decide whether an embargo is necessary.
- Complete the Delaying Publication of Thesis/Dissertation form and include the chair's (or a co-chair's) signature.

For more information about the Graduate College's requirements regarding the ASU Digital Repository and ProQuest, start here:

What's a thesis or dissertation embargo and when to use it

Further information on embargoes:

- ProQuest: Understanding Embargoes
- Advice to embargo on both ProQuest and Digital Repository

The Supervisory Faculty Committee is encouraged to discuss whether an embargo is appropriate for a graduate student's situation and ensure that the student understands both the benefits and limitations.

How to Apply 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 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.

Committee Selection Information

As students pursue the research and/or creative activity that is vital to their program of study, they are given guidance by faculty mentors. Students should identify their mentors early in their graduate career and seek their professional expertise and counsel regarding their graduate work. The supervisory committee serves as the student's intellectual and/or creative guide and must approve the research, scholarly focus, methodologies, theoretical/creative approaches, and substance of the culminating experience. The members of the supervisory committee have the necessary knowledge and skills to advise the student during the formulation of a research topic and during the completion of the dissertation/thesis/applied project.

Description of Supervisory Committee Chair
Students work under the direction of a faculty member with research interests similar to the student who agrees to serve as the chair of the supervisory committee. If a student wants two faculty members to co-chair, both faculty members must agree to co-chair with each other. A committee chair must be listed to submit the iPOS for approval. Graduate students can update their iPOS committee with committee change requests.

Description of Supervisory Committee
The supervisory committee, including the chair, consists of at least one member (rarely more than two) for the applied project and at least three members (rarely more than four) for the thesis and dissertation. Members of the supervisory committee must be on the graduate faculty. Only tenured or tenure-track faculty members can serve on dissertation committees. Petitioning to have committee members from outside the Department of English's graduate faculty will be handled by the Department Chair in consultation with the Director of Graduate Studies. The Interactive Plan of Study (iPOS) is the student's official notification to the Graduate College of the committee membership. Students must have an approved iPOS on file, a committee appointed, and the committee chair's approval before scheduling a defense.

Rules for Forming a Committee
This is the general criteria for forming a graduate student's supervisory committee, which is composed of a chair (or co-chairs) and member(s).

- The supervisory committee must have at least one faculty member from the student's program area in the Department of English.
- At least 50% of the supervisory committee must be active (not emeritus/a) ASU faculty. If an active committee member at ASU retires or moves to a different institution, that person

may still constitute part of the 50% for up to two years after leaving ASU.

- To serve on a graduate supervisory committee in the Department of English, all faculty need prior approval by the Department of English and the Graduate College. To serve regularly on graduate supervisory committees, faculty need prior approval by the Department of English and should become a member of the Graduate Faculty at ASU. If a faculty member has not been approved, please ask the graduate academic advisor how to proceed.

Rules concerning the Supervisory Committee Chair (also called Supervisory Chair)

- The MA committee chair/co-chair must be at the rank of assistant, associate or full professor in the Department of English at ASU. However, assistant professors must request one-time approval by the Department of English and the Graduate College for each master's-level committee they chair.
- All chairs/co-chairs are required to be ASU faculty or approved ASU-affiliate faculty. If unsure, students should ask their program's graduate academic advisor.
    - Note: If the faculty member serving as supervisory chair retires and becomes emeritus/emerita faculty, they can still serve on the committee as a co-chair, but an active faculty member must become co-chair with them.
- Before iPOS committee changes can be approved, the graduate academic advisor needs to receive an email that states the faculty member has agreed to serve as chair/co-chair.

Rules Concerning Committee Members

- It is best practice for a graduate student to discuss the composition of their committee with their chair/co-chairs before asking faculty to serve as members of the committee.
- The number of members, in addition to the chair (or co-chairs), depends on the culminating experience: customarily, one member for the MA applied project, two members for MA thesis, and two to three members for the PhD dissertation.
- Committee members may be at the rank of full professor or full teaching professor, associate professor or associate teaching professor, assistant professor or assistant teaching professor, clinical professor, and clinical associate professor as long as they have been approved by the Department of English and the Graduate College to serve as graduate faculty on PhD and/or MA committees in the Department of English.
- The graduate academic advisor needs the faculty member's agreement to serve as a member on the student's supervisory committee in an email before iPOS committee changes can be approved.

Graduate academic advisors can confirm if a faculty member is eligible to be on a student's supervisory committee.

Committee Mentoring

Per the Graduate College Policy Manual, chairs of supervisory committees are responsible for directing student work (meeting regularly to provide feedback and guidance on drafts, for example), facilitating the work of the committee, and attending to the student's professionalization. The committee members typically provide feedback on drafts, attend exams and defenses, review required revisions, and assist with professionalization. For more detailed information about committee responsibilities, see the section titled "Supervisory Committee Roles and Responsibilities" in the Graduate College Policy Manual.

In addition to providing guidance on the student's research and/or creative activity, the supervisory chair will work with the student to ensure that all committee members are aware of the student's timeline and available to provide responses to submitted work. For example, if a student plans to submit a drafted chapter for review on October 1, will committee members be available to provide feedback within an expected time period?

Timeline Expectations for Committee Review

Committee members must review and provide evaluations of portfolio papers, the oral exam bibliography, and the dissertation prospectus within **two weeks** of submission by the student.

Drafts of applied projects, the master's thesis, and individual dissertation chapters must be reviewed within **one month** of receipt, unless other arrangements have been made and agreed upon by the student and committee members. To expedite student progress, earlier review deadlines are highly recommended.

Concern about Dissertation, Thesis or Applied Projects Committee Members

If graduate students are concerned that a faculty member is not providing timely feedback or otherwise attending to their obligations as a member of their supervisory committee for a dissertation, thesis or applied project, as outlined above and in the Graduate Policy Manual, then, they are encouraged to make these concerns known to their graduate academic advisor or the Director of Graduate Studies.

Satisfactory Academic Progress

Students must maintain satisfactory academic progress (defined below under "Requirements for Satisfactory Academic Progress") in order to remain in good academic standing and on track for graduation. Progress is reviewed regularly by the graduate academic advisors, who notify students by email when their progress is no longer satisfactory. Consequences for failure to maintain satisfactory academic progress are explained below under "Academic Probation" and "Dismissal."

GPA Types Defined

- **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.

Requirements for Satisfactory Academic Progress (SAP)

For satisfactory academic progress, a graduate student will

- 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)

Notifications of "unsatisfactory academic progress" are sent to graduate students with

- iPOS GPA, graduate GPA, and/or cumulative GPA 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"
- Violations of academic integrity

Students concerned about making unsatisfactory progress are strongly encouraged to make appointments with their academic advisors.

Timeline Expectations

The Graduate College specifies a six-year limit for the completion of master's programs for students who entered before Fall 2026 and a four-year limit for students who entered in or after Fall 2026. For more information, see Time-To-Degree Requirements.

Academic Probation

Students will be placed on academic probation for making unsatisfactory academic progress. When a student is placed on academic probation, a letter from the Director of Graduate Studies or the Director of Online Programs describes the conditions necessary for completing the probationary period, including any requirements and deadlines. When a student on academic probation meets the probationary requirements by the stipulated deadlines, the student receives a letter indicating their return to good academic standing.

What is academic probation? If a student has been placed on academic probation for a low GPA, the focus is improving all three GPAs (iPOS GPA, graduate GPA, and cumulative GPA) to 3.0 or higher within a specific period. To graduate, students must achieve a 3.0 or higher on all GPAs. If a student has been placed on academic probation for not meeting PhD benchmarks in a timely manner, the focus is on achieving a stipulated PhD benchmark by a specific deadline. Unless otherwise specified, students on academic probation may enroll in classes, apply for departmental and university grants and awards, and participate in their academic programs. Academic probation does not appear on the student's permanent record.

Dismissals

Students who do not maintain continuous enrollment may be dismissed from their graduate program after review by the Dean of the Graduate College.

The Director of Graduate Studies recommends graduate students in the Department of English for dismissal from graduate programs for failure to meet Graduate College and departmental policies,

lack of satisfactory academic progress, and not meeting the terms of academic probation. If the Dean of the Graduate College (or the Dean's designee) concurs with the recommendation, the student receives the official notification of dismissal from the Graduate College. Only the Dean of the Graduate College may dismiss students from a graduate program due to lack of compliance with satisfactory academic progress policies.

For more information about Academic Dismissal by the Graduate College, see the Graduate Policy Manual.

It is important to note that program dismissal is not an option for students who have been found in serious violation of ASU's Academic Integrity Policy by their unit; they must be recommended either for suspension (for a specified period of time) or expulsion (with no expectation of readmission) to the Provost's office, which has the ultimate authority in matters of suspension and expulsion. Students are afforded a final appeal at the university level in such cases.

Egregious violations of the ASU code of Academic Integrity and the ABOR Student Code of Conduct may result in loss of funding, immediate suspension, or expulsion from the academic program. Graduate students are obliged to behave professionally while taking coursework and doing internships, Graduate Teaching Assistantships, Research Assistantships, and other activities that are part of their Department of English graduate degrees. Please see Code of Conduct and the guidelines listed in the Graduate Assistant Handbook. It is the duty of graduate students to become familiar with these expectations.

Appeals

- To appeal a notification of unsatisfactory academic progress as communicated via email or via the annual letter to PhD students on academic progress, students write to the Director of Graduate Studies or the Director of Online Programs within ten working days of receipt of the notification.
- Students who have been placed on academic probation and fail to meet the terms of probation may be recommended for dismissal. The timeline and process for submitting the appeal will be indicated in the "Recommendation for Dismissal" letter that the student receives.

For more information on appeals processes related to satisfactory academic progress, see Student Academic Progress | Graduate College.

Additional Program Information

Internship Opportunities

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/ENG 584, LIN/ENG 784) 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 by the Department of English Internship and Career Futures on LinkedIn and other general resources such as department emails, ASU CareerLink or LinkedIn Jobs, and ASU internship and career fairs.

Step 3: Reach out to the Director of Internships and Career Futures (englishfutures@asu.edu) 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 Futures 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

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 page can be used as a great resource for step-by-step

instructions.

The Voluntary Withdrawal from a Graduate Degree Program 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 the 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.

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.

Student Resources

For information related to wellness, please see the section titled Student Wellness.

Professional Development

The Department of English strives to assist students in all aspects of their professional development to ensure they will be prepared 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 page. Our internship program also provides excellent opportunities for professional development

Humanities Institute

Located in the same building as the Department of English, the Humanities Institute (HI) is an extraordinary resource for graduate students. The HI brings in speakers who meet with graduate students, provides information about funding opportunities, hosts year-long faculty-led initiatives and related events, exhibits art, and puts on a variety of workshops open to graduate students. In their own words, the Humanities Institute "serves as a hub for bringing people and ideas together in diverse and inclusive communities. [....] We maintain ongoing partnerships with the Consortium of Humanities Institutes and Centers, Arizona Humanities Council, National Humanities Alliance, National Humanities Center, MLA, ACLS and more."

Institute for Social Science Research

The Institute for Social Science Research (ISSR) offers research workshops and training.

GSEA: Graduate Scholars of English Association

GSEA is the official organization representing graduate students in the Department of English.

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 Writing Centers.

Study Spaces on the Tempe Campus

Access to many spaces in Ross-Blakley Hall requires an ASU ID or "Sun Card" for electronic (ISAAC) access. Current ASU students are able to swipe the cards or their phone application for entrance. Students requiring ISAAC access should use this form to add access via their Sun Card.

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

There are also computers available for use 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.