



GRADUATE HANDBOOK 2020-2021

Department of English
The College of Liberal Arts & Sciences
Arizona State University
Mailing Address: PO Box 871401, Tempe, AZ 85287-1401
Physical Location: 1102 S. McAllister Avenue, Tempe, AZ 85281

Phone: 480-965-3168
Fax: 480-965-3451

Department Website: <http://english.asu.edu>

Prospective Student E-mail: enggrad@asu.edu

Current Student E-mail: englishgradadvising@asu.edu

Krista Ratcliffe	Chair, Department of English	RBHL 170E	E-mail: krista.ratcliffe@asu.edu
Elenore Long	Director of Graduate Studies	RBHL 154	E-mail: elenore.long@asu.edu
Kathleen Hicks	Director of Online Programs	Phone: 480-727-0884 RBHL 151	E-mail: kathleen.hicks@asu.edu
Sheila Luna	Senior Program Manager, Graduate Programs & Funding	Phone: 480-965-3194 RBHL 125	E-mail: sheila.luna@asu.edu
Kira Assad	Academic Success Specialist, Graduate Programs & Internships	Phone: 480-965-7454 RBHL 170	E-mail: kira.assad@asu.edu
Justin Petropoulos	Program Manager, MFA Creative Writing	Phone: 480-727-9130 RBHL 152	E-mail: justin.petropoulos@asu.edu
Edith Velez Bermudez	Student Support Specialist Online Graduate Programs	Phone: 480-727-3133 RBHL 137	Email: evelezbe@asu.edu
Ruby Macksoud	Director of Internships	Phone: 480-965-7659 RBHL 129	E-mail: ruby.macksoud@asu.edu
Scott Caddy	GSEA President		E-mail: scott.caddy@asu.edu

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Purpose of the Handbook

This Handbook is a required guide for graduate students admitted to the Department of English graduate programs. Students should regularly consult the Handbook for information about the English graduate programs.

The Handbook is provided as an initial resource for answers to questions about the program, but students are also encouraged to consult with the graduate program manager, the graduate academic success specialist, the program directors, committee chair, or director of graduate studies. The primary reference for graduate students on rules and regulations is the Arizona State University [Academic Catalog](#). Each student should become familiar with the Academic Catalog and the [Graduate College](#) website and policies.

Once admitted to the Department of English, students are added to an email list to receive important information about deadlines, scholarships, jobs, workshops, and events in the Department of English. Tempe campus students who are not receiving emails should contact sheila.luna@asu.edu or kira.assad@asu.edu to be added to the in-person student email list. Online students should contact evelezbe@asu.edu to be added to the online student email list.

The policies listed in this Handbook are from the Graduate College and the Department of English. The Handbook is updated annually.

Student Responsibility

The Department of English is one of three humanities units within The College of Liberal Arts and Sciences. Beyond The College, the Graduate College oversees the general policies of all graduate programs at Arizona State University. Procedures and guidelines governing English graduate students begin with the Department of English and are informed by the higher-level policies of The College and the Graduate College respectively. In order to become better oriented within the department, students are encouraged to understand the governance and administrative structure of the Department of English as well as the faculty and staff positions within the unit.

It is the responsibility of each student to understand and observe all procedures and requirements specified by [ASU Graduate College](#) and the [Department of English](#). **It is a requirement for all students to read and understand the Graduate Handbook and the ASU Academic Catalog.** Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student.

Students should frequently check their [MyASU](#) account. All ASU students are required to have an active ASU email. Students may forward their ASU email to another preferred account. [Instructions on how to do this are found online](#). **It is important to check your ASU email, at a minimum, twice a week, so you do not miss important notices. Arizona State University and the Department of English conduct their business via ASU email only.** Please ensure to update any important contact information ASU has on file (i.e. new mailing addresses, phone numbers, etc.).

Culture of Respect

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

Students are valued members of a highly professional research university. You can expect to be treated with courtesy, kindness, and professionalism at all times and the same is expected of you. In particular it is very important to note that University staff members do not work for the students. They work to support the students in their goals and endeavors within the university structure. It is never admissible to treat staff with anything less than respect, courtesy, kindness, and professionalism. Any type of disrespectful or abusive behavior on the part of our students toward any member of the ASU community will not be tolerated. This includes ignoring responsibilities as a student, such as failure to adhere to program deadlines, failure to respond to communication, and failure to fully perform teaching duties. Conversely, if you feel that you are not being properly treated, please work with your advisor or administrators in your unit to resolve this problem.

Academic Integrity

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

- Engaging in any form of academic deceit, e.g., referring to materials, sources or devices (camera phones, text messages, crib sheets, solution manuals, materials from previous classes or commercial research services) not authorized by the instructor for use during an evaluation or assignment;
- Providing inappropriate aid to another student in connection with any evaluation or assignment;
- Engaging in plagiarism by using the ideas, words or data of another person or persons without full and appropriate attribution;
- Engaging in plagiarism by claiming credit for the ideas, words or data of another;
- Failing to follow ethical procedures for research involving human subjects, such as violating participants' confidentiality, or failing to maintain confidential or sensitive research data in a secure location;
- Knowingly using data that do not meet appropriate standards for reliability and validity;
- Failing to meet responsibilities to undergraduate students, such as failing to provide assistance during designated office hours;

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- Engaging in a romantic relationship with an undergraduate student whom the student supervises or evaluates in a classroom or research setting;
 - Falsifying or misrepresenting hours or activities in relationship to an internship, externship, research assistantship, field experience, workshop or service learning experience;
 - Repeatedly failing to meet commitments and responsibilities, such as chronically missing deadlines, or failing to provide work promised to colleagues; and
 - Behaving in a way that reflects poorly on the Department, College and University while conducting research or participating in community activities as a representative of the Department.

Newly admitted students will receive a "priority task" on their MyASU directing them to complete a canvas module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher. The Department of English has a zero-tolerance policy for any form of academic malfeasance. Penalties for unethical behavior range from being placed on academic probation to dismissal from the program. Additional information about academic integrity policies of the University is available on the [Student Rights and Responsibilities website](#).

Sexual Harassment

The University prohibits sexual harassment by employees and students and will not tolerate sexual harassment that interferes with an individual's work or educational performance or creates an intimidating, hostile or offensive working, learning or residential environment. [Additional information about sexual harassment can be found online](#).

Campus Safety

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

Overview of the Department of English

With a degree in English from ASU, you can do just about anything. Students in our diverse programs learn how to express themselves through traditional disciplines--creative writing, education, film, linguistics, literature, and rhetorics and writing--while exploring themes of contemporary relevance, including environmental concerns, medical writing, human rights philosophies, digital humanities, cultural as well as critical enquiries, and performance. A degree from the Department of English at ASU is applicable to just about any career and is a great springboard into further graduate school, law school, medical school, and more.

At ASU, we have one of the largest English departments in the nation, offering Doctoral, Master's and Certificate programs, which enables us to provide students with a greater diversity of offerings than most universities. Our goal is to educate citizens who can think, read, write and act in robust and significant ways to meet new challenges. The critical thinking, reading comprehension and analytic expression skills that are cultivated while earning a degree in English are transferrable into any endeavor. Earning a graduate English degree from ASU will serve you in any art form, any discipline, and any profession.

Graduate students in the Department of English frequently present at national, international and local conferences and have received many prestigious awards. Approximately 500 graduate students are enrolled each semester. The program awards excellence by offering outstanding financial packages, including travel funds for professional development and teaching assistantships on a competitive basis. Class sizes are small, giving students the opportunity to work closely with professors in a variety of fields. Reading groups, guest lectures, workshops and other events help bring students and faculty together. Opportunities for [professional development](#) and [mentoring](#), such as [Preparing Future Faculty](#) and [Knowledge Mobilization](#), prepare graduate students for successful careers within and beyond academia. In addition, there are several internship opportunities for English graduate students as well as study abroad opportunities.

Graduate Degrees Offered

Philosophy

- [PhD in English \(Literature\)](#)
- [PhD in English \(English Education\)](#)
- [PhD in English \(Writing, Rhetorics, and Literacies\)](#)
- [PhD in Linguistics and Applied Linguistics](#)

Online Master's programs

- [MAS in Film and Media Studies](#)
- [MA English \(English Studies\)](#)
- [Master of Teaching English to Speakers of Other Languages \(MTESOL\) Online](#)

Master's programs

- [Master of Fine Arts in Creative Writing](#)
- [Master of Arts in English \(Literature\)](#)
- [Master of Arts in English \(Writing, Rhetorics, and Literacies\)](#)
- [Master of Arts in English \(Comparative Literature\)](#)
- [Master of Arts in English Education](#)
- [Master of Arts in Linguistics and Applied Linguistics](#)
- [Master of Teaching English to Speakers of Other Languages \(MTESOL\)](#)

Accelerated programs

- [Accelerated BA English \(linguistics\) to MTESOL](#)
- [Accelerated BA English \(literature\) to MA English \(literature track\)](#)
- [Accelerated BA English \(linguistics\) to MA Linguistics and Applied Linguistics](#)
- [Accelerated BA English \(creative writing\) to MA English \(creative writing track\)](#)
- [Accelerated BA English \(secondary education\) to MA English Education](#)

Certificates

- [Graduate Certificate in Computer-Assisted Language Learning](#) (in conjunction with the School of International Letters and Cultures)
- [Graduate Certificate in Critical Theory](#)
- [Graduate Certificate in Digital Humanities](#) (in conjunction with the School of International Letters and Cultures)
- [Graduate Certificate in Linguistics](#)
- [Graduate Certificate in Literary Translation Studies](#) (in conjunction with School of International Letters and Cultures)

In ASU's Department of English, we offer several graduate programs with different degrees. It is important students understand the degree they are earning and the differences in the type of degrees offered. After students graduate, they should ensure they are referring to the correct title of their degree, especially when applying for academic and professional programs and jobs.

ASU's Department of English Degree Types

- **Doctor of Philosophy (PhD):** A Doctor of Philosophy is a terminal degree in the field. Students demonstrate the ability to conduct original research as well as a mastery of scholarly methodologies, theories and tools of the discipline. Candidates must demonstrate that they can address a major intellectual problem and propose meaningful hypotheses. The ASU Department of English has four PhD degree programs.
- **Master of Arts (MA):** A Master of Arts degree focuses on a specific field in the humanities, preparing students academically through research and discussion based

learning. These programs are not generally terminal in that students use the MA as a stepping-stone to continue into a doctoral program in the same or similar field. ASU's Department of English offers several MA degree programs.

- **Master (M):** A Master's degree in a specific field is a professional degree preparing students to work in the field of that program. It is generally a terminal degree; however, students can still pursue a doctorate. ASU's Department of English offers one Master's degree program. The Master of TESOL (MTESOL) program (in-person or online) prepares students for professional jobs in teaching ESL (English as a second language)/EFL (English as a foreign language) through a combination of strong academic background in TESOL theories and practical experiences that emphasizes professional development and participation in the field.
- **Master of Fine Arts (MFA):** A Master of Fine Arts prepares students for a career in a specific creative area of study. It is generally a terminal degree; however, students can still pursue a doctorate with it. ASU's Department of English offers one MFA degree program in Creative Writing with a focus in either Fiction or Poetry.
- **Master of Advanced Study (MAS):** A Master of Advanced Study is a professional degree with a focus on practical experience. It is generally a terminal degree; however, students can still pursue a doctorate with it. ASU's Department of English offers one MAS degree program in Film and Media Studies.

Each graduate program ends with a culminating experience. Some programs allow students to choose between two culminating experiences while others have one option. It is important students distinguish which one they completed in their program and use the correct title, especially when referencing it in applications for academic programs and jobs.

ASU's Department of English Culminating Experiences

- **Dissertation:** PhD students are required to write and defend a dissertation based on original and independent research/creative activity. The student works under the guidance of a dissertation director and at least two additional committee members.
- **Thesis:** The MA student who chooses this option works with their faculty supervisory committee (chair and at least two members) on a 35- to 60-page paper examining a well-focused question or problem through an informed context that is critical, theoretical and/or historical. An oral presentation on the completed work is required. For more information, see our main [webpage](#).
- **Applied Project:** The MA student who chooses this option will produce a project under the supervision of an Applied Project Director (chair of the supervisory committee) and invited to present their work at the end of the semester to the public at an oral presentation. Students choose to either complete a research paper, curriculum-design project, or a professional portfolio. For more information, see our main [webpage](#).
- **Capstone Course:** MTESOL and MA English Online students are required to complete a capstone course for their culminating experience. In a final project under the supervision of the Capstone Instructor, MTESOL (in-person and online) students will synthesize what they have learned in prior courses in a way that is meaningful and relevant to their professional goals. [MA English Online students](#) will critically reflect on what they have learned through their English Studies coursework and will be guided through a culminating project by the Capstone Instructor.
- **Exam:** MAS students are required to complete a written exam. This is a pass/fail exam. Students will choose to write on two of the three provided questions, and questions will include assigned material from the required courses (FMS 502, FMS 504 and FMS 520). Students will be expected to write a five-page essay responding to each of the two questions. Further details can be found on the [MAS in Film and Media Studies](#) webpage.

Who Should Apply?

The Department of English encourages applications from individuals with educational backgrounds and experience relevant to the field of English studies and ASU. Before applying, a prospective student may discuss qualifications and degree requirements with the program director in the area of interest.

Please see the Department of English website for answers to [frequently asked questions](#) about the application process or applicants can contact enggrad@asu.edu or call 480-965-7454.

Application Deadlines

PhD English (Literature), PhD English (English Education), PhD English (Writing, Rhetorics, and Literacies), PhD Linguistics and Applied Linguistics, MFA Creative Writing: **January 1 for fall.**

MA English (Literature): **January 1 and April 15 for fall; September 15 for spring.**

MA English (Writing, Rhetorics, and Literacies) and MA English (Comparative Literature): **January 1 and April 15 for fall.**

MTESOL and MA Linguistics and Applied Linguistics: **January 15 and April 15 for fall; September 15 for spring.**

MA English Education: **January 15 and June 15 for fall.**

MA English (English Studies) Online, MTESOL Online, MAS in Film and Media Studies:

- **Summer Admission: April 19 session A, June 2 session B (in the application, select "Summer (May)")**
- **Fall Admission: July 23 session A, September 16 session B (in the application, select "Fall (Aug)")**
- **Spring Admission: December 14 session A; February 15 session B (in the application, select "Spring (Jan)")**

The Accelerated programs have two deadlines: **April 15 for fall and October 1 for spring (BA/MA Creative Writing and BA/MA English Education does not accept applications for spring admission).**

Graduate Certificates in Critical Theory and Linguistics accept applications year round.

Application Process and Admission Requirements

The Department of English [how to apply webpage](#) lists current application requirements and deadlines for applying. There is also an Admission [FAQs](#) webpage.

Teaching Assistantships

[Teaching Assistantships](#) are available in the Department of English on a competitive

basis. Admission to the program does not guarantee a TA. TAs are given to PhD and MFA students in English. MA and MTESOL students are not funded. The TA application is submitted with the PhD/MFA application for the program. **Application Deadline: January 1st** TAs teach three classes per year.

Competencies

Transcripts will be used to evaluate basic competencies for graduate study in English. Students with inadequate preparation may be required to remediate deficiencies as part of their program requirements.

International Students

The Department of English welcomes applications from international students. [International students](#) who are from countries whose native language is not English (regardless of where they may now reside) must meet [English proficiency requirements](#) for the Department of English and ASU. [International Teaching Assistants](#) must also meet specific requirements to serve as TAs.

Review Process

Graduate Admissions Committees for in-person graduate programs reviews only completed applications after the specific deadlines. Online graduate program applications will be reviewed once complete and within 14 days of receipt. Applicants can check the status of their application through [MyASU](#).

Pre-admission Credits

Pre-admission credits are classes applied toward degree completion but were taken prior to admission to the graduate program. These classes can be transfer courses from another institution or classes taken at ASU as a non-degree seeking student or as an admitted graduate student of another program.

Pre-admission credits cannot have been used toward another awarded degree. Students can use up to 12 credit hours of pre-admission credits with the program director or faculty advisor's approval. Pre-admission credits must meet the following requirements:

- taken at an accredited college or university
- graduate-level
- must have obtained a grade of "B" or better (or the equivalent) in the course(s)
- completed within three years of being admitted to this graduate program

Taking courses for graduate credit as an undergraduate or [non-degree student](#) does not ensure admission to the program or acceptance of the acquired graduate credits as part of the plan of study.

In order to apply these to the plan of study, ASU must have official transcripts from the accredited transfer institution.

The Graduate College has extensive rules regarding pre-admission credits. For complete details, consult the [ASU Graduate Policies and Procedures](#) handbook.

Current Graduate Students

Continuous Enrollment

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 are completing culminating experiences or graduating from the degree program.

Grades of "W" (withdrawal) or "X" (audit) are not considered valid registration for continuous enrollment purposes. "W" grades are received when students officially withdraw from a course after the course drop deadline. "X" grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of "I" (incomplete) must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an [incomplete grade](#); if the work is not complete and the grade changed within one year, the "I" grade becomes permanent.

Students planning to discontinue enrollment for a semester or more must submit a Leave of Absence. This is done through the iPOS. A petition for a leave of absence, endorsed by the student's committee chair and the graduate director, must be approved by the Graduate College. This petition must be requested and approved before the anticipated absence. 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 or use any university resources. Students who do not enroll for a fall or spring semester without an approved leave of absence by Graduate College are considered withdrawn from the university under the assumption that they have decided to discontinue their program. **Students discontinued for this reason may reapply for admission to resume their degree program. The application will be considered along with all other new applications to the degree program. This is no guarantee of admission and not all prior credits may count.**

Advising

Role of the Director of Graduate Studies

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

the Graduate College and The College of Liberal Arts and Sciences.

Role of the Graduate Program Manager, the Graduate Academic Success Specialist, and the Graduate Student Support Specialist

The graduate program manager, graduate academic success specialist, and graduate student support specialist are available to students to help explain department and university policies and procedures. Any question about paperwork, university policies or services should be addressed first to them. Questions regarding coursework applied toward the degree or the culminating experience requirement should be addressed to the student's committee chair/advisor. Questions related to the PhD program including funding, scholarships/fellowships, and Teaching Assistantships should be directed to the program manager. Questions related to Tempe campus MA programs, accelerated programs and internships should be directed to the academic success specialist. Questions related to online graduate programs should be directed to the student support specialist.

Role of the Program Area Director and Chair of the Supervisory Committee

Students should contact the director of their specific program area when they enter the program. The program director assists the student in choosing appropriate classes at the beginning of their degree program and helps identify a more permanent faculty advisor who will serve as the chair of the student's supervisory committee. The program director may become a student's committee chair, but this decision depends on research interests, and is often not the case. A prospective advisor must agree to participate as chair of the student's supervisory committee.

Role of the First-year Mentor

Area-specific faculty are assigned to each newly admitted PhD student. Not only will the mentor reach out during recruitment to answer questions, but students may also meet with their mentors to ask about graduate work and life at ASU. The first-year mentor can assist in providing networking for the new student and may also give information on field-specific opportunities.

Faculty Advisor Participation Eligibility

The faculty advisor must be a [Department of English faculty member](#) or approved by the Graduate College to serve as the student's faculty advisor and must meet certain criteria. **Only tenured or tenure-track faculty can serve on a student's graduate committee. Only tenured faculty can serve as dissertation chairs.** Please check with the graduate program manager about advisor eligibility and limited exceptions.

Establishing a Faculty Advisor/Chair of Supervisory Committee

All students are expected to identify a committee chair. The plan of study (iPOS) is due before they have completed 50 percent of their programs. The student must list the committee chair on the online iPOS in order to submit it.

To establish a chair, the student must ask the potential faculty advisor if he or she is willing to take on the student as their advisee. If the student wants to work with two faculty members, both will serve as advisors and the roles will be co-chairs. In a co-chair situation, both faculty need to be aware that they are co-chairs and be informed of who is serving as the other co-chair. Approval from both is required.

The student will list the confirmed advisor or co-advisors on the plan of study (they are referred to chairs or co-chairs on the plan of study). The graduate manager will follow up with the student and the faculty if additional paperwork is requested by the Graduate College. Once a chair has been established, students work with their chair to map out their entire degree progression (plan of study).

Students doing a thesis or dissertation must have at least three members on the iPOS. Students doing a Capstone or Applied project require two members.

Graduate Advising Contact Information

Graduate students should consult the relevant area program directors for academic advising. Once a student has chosen a committee chair, that faculty member becomes the student's chief source of advice. The Graduate Support Staff can answer general questions and are a valuable source of information and advice. You may contact them first when you have an advising question.

If students are unable to see advisors during scheduled office hours, they may email for an appointment. Because of the diverse demands on these advisors, please attend any appointment you schedule. If you have to cancel, contact the advisor in advance.

Sheila Luna, Senior Graduate Program Manager (RBHL 125)
E-mail: sheila.luna@asu.edu, Phone: (480) 965-3194

Kira Assad, Graduate Academic Success Specialist (RBHL 170)
E-mail: kira.assad@asu.edu, Phone: (480) 965-7454

Edith Velez Bermudez, Online Graduate Student Support Specialist (RBHL 137)
E-mail: evelezbe@asu.edu, Phone: (480) 727-3133

Justin Petropoulos, Creative Writing Program Manager (RBHL 152)
E-mail: justin.petropoulos@asu.edu, Phone: (480) 727-9130

English Department Graduate Advisors – 2020/21

Elenore Long, Director of Graduate Studies (RBHL 154)
Email: Elenore.Long@asu.edu

Kathleen Hicks, Director of Online Programs (RBHL 151)
Email: Kathleen.Hicks@asu.edu

Julia Himberg, Film and Media Studies (RBHL 167), fall 2020
Email: Julia.Himberg@asu.edu

Aaron Baker, Film and Media Studies (RBHL 370), interim spring 2021
Email: Aaron.Baker@asu.edu

Jonathan Hope, Literature (RBHL 155)
Email: jrhope1@asu.edu

Jessica Early, English Education (RBHL 163)
Email: Jessica.Early@asu.edu

Matthew Prior, MTESOL/Linguistics and Applied Linguistics (RBHL 159)
Email: Matthew.Prior@asu.edu

Mark Hannah, Writing, Rhetorics and Literacies (RBHL 165)
Email: Mark.Hannah@asu.edu

Claudia Sadowski-Smith, MA Comparative Literature (RBHL 206)
Email: Claudia.Sadowski-Smith@asu.edu

Matt Bell, Master of Fine Arts in Creative Writing (RBHL 214), fall 2020
Email: Matthew.D.Bell@asu.edu

Sally Ball, Master of Fine Arts in Creative Writing (RBHL 355), spring 2021
Email: Sally.Ball@asu.edu

Elly van Gelderen, Linguistics Certificate
Email: ellyvangelderens@asu.edu

Ron Broglio or Gregory Castle, Critical Theory Certificate
Email: Ronald.Broglio@asu.edu or dedalus@asu.edu

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.

Department of English Registration Procedures

Some classes require special clearances.

To register for research/dissertation/thesis/continuing registration:

Download the [Independent Study form](#). Complete the top portion and obtain the required signature. Be sure to include the line number of the course, your ASU ID, and your email address. For thesis, research, dissertation, or applied project obtain committee chair's signature on "instructor" line. For reading and conference, obtain the signature of the professor with whom you will be working. Email the completed and signed form to englishadvising@asu.edu or bring the form in-person to Michael Begay in the English Department main office RBHL 170 for clearance to register. This procedure is used to grant clearance only. Students must still register for the class. Make sure to indicate the correct number of credits, as the default is one credit.

Override Authorization is required for classes that are full, have a time conflict, or unmet prerequisites. Follow Course Override procedures and use the [online form](#).

Film and Media (FMS) class registration: Email the professor of the course for approval. Then fill out the [Course Override Form](#). Select the Instructor Permission request type. A screenshot of an email from the faculty member approving this override is required. Make sure to fill out the form completely before submitting.

Student Health Insurance: Students who wish to enroll in Student Health Insurance through ASU must do so within the first two weeks of the semester. Students should sign in to their MyASU, under Campus Services, click on Health & Wellness Resources, and then click Health Insurance and Enroll/Cancel. Students are

automatically re-enrolled. To confirm enrollment check your student account for Health Insurance Charge. Cancellation is the same steps as enrolling listed above and must be done during the open enrollment period. International students are automatically enrolled. Visit ASU [Health Services](#) for more information on student health insurance enrollment deadlines, premium charges, and coverage.

Plan of Study

An [interactive plan of study \(iPOS\)](#) must be filed online via [MyASU](#). The supervisory committee, the Department of English, and the Graduate College must approve an iPOS. If approved, the status changes from "pending review" to "approved." If an iPOS is rejected for any reason, at any level of review, the graduate support staff will provide details to the student for correcting the issue.

Master's students must submit their iPOS before they have completed **50 percent** of their program. PhD students must submit their iPOS by the end of their second year. Failure to do so may result in a hold on registration.

MFA students should contact the MFA program manager for iPOS procedures.

The iPOS becomes the official record of your program plans and is a listing of what you have already taken, are presently taking, and will take to complete your requirements. It should be completed in consultation with your committee chair/advisor. Only a chair is required in order to submit the iPOS. Once an iPOS has been approved by the Graduate College, the student may then submit a request to add committee members or to change chairs, co-chairs and members. Students also have the option of selecting their entire committee at once, which will eliminate the need to submit the change later. Petitions, change requests and master's-in-passing applications are submitted electronically through your MyASU homepage.

[Instructions on Filing the Interactive Plan of Study \(iPOS\)](#): PhD students must have a committee formed before or at the time of the portfolio submission. Master's students will not be permitted to register for thesis credits or applied project until they have an approved iPOS on file.

DEPARTMENTAL PROCEDURE: In order for the Department of English to approve your iPOS you must follow these instructions:

- 1. Print out or email your Summary/Submit page for your committee chair to review.**
- 2. Obtain your chair's signature either somewhere on the summary page or through email.** This indicates that your chair approves your courses and agrees to serve as chair. Note: All MA students doing an Applied Project must choose a chair and a second member.
- 3. Return (or send via email) the signed summary page to either Sheila Luna (PhD) or Kira Assad (MA) for department approval.**

DEPARTMENTAL PROCEDURE (MTESOL and MA English Education): In order for the English department to approve your iPOS you must follow these instructions:

- 1. Submit your completed iPOS with a full committee (a chair and second member).** **MTESOL** students list the Capstone Instructor as your chair (Mark James or Aya Matsuda) and the other as your additional committee member. **MA English Education** students will pick a chair and list Jessica Early as the additional member. If Dr. Early is your chair, an additional English Education faculty can be chosen as the second member.

Note: If you are unsure of who will be your chair at the time of submitting your iPOS, please list Dr. Early as the chair until your official chair is chosen. She will then be switched to the additional member on your committee.

2. **Email Kira Assad (kassad@asu.edu) when the iPOS has been submitted.**
3. **Wait for approval.** A snapshot of your iPOS will be emailed to the program director for approval. If there are any issues, the iPOS will be sent back to you and you will be notified by email of what needs to be changed.

DEPARTMENTAL PROCEDURE for *online* programs: In order for the Department of English to approve your iPOS you must follow these instructions:

1. **Submit your completed iPOS with a full committee.** MTESOL Online students list Aya Matsuda as their chair and Mark James as the additional committee member. MA English (English Studies) online students list Kathleen Hicks as the chair and Elenore Long as the additional committee member. MAS Film and Media Students list Julia Himberg as the chair.
2. **Email Edith Velez Bermudez (evelezbe@asu.edu) when the iPOS has been submitted.** She will send a snapshot of the iPOS to the program director for approval. If there are any problems, the iPOS will be sent back to the student to correct.
3. Once the director has approved the proposed courses, the iPOS will be sent to the Graduate College for final approval.

Language Requirements

Students must demonstrate evidence of a competent knowledge of a natural language other than modern English, to be selected by the student, subject to the approval of the chair of the thesis committee. This [requirement](#) may be met by:

- 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 Department of English does not require its graduate students to write papers in the approved language. 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 with a grade of B or better will also satisfy the requirement.
- Demonstrating comparable proficiency by taking a language examination, administered by the School of International Letters and Cultures, in a language approved by the student's supervisory committee. All students taking the Graduate Foreign Language Exam through SILC will be charged a \$100 fee. The fee entitles students to one exam.*
- Linguistics students: Earning a "B" (3.00) or higher in both ENG 530 Old English and ENG 531 Old English Literature or their equivalent. Literature, English Ed, and Rhetoric students: Earning a "B" (3.00) or higher in ENG 530 Old English, or its equivalent, such as Old Norse.
- Holding a bachelor's degree in an approved foreign language.
- 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

MFA Creative Writing, MA/PhD English Education, and MAS Film and Media Studies programs do not have language requirements.

*Students who fail the exam may petition the Graduate College to retake the exam. The petition 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. Note: Only two petitions to retake the exam are allowed. Normally, the student should allow three months to study for the next exam. In order to be eligible for the second or third examination, the student must submit a petition electronically via their iPOS. The academic unit and Graduate College must approve this prior to the reexamination.

Details on the Language requirement for MA English (English Studies) and MTESOL Online can be found here: <https://english.clas.asu.edu/student-life/graduate-experience/ma-english-online-handbook#language>

Internships

[Graduate internships](#) are part of a stand-alone, department internship program that has been carefully designed to reflect the ASU Design Aspirations. Internship activities take place in a variety of fields such as journalism, marketing, public relations, communications, film and media, health and medicine, law, sports, government and politics, technical and professional editing and writing, education, and business administration. Appropriate campus units, public agencies, nonprofit organizations, government agencies, and private corporations in various local, national, and international locations may offer paid and unpaid internships.

Department internships offer graduate students the opportunity to:

- promote positive learning transfer from academic spaces to professional spaces
- engage with real-world, applied, meaningful experiences in which they can draw on their academic training to explore career pathways
- develop creative problem-solving skills and expand their critical reading, thinking, research, and communication abilities to robot-proof their future careers
- challenge their place in the world and develop and articulate their humanist value within and outside of academia - to approach complex social and global issues thoughtfully and with a deliberate sense of purpose as humanists in the 21st century
- build career readiness through a strong model of internship mentoring, networking, and professional development
- enhance their academic training by blending reflective professional practice with supervised academic work for course credit

Get started in 5 easy steps...

Step 1: Consider your skills, interests, and career goals. Explore helpful career exploration and planning tools like [ImaginePhD](#). It's not just for PhD students!

Step 2: Explore specific internship opportunities. Set up a student account with [ASU Handshake](#) and browse thousands of opportunities.

Step 3: Meet with Ruby Macksoud (Director of Internships) for a personalized internship and career exploration session. Send a message to ruby.macksoud@asu.edu to set up a meeting.

Step 4: Apply and interview for an internship(s). Secure and accept an internship offer.

Step 5: Work with the Director of Internships to complete the required internship registration paperwork and to enroll in a graduate internship course (i.e., ENG/LIN 584 or 784).

*Please note that the internship registration paperwork must be completed at least 2-3 months in advance of starting an internship, and graduate course override permission will only be given after all registration paperwork has been processed.

Professional Development

The Department of English strives to assist students in all aspects of their professional development to ensure they will be poised for the job market. Information about succeeding in graduate programs, conferences, job market resources and graduate studies videos can be found on the Department's [Professional Development webpage](#).

Current TA Expectations

TAs/RAs must enroll for a minimum of six (6) non-audit graduate credits each fall and spring semester of their TA/RA appointment. TAs must maintain a 3.0 GPA during the course of the assistantship and may not accumulate more than 2 incompletes ("I" grades) at any given time. Falling below a 3.0 and/or accumulating more than 2 incompletes may result in cancellation of the TAship. Refer to the [TA/RA Handbook](#) for additional information.

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

Questions related to Writing Programs and class scheduling can be directed to Writings Program Manager [Demetria Baker](#).

TA PROFESSIONALISM EXPECTATION: Since official ASU business is conducted via email, Teaching Assistants/Associates in the Department of English must maintain a working ASU email account, check it regularly, and reply as needed. TAs considering resigning from their positions mid-year or applying for a Leave of Absence must provide ample notice (two weeks) to department administration. With the exception of emergency situations, TAs will not resign from their posts in the middle of the semester. Failure to follow professional decorum will be noted in the student's progress toward degree.

PERFORMANCE REVIEW is multi-tiered and occurs throughout the year. New TA Educators evaluate teaching performance of new composition TAs each semester, while continuing TAs are reviewed once per year. Additionally, per university policy, each course requires student evaluations, which are administered online. Finally, per Graduate College policy, the Program Directors and the Director of Graduate Studies will evaluate students within each program annually to assess progress toward their degree.

REAPPOINTMENTS: TAs are awarded for one academic year and typically will be renewed, depending on satisfactory performance reviews, satisfactory progress toward degree, and departmental needs. **Length of eligibility is defined within degree programs: three years for MFA candidates and five years for doctoral candidates.** Those students who enter the program without TA support and gain it in later years will have a pro-rated schedule for eligibility. For example, a student receiving a TA-ship in the second year of his or her PhD program will be eligible for four years of TA support. Students entering without a Master's may be granted an additional year of eligibility. Petitions for TA extensions are made in writing to the Director of Graduate Studies by January 1. These requests are not automatically granted.

MA Non-Thesis Option – Applied Project

If students choose this option, they will register for [Applied Project](#) in the last semester of their studies. Students who choose this option will produce a project under the supervision of an Applied Project Director and present their work at the end of the semester to the public at an oral presentation in a conference format along with other students who have chosen this non-thesis option.

Students will choose an Applied Project Director to work with. One additional committee member is required on the [plan of study \(iPOS\)](#). Usually, the area program director acts as a default second committee member unless the student wants a particular second committee member other than the area director.

There are several options for the project:

1. Research Paper
2. Curriculum Design
3. Professional Portfolio

A grade of B or better in ENG/LIN 593 is required to graduate. Other than applying for graduation, no further paperwork is required.

MA Thesis

A [thesis](#), ENG/LIN 599 (a minimum of six hours), is required, culminating in an oral examination on the completed work. Students prepare the master's thesis under the supervision of the chair of the Master of Arts (MA) thesis committee.

The MA thesis examines a well-focused question or problem through an informed context that is critical, theoretical and/or historical. In choosing a thesis topic, defining its scope, and determining its method, students should be guided by the expectation of the Department of English that the length of the thesis will be between 35 and 60 pages, exclusive of endnotes and bibliography. The committee will judge the thesis by the standards appropriate to a fully finished piece of critical or scholarly work in English. Expectations:

- Show your chapters to the chair of your committee chair and ask for suggestions for revisions. Make the revisions. Committee members will also want to suggest revisions and have input and do not want simply to "rubber stamp" their approval to a thesis. Make those revisions, checking often with the chair. Many chairs prefer to have the student complete the thesis to their satisfaction before sending it to committee members. Some chairs (and some committee members) prefer that committee members see it one chapter at a

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- time.
- Finish thesis to the satisfaction of the chair and the committee.
 - Agree with thesis committee chair and with committee members on time to hold the defense. Make sure you book a room with the main Department of English office before scheduling.
 - Schedule oral defense in your MyASU with Graduate College and submit document for [format approval](#) at least 10 working days before the defense. Keep on top of [Graduate College deadlines](#).

Capstone Seminar

MTESOL, MTESOL Online, and [MA English \(English Studies\)](#) programs require students to complete a capstone in the last semester of their studies. The capstone seminar is to guide students through a final project encompassing knowledge and skills obtained throughout the program. Flexibility in topic and format will be available depending on the student's academic and professional goals.

For the iPOS with capstone

[MA English online](#): Choose Kathleen Hicks as the chair and Elenore Long as the member.
MTESOL: Choose Aya Matsuda as the chair and Mark James as the member.

Master's in Passing

The Department of English may grant the [master's in passing](#) to PhD students not already holding a master's degree. Regularly admitted students in the doctoral program can be considered for the master's in passing when they have completed 30 or 33 hours of course work (depending on the program) judged to be equivalent to the MA distribution requirement and submit an acceptable portfolio that constitutes Part I of the doctoral examination process. The student's dissertation committee will be responsible for determining if all course requirements for the proposed degree have been met, as indicated in an MA plan of study, and if the portfolio requirement has been fulfilled.

PhD students who have met the above requirements and wish to be awarded the master's in passing should submit a [Masters in Passing Request](#) to [Sheila Luna](#) who will review it and then submit to Graduate College. The student will then do a plan of study (iPOS) for the master's degree and apply for graduation for the MA.

PhD Exams

The [PhD examination](#) process is slightly different for each area. Students should have an approved iPOS with a full committee listed before submitting the portfolio. The papers and bibliography must be formally submitted via email to the [graduate program manager](#) with the appropriate submission [form](#).

The [PhD examination](#) process for Linguistics and Applied Linguistics, and Writing, Rhetorics and Literacies involves two portfolio papers, an oral or written examination on a bibliography of a minimum of forty works central to the student's specialization, and a colloquy on the dissertation prospectus. One of the portfolio papers will have as its focus the student's primary area of specialization while the other paper will address a different area. The bibliography will be constructed by the student in consultation with the committee, and will accompany the portfolio papers for formal evaluation by the committee. Students should have an approved iPOS on file and a committee appointed before submitting the portfolio.

Part I – Portfolio/bibliography/Portfolio Statement of Intent form
Part II – Oral or Written Examination
Part III – Colloquy on the Dissertation Prospectus
Part IV – Defense of the Dissertation

The [PhD examination](#) process for English Education involves two portfolio papers, an oral examination on a bibliography of a minimum of forty works central to the student's specialization, and a colloquy on the dissertation prospectus. The bibliography will be constructed by the student in consultation with the committee, and will accompany the portfolio papers for formal evaluation by the committee. Students should have an approved iPOS on file and a committee appointed before submitting the portfolio.

Part I – Portfolio/bibliography/Portfolio Statement of Intent Form
Part II – Oral Examination
Part III – Colloquy on the Dissertation Prospectus
Part IV – Defense of the Dissertation

The PhD examination process for literature involves one essay in the area of specialization, an oral examination on a bibliography of 60-80 texts central to the student's primary field and particular specialization, and a colloquy on the dissertation prospectus. Students may petition to take a written exam in lieu of the oral exam. The bibliography will be constructed by the student in consultation with the committee, and will accompany the essay for formal evaluation by the committee.

Part I – Essay/bibliography/Essay Statement of Intent Form
Part II – Oral Examination (one month after essay submission)
Part III – Colloquy on the Dissertation Prospectus
Part IV – Defense of the Dissertation

Dissertation: 12 hours of ENG/LIN 799 are required on the plan of study.

Expectations:

- Show each of your dissertation chapters to the chair of your PhD supervisory committee and ask for suggestions for revisions. Make the revisions. Doctoral committee members will also want to suggest revisions and have input and do not want simply to “rubber stamp” their approval of a dissertation. Make those revisions, checking often with the chair of the supervisory committee. Many chairs prefer to have the student complete the dissertation to their satisfaction before sending it to committee members. Some chairs (and some committee members) prefer that committee members see it one chapter at a time.
- Finish dissertation, to the satisfaction of the chair and the committee.
- Agree with chair of PhD supervisory committee and with committee members on time to hold the defense. Make sure you book a room with the main Department of English office before scheduling.
- Schedule oral defense in your MyASU with Graduate College and submit document for [format approval](#) at least 10 working days before the defense. Keep on top of [Graduate College deadlines](#).

For PhD candidates entering the academic job market, it is advisable to take any professionalization and job market class or workshops offered appropriate to your discipline. For those students not entering the academic job market, take Alt-Ac workshops offered through the Department and or Graduate College.

PhD Timeline

These procedural requirements apply to all Doctor of Philosophy (PhD) students in English education; linguistics and applied linguistics; literature; and writing, rhetorics, and literacies. This [timeline](#) is typical for someone who already has a Master of Arts in English and is a teaching assistant in our department. Some students (for example, those who are not TAs) may proceed at a faster rate while other students (for example, those who are working full-time) may proceed more slowly. Students should meet with program directors or dissertation advisors every year to review their progress. Students must complete/update all years of the Timeline. **Students will upload the appropriate sections on the English PhD Timelines Canvas Course annually by February 15 or registration for research/dissertation hours may be placed on hold for the fall semester.** Note: Students must maintain continuous enrollment in the PhD program. Lack of progress to degree can be grounds for dismissal from the program. Also, lack of progress to degree can be grounds for loss of one's TAsip. The graduate student is notified of lack of progress prior to steps toward dismissal. See the Satisfactory Academic Progress Policy in this Handbook. Note: students must maintain continuous enrollment in the PhD program.

Current International Students

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 of which should be face-to-face classes.

Resources Available to International Students:

[International Students and Scholars Center](#) 480-727-4776, located on the first floor of the Student Services Building, issc@asu.edu

The International Student and Scholar Center provides a variety of services including orientation, immigration advising, referrals and programming. Their programming includes activities that assist international students in meeting people and adjusting to their new lives at ASU.

[Global Launch](#): Global Launch is an intensive English as a second language program, which prepares students for academic work at the university level. Students may enter the appropriate level classes several times during the year. Fees are separate from ASU tuition. Please contact their department for more information 480-965-2376.

[Tutoring Search](#)

Graduate Writing Centers

ASU's Writing Centers, through 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 five location:

1. Downtown Phoenix: University Center Building (UCENT), Room 101

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2. Tempe: Wexler Hall (WXMLR), Room 116
 3. West: Fletcher Library (FLHLB), LL2
 4. Online: <https://tutoring.asu.edu/student-services/online-writing-graduate-support>

For more information or to schedule an appointment, please visit <https://tutoring.asu.edu/graduate-academic-support> or call (480) 965-7795.

Curriculum Requirements

PhD English (Literature)

The PhD program requires a total of 84 hours, a foreign language exam, a written comprehensive exam, an oral comprehensive exam, a prospectus, and a dissertation.

In general, a student with an appropriate master's degree must complete a minimum of 54 credit hours of approved graduate work, which includes 12 hours of dissertation.

Minimum Course Requirements: Students who enter with an appropriate MA degree must take a minimum of eight graduate courses at ASU. Students who enter without an MA must take a minimum of thirteen graduate courses at ASU.

Specifically required are six credit hours in theory courses and ENG 501 Approaches to Research. Students must complete eight graduate courses in any of the following categories:

- cultural studies
- ethnic studies
- gender studies
- genre
- history and structure of the English language
- literature 1500-1660
- literature 1660-1900
- literature since 1900
- literature to 1500
- postcolonial or anglophone literatures

Students must take at least five graduate seminars at the 600 level, at least three of which must be taken in the doctoral program. Up to 12 credit hours taken outside the department may be counted toward the degree. Students should consult with their supervisory committees when choosing electives.

MA English (Literature)

To earn the Master of Arts degree in English with an emphasis in literature, a candidate must complete at least 30 hours of graduate courses (i.e., courses that carry 500-level credit).

Included in that number must be:

- Approaches to Research (ENG 501)
- A course in literary theory
- Two graduate seminars at the 600 level
- Six thesis hours (ENG 599) or three applied project hours (ENG 593)*

ENG 590 Reading and Conference will not ordinarily be used as a portion of the 30-hour MA in English, especially when it would duplicate study available through regularly scheduled courses.

Distribution Requirement: Each student is required to satisfy a nine-hour distribution requirement:

- A course in literature before 1660
- A course in literature 1660-1900
- A course in literature since 1900

Electives: Nine hours may be chosen from above areas, or from other graduate-level offerings.

*Note: Those doing a thesis must take 24 hours of coursework and 6 hours of thesis. Those doing an applied project must take 27 hours of coursework and 3 hours of an applied project.

PhD English (English Education)

The PhD consists of 84 hours of graduate work. A student with a master's degree must complete a minimum of 54 semester hours of approved graduate work, which includes 12 hours of dissertation. Required coursework for PhD (English Education) must include the following:

- Approaches to Research (3 hours): Students will complete ENG 501: Research Methods in English Education.
- Foundational Distribution (12 hours): Students must take 12 hours at the 500 level selected from a list of approved courses in education, English, linguistics, and applied linguistics.
- Advanced Studies Distribution (12 hours): Students must take 12 hours at the 600 level from a list of approved courses in education, English, indigenous studies, linguistics, and applied linguistics.
- Internships (9 hours): Students will complete three internships (ENG 784). Each internship will focus on either the supervision of secondary English language arts teachers, research in collaboration with her/his advisor in a secondary English language arts classroom setting, or assisting in the teaching of an under-graduate English education methods course (i.e. young adult literature, methods of teaching secondary writing, or teaching the interpretation of texts of various genres in the secondary English language arts classroom).
- Specialization: Students will complete at least two courses focused on their area of specialization, which will provide them with intensive background in their selected area of expertise in English education.
- PhD Examinations: The examination includes a portfolio, an oral or written exam, and a colloquy on the dissertation prospectus
- Dissertation: Students must include 12 hours of 799 on the doctoral plan of study. An oral defense of the dissertation is required.

MA English Education

To earn the Master of Arts degree in English Education, a candidate must complete at least 30 hours of graduate courses (i.e., courses that carry 500-level credit).

Required Core (12 credit hours)

ENG 501 Approaches to Research (3)

ENG 506 Methods and Issues in Teaching Language (3)

ENG 507 Methods and Issues in Teaching Composition (3)

ENG 606 Advanced Studies in English Education (3)

Electives or Research (12 credit hours)

Other Requirements (3 credit hours)

ENG 594 Conference and Workshop (3)

Culminating Experience (3 credit hours)

ENG 593 Applied Project (3)

PhD English (Writing, Rhetorics, and Literacies)

The Doctor of Philosophy is a total of 84 hours. In general, a student with an appropriate master's degree must complete a minimum of 54 credit hours of approved graduate work, which includes 12 hours of dissertation.

Approaches to Research (3): Students are required to take ENG 501 Approaches to Research during their first semester in the program.

Concentration Coursework (9): Students are expected to complete the following courses within their first three semesters.

- ENG 551 Rhetorical Traditions
- ENG 552 Composition Studies
- ENG 556 Theories of Literacy

Focus Area (9): Students are encouraged to consult with their advisor or the WRL Program Director when selecting additional courses for their focus area as these courses provide the depth of training needed for dissertation research. Students should take at least two 600-level courses.

Research Methods (3): Students are expected to take at least one additional course in research methods (beyond ENG 501)

Electives (15)

Writing for Publication/Scholarly Writing (3): Students are encouraged to enroll in ENG 598 Topic: Writing for Publication/Scholarly Writing after they have completed both 15-18 credits of coursework at ASU and an acceptable draft paper.

Dissertation: Students must include 12 (and only 12) credit hours of ENG 799 on the doctoral plan of study.

Language: Students must demonstrate evidence of a competent knowledge of a natural language other than modern English.

MA English (Writing, Rhetorics, and Literacies)

To earn the MA in English with an emphasis in writing, rhetorics, and literacies, a candidate must complete at least 30 hours of graduate courses. Included in that number must be the following courses:

1. ENG 501 Approaches to Research
2. One course in rhetoric theory:
 - ENG 551 Rhetorical Traditions
 - ENG 554 Rhetorics of Race, Class, and Gender
 - ENG 556 Theories of Literacy
3. One course in composition theory:

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- ENG 552 Composition Studies
 - ENG 553 Technologies of Writing
4. Electives: at least two of the following courses at the 600 level:
 - ENG 651 Advanced Studies in the History and Theories of Rhetoric
 - ENG 652 Advanced Composition Studies
 - ENG 654 Advanced Studies in Rhetoric, Writing, Technology, and Culture
 - ENG 655 Disciplinary Discourses
 - ENG 656 Studies in Cross-Cultural Discourse
 5. [Thesis](#) (6 credits) or [Applied Project](#) (3 credits) for non-thesis option.
 6. [Language Requirement](#)

PhD Linguistics and Applied Linguistics

The Doctor of Philosophy is a total of 84 hours. In general, a student with an appropriate master's degree must complete a minimum of 54 credit hours of approved graduate work, which includes 12 hours of dissertation.

Required Core Courses for the Degree:

- LIN 511 Phonetics and Phonology
- LIN 514 Syntax
- LIN 515 American English or LIN 516 Pragmatics and Discourse Analysis
- APL 555 Disciplinary Discourses
- APL 601 Introduction to Applied Linguistics
- LIN 655 Disciplinary Discourses

Elective/Research Courses:

- LIN 501 Approaches to Research

Research Specialization (21 hours): Students choose a research specialization, which can be formal linguistics, applied linguistics or a combination.

Dissertation: LIN or APL 799 Dissertation: Students must take 12 (and only 12) hours of dissertation on their doctoral plan of study.

Language: Students must demonstrate evidence of a competent knowledge of a natural language other than modern English.

Miscellaneous: Students have the option of taking APL/LIN 792 Research, on an individual basis, for the purpose of working independently in preparation for the doctoral examination. This is an alternative to be selected by the student with the approval of the chair and members of the supervisory committee. Satisfactory completion of APL/LIN 792 is indicated by the grade of "Y."

MA Linguistics and Applied Linguistics

The Master of Arts in Linguistics and Applied Linguistics consists of 30 semester hours of graduate courses. Two tracks are available in the program. The general linguistics track is designed to provide training in core areas of the field including phonetics, phonology, morphology and syntax, semantics, pragmatics, sociolinguistics, and discourse analysis. The applied linguistics track must include a linguistics core and additional training in applied linguistics drawn from different areas in the field, such as second language acquisition, TESOL, English language policy, World Englishes.

Required Core Class for both tracks (3 credit hours):

Track I: General Linguistics

Required Courses (nine credit hours):

- LIN 511 Phonetics and Phonology
- LIN 514 Syntax
- LIN 501 Approaches to Research

Electives (12-15 credit hours):

- One 500-level linguistics course
- One 600-level linguistics course
- Two or three additional electives, depending on the student's choice of thesis or applied project.

Culminating Experience: Students may choose between a thesis or an applied project: LIN 599 [Thesis](#) (6) or LIN 593 Applied Project (3) for [non-thesis option](#)

Track II: Applied Linguistics: Second Language Acquisition

Required Courses (nine credit hours):

- LIN 511 Phonetics and Phonology or LIN 514 Syntax
- LIN 520 Second language Acquisition Theories or APL 601 Introduction to Applied Linguistics
- LIN 501 Approaches to Research

Electives (12-15 credit hours):

- One 500-level linguistics course
- One 600-level linguistics course
- Two or three additional electives, depending on the student's choice of thesis or applied project.

Culminating Experience: Students may choose between a thesis or an applied project: LIN 599 [Thesis](#) (6) or LIN 593 Applied Project (3) for [non-thesis option](#)

[Language](#): Students must demonstrate evidence of a competent knowledge of a natural language other than modern English.

MA English (Comparative Literature)

At least 30 hours at the graduate level are required, with a minimum of 12 hours in a language other than English. In addition, special needs can be met with reading and conference (ENG 590).

Program Requirements (30 credit hours total):

- ENG 501 Approaches to Research (3 credits)
- One course in concept and methods (course in comparative literature, criticism, or translation) (3 credits)
- Four courses in a language other than English (12 credits)
- Electives (6-9 credits)*
- Culminating Experience: Thesis (6 credits) or Applied Project (3 credits)

*Depending on chosen culminating experience, Applied Project students take 9 electives and Thesis students take 6 electives.

[Thesis](#) (24 hours of coursework and 6 hours of Thesis ENG 599) OR [Non-thesis Option](#) (27 coursework and 3 hours of Applied Project ENG 593)

Master of Teaching English to Speakers of Other Languages (MTESOL)

Once admitted to the ASU MTESOL program, students need to complete a minimum of 30 hours of approved graduate-level course work, which must include the following:

- LIN 501-Approaches to Research
- LIN 510-Linguistics
- LIN 520-Theories underlying the acquisition of English as a second language
- LIN 521-Methods of teaching English as a second language
- LIN 584 MTESOL practicum internship
- ENG 597-Graduate Capstone Seminar
- 3 credit hours of graduate credit in the Department of English (either LIN or ENG courses)
- 9 credit hours of graduate linguistics credit in any department (e.g., SHESC, education, English, international letters and cultures, speech and hearing science)

Language: Students must demonstrate evidence of a competent knowledge of a natural language other than modern English.

When students list their degree and other credentials on a CV or other documents, it is important that they use the official degree name: MTESOL, Master of TESOL, Master of Teaching English to Speakers of Other Languages. Using a similar but incorrect name such as "MA in TESOL" or "MA in ESL" creates not only confusion but may be interpreted as falsely representing credentials.

MAS in Film and Media Studies

The program requires students to complete 30 credits. This is a 2-year program. Students are advised to take no more than 2 or 3 courses fall and spring semester.

Core Courses: (9 credits - 3 courses)

- FMS 502 Hollywood Film Historiography
- FMS 504 Film Analysis*
- FMS 520 Cultural History of US Television: Theory and Method

Elective Courses: (21 credits - 7 courses)

Culminating Experience: (0 credits)

- Written Exam - Students must be registered for at least one graduate-level credit the semester they are taking the exam. The recommendation is to take the exam in the last semester of the program when registered for other courses.

*Please note this course cannot be substituted with MLS 504.

MA English (English Studies)

Specific information for the Master of Arts in English with an online track in English Studies can be found in the online [handbook](#) updated regularly.

The program requires students to complete 30 credits:

- ENG 501 Approaches to Research (3 credit hours)
- One course in Linguistics (3): LIN 510, LIN 517
- One course in Literature (3): ENG 502, ENG 504, ENG 534, ENG 535, ENG 536, ENG 539, ENG 560
- One course in Writing, Rhetorics, and Literacies (3): ENG 551, ENG 552, ENG 553, ENG 556
- One course in English Education (3): ENG 507, ENG 540

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- Electives (12): 6 of these credits should be additional courses from those listed above and 6 of these credits can be taken outside of the department (A Foreign Language* course is an example or they can be taken from other online courses in the department with an ENG, LIN or FMS prefix)
 - **Culminating Experience:** ENG 597 Graduate Capstone Seminar (3)

Language: Students must demonstrate evidence of a competent knowledge of a natural language other than modern English.

*Foreign Language (SPA/GER/FRE/ITA) courses are pre-approved electives; however, other courses (i.e. BLE, History, etc.) will need to be approved on a case-by-case basis by the online director.

MTESOL (Online)

Once admitted to the ASU MTESOL Online program, students need to complete a minimum of 30 hours of approved graduate-level course work, which must include the following:

- LIN 501 Approaches to Research
- LIN 510 Linguistics
- LIN 520 Theories underlying the acquisition of English as a second language
- LIN 521 Methods of teaching English as a second language
- LIN 584 MTESOL practicum internship
- ENG 597 Graduate Capstone Seminar
- 3 credit hours of online graduate credit in the Department of English (either LIN or ENG courses)
- 9 credit hours of online graduate credit in any department (e.g., SHESC, education, English, international letters and cultures, speech and hearing science)

Language: Students must demonstrate evidence of a competent knowledge of a natural language other than modern English.

When students list their degree and other credentials on a CV or other documents, it is important that they use the official degree name: MTESOL, Master of TESOL, Master of Teaching English to Speakers of Other Languages. Using a similar but incorrect name such as "MA in TESOL" or "MA in ESL" creates not only confusion but may be interpreted as falsely representing credentials.

Master of Fine Arts (MFA) in Creative Writing

For details on MFA procedures and timeline, contact the MFA Creative Writing Program Manager [Justin Petropoulos](#). This program is 48 credit hours, a written comprehensive exam, and an applied project (ENG 593):

- Coursework (39 credit hours)
- Other Requirement (6 credit hours): ENG 592 Research
- Culminating Experience (3 credit hours): ENG 593 Applied Project

Additional Curriculum Information:

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

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

MA English (Creative Writing)

The Master of Arts creative writing track is only available in the [Accelerated BA English \(creative writing\) and MA English \(creative writing track\)](#) program. Students will complete all requirements for the [BA English \(Creative Writing Concentration\)](#) and for the MA English (creative writing track). Done separately, these degrees involve a total of 150 credit hours (120 for the BA, then 30 for the MA); however, the accelerated BA/MA program involves 12 credit hours that are shared between the bachelor's and master's programs, so the total number of credit hours to complete the accelerated BA/MA program is 138. The requirements for the BA English (creative writing track) are:

- ENG 501 Approaches to Research (3 credit hours)
- ENG 538 Studies in Modern and Contemporary American Literature (3)
- ENG 539 Studies in Modernist and Postmodernist Literature and Theory (3)
- ENG 584 Internship (3)
- ENG 594 Graduate Workshop (3)
- Electives (12):
 - 2 ENG 500/600 level Graduate Creative Writing or Literature Electives
 - 2 ENG 400-level Literary Studies Courses
- ENG 593 Applied Project (3)

[Language](#): Students must demonstrate evidence of a competent knowledge of a natural language other than modern English.

Accelerated Programs

Accelerated programs (4+1) allow students the flexibility of taking Master's level courses during their Bachelor's senior year. This means students can complete a BA and MA in 5 years. The Department of English currently offers five programs with more planned.

[Accelerated BA English \(linguistics\) and MTESOL](#): The MTESOL program prepares students for teaching English to speakers of other languages in the US or abroad by providing training in research, theories, and teaching methodologies.

[Accelerated BA English \(literature\) and MA English \(literature track\)](#): The MA in English with a track in Literature program teaches students how to conduct dynamic new research, sharpen their analytical reading skills, argue persuasively, publicly present their work, understand cultural heritage, and become professional writers.

[Accelerated BA English \(linguistics\) and MA Linguistics and Applied Linguistics](#): The MA in Linguistics and Applied Linguistics at ASU provides students who love language with foundational training in linguistics and applied linguistics research.

[Accelerated BA English \(creative writing\) and MA English \(creative writing track\)](#): The MA in English with a track in Creative Writing program offers poets and fiction writers the opportunity to work with outstanding faculty through small classes, intimate workshops or one-to-one mentoring, and access to a variety of professional development opportunities in creative writing.

[Accelerated BA English \(secondary education\) to MA English Education](#): The MA in English Education is designed to prepare in-service teachers for careers as exemplary educators and leaders in English language instruction. Students develop a deep understanding of the language arts by learning how to access, analyze, and apply theoretical frames and best practices for teaching students in grades 7-12.

Graduate Certificates

[Graduate Certificate in Critical Theory](#): The certificate requires 15 credit hours and a portfolio.

- Core Requirement: ENG 502 Contemporary Critical Theories (offered every spring semester).
- Electives: Choose 4 courses for a total of 12 credit hours.
- Culminating Experience: Portfolio (check the [webpage](#) for instructions)

[Graduate Certificate in Linguistics](#): The certificate requires 18 credit hours.

- Required Core:
 - LIN 511 Phonology (3)
 - LIN 514 Syntax (3)
 - LIN 516 Pragmatics and Discourse Analysis (3)
- Electives (9): Three linguistics courses from English, SHESC, SILC, MLFTC, SHS

[Graduate Certificate in Computer-Assisted Language Learning](#) (in conjunction with the School of International Letters and Cultures)

[Graduate Certificate in Digital Humanities](#) (in conjunction with the School of International Letters and Cultures)

[Graduate Certificate in Literary Translation Studies](#) (in conjunction with School of International Letters and Cultures)

Note to current students: According to Graduate College policy, "No more than 40% of coursework towards the requirements of a graduate certificate can be completed prior to admission to the certificate program." This means that a student who is in a master's program cannot get towards the end of their program and request to use their credits earned to get a certificate too. However, if a student starts a certificate and a degree at the same time, they could finish both in 30 hours.

[FAQs](#) – Current Graduate Students

Satisfactory Academic Progress Policy

Academic excellence is expected of students doing graduate work. Failure to adhere to the policies below may result in academic probation or a recommendation to the Graduate College for withdrawal from the degree program.

The Department of English requires master's candidates to complete degrees within three years of admission and doctoral candidates to complete their degrees within seven years of admission.

The following [policies](#) pertain to doctoral and master's programs:

Minimum GPA: All English graduate students must maintain a minimum 3.00 grade point average (GPA) every semester to maintain satisfactory academic progress. In

order to graduate, the minimum 3.00 GPA must be maintained on all GPA's calculated for the following: Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA. **Students on academic probation must maintain a 3.0 GPA or higher for the grades in each of their next two semesters.**

1. The iPOS GPA is calculated on all courses that appear on the student's approved iPOS (with the exception of LAW and Transfer credits)
2. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.
3. Cumulative ASU GPA represents all courses completed at ASU during the graduate career.
4. Courses with grades of "D" (1.00) and "E" (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA.
5. Courses with an Incomplete "I" grade cannot appear on the iPOS.

Incomplete Grades: Incompletes are given at the discretion of the instructor of a course and should not be expected. Students granted an incomplete should complete a contract with the instructor outlining the work required and the timeline for completion. The timeline cannot exceed one calendar year. Once coursework has been fulfilled, a grade will be assigned. If the student does not complete coursework within the period stipulated by the instructor, the student may receive an unsatisfactory or failing grade for the course. In the case that the professor gives the student the full calendar year within which to complete the course, and the course is not complete within that time, the incomplete will become permanent and the student will have to re-take the course if it is a required course. The student must be registered for at least one graduate credit in the semester they complete the course work for the incomplete. The Department of English permits no more than three incompletes on a student's transcript at any time.

Grades

The final passing grade for Research (ENG/LIN 592, 792), Thesis (ENG/LIN 599), and Dissertation (ENG/LIN 799) is a Y. Continuing registration (ENG/LIN 595, 795) remains a Z. For ENG/LIN 592, grade options are A, B, C, D, or E. Y/Z is NOT an option.

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

Internal Process for Complaints and Concerns

Grades: Complaints about separate assignments are to be discussed with the class instructor, not with the department. Complaints about the final grade should be discussed with the instructor in at least one conference soon after the next term begins if not sooner. If the conference on the final grade does not resolve the problem in a valid, reasonable manner, the students should contact the Department of English chair and/or Associate Chair who will form a committee to overhear the complaint. Further details can be found under ASU Policies and Procedures for Appeal. <http://catalog.asu.edu/appeal>

Non-Grade Issues: If a student has a concern, problem, or complaint that does not fit within the duties or abilities of the student's advisor, dissertation or thesis chair, or applied project director, they should seek council of the Graduate Program Manager or Director of Graduate Studies. The Program Manager and Director are

often able to work toward a positive resolution of problems and can provide university wide resources in order to do so. The Dean of Students Office can be an additional resource where concern, problem, or complaints are not of a departmental nature—such as mental or physical health, financial aid, and items related to the ASU student code of conduct. [Link <https://eoss.asu.edu/dos>]

Performance and Annual Review

To ensure that students complete their degrees in a timely manner, get the most out of their experience at ASU, and meet requirements of the degree and department, the Graduate Committee will review student progress annually. Students who are not making satisfactory progress may be dismissed from the program, according to university regulations.

Annual Review

For PhD students, these reviews will take place after receiving yearly PhD Progress Report [Timelines](#). This is to ensure students are making progress in the program. Students will receive an email indicating if they are making satisfactory progress towards their degree. If there is an issue, they will receive an email on what needs to be improved upon for continued success in the program. Lack of progress to degree can be grounds for dismissal from the program. Also, lack of progress to degree can be grounds for loss of one's TAsip. The graduate student is notified of lack of progress prior to steps toward dismissal.

MA students will be notified through email ONLY if there is an issue with unsatisfactory progress in their program (e.g. low GPA).

Students who are being recommended for dismissal from the program due to unsatisfactory progress will receive a letter in the mail as well as email and will have the opportunity to appeal.

Graduation Extensions: Students who have exceeded their time to degree within six years; PhD students within ten years) must file a petition for extension of graduation. This petition must include a detailed justification: 1) why the petition is needed; 2) what happened to cause delay; and when the student intends to graduate. Additionally, include a detailed timeline mapping the progress toward defense, such as: chapter 1 is due on ____; chapter 2 is due on ____; and so forth. The petition will also need to include this statement: "I understand that there will be no further extensions petitioned, failure to meet agreed upon deadline will result in dismissal from the program." Petition to Graduate College for extending graduation is submitted through the iPOS. Contact the [Graduate Program Manager](#) on how to file a petition.

Types of Withdrawals

Students may drop or withdraw from a class up until the appropriate deadline: <https://students.asu.edu/drop-add>

A student can withdraw from the session called a "[complete session withdrawal](#)". This will withdraw the student from the university. It will not count towards [continuous enrollment](#) if a student wants to resume their studies. The student would need to reapply to the program, and any courses taken prior to this semester will be "preadmission."

A student can make a [medical/compassionate withdrawal](#) if they qualify. They would need to have documentation. This type of withdrawal will not affect continuous enrollment. [The College medical/compassionate withdrawal site](#) can be used as a great resource for step-by-step instructions.

Students have the option of petitioning for a leave of absence, officially called a “maintain continuous enrollment” request. This is submitted through the Plan of Study (iPOS) in the Petition section, and does not affect continuous enrollment. Students do not need an approved iPOS on file to submit a LOA, 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 and the semester they will be returning. The student will be able to take up to two semesters off during the whole program. They will be able to register for classes again upon their return. The student will lose student privileges (library, email, access to faculty, etc.). This action must be submitted and approved BEFORE the semester the student wants to take the leave.

Voluntary Withdrawal from a Graduate Degree Program: This [form](#) must be completed if a student wishes to entirely withdraw from a graduate program (i.e., not just for a limited time).

Other than dropping/withdrawing from a class, students should make the program manager aware of plans to withdraw.

Application for Graduation

Students should apply for graduation during the semester of planned graduation and no later than the date specified in the most current version of the Graduate College’s [Graduation Deadlines and Procedures](#). **Students are responsible for knowing the University deadlines.** The Graduate Application for Graduation is through MyASU. Additional instructions on applying for [graduation](#) are online.

Tuition and Fees

Students can find information on [tuition and fees](#) online. A Tuition Calculator and schedule are both available for students’ use.

Financial Support

The Department of English grants [fellowships/scholarships](#) and teaching assistantships on a competitive basis. For information on how to apply for an assistantship, visit the [website](#). A 50 percent teaching assistantship (20 hours/week) comes with full waiver of tuition, health insurance, and a stipend. Admittance into and continuation within the program is not a guarantee of this funding. Teaching assistantships are reserved for PhD and MFA students only. MA and MTESOL students are not funded.

Continuing students may apply for internal and external awards, scholarships, travel grants and dissertation fellowships. The Department of English will send emails to students about Scholarships and Travel Grant opportunities, including Graduate College Travel Awards when they become available. Students should keep an eye on their email for announcements and deadlines.

There are also [GPSA](#) Travel Grant opportunities to keep an eye on:

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1. [Individual Travel Grant Program](#)
 2. [Group Travel Grant Program](#)
 3. [Interview Travel Grant Program](#)
 4. [Internship Travel Grant Program](#)

Students should also visit the Graduate College's website and other links for student funding resources:

- [Graduate College at ASU](#)
- [Federal Student Aid \(Student Loans\)](#)
- [Working at ASU](#)
- [Financial Aid Resources](#)
- [Financial Aid for International Students](#)
- [Scholarships](#)

Student Well-Being

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

GPSA's [Graduate Wellness Resources](#) is a one-page resource guide to financial, social, emotional, and physical health and wellness for ASU graduate students. The [10 Best Practices in Graduate Student Wellbeing](#) include proven ways to assist graduate students in bettering their health under the increasing demands of graduate school. There are also multiple services offered by ASU to further help students:

- [Counseling Services](#)
- [Mentor the Whole Student](#)
- [Health Services](#)
- [Disability Resource Center](#)

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. For more information, visit <https://www.asu.edu/titleIX/>

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

Faculty

A list of [Department of English faculty](#) can be found online. A list of graduate faculty can be found on the [Graduate College website](#).

Facilities

Computing Resources for Graduate Students

Graduate students have access to the Media Learning Lab in RBHL 115 with ISAAC access. Students requiring ISAAC access should use [this form](#) to add access via their sun card. There is also a computing pod in the common area around the TA neighborhoods on the first floor of RBHL. For more information about the technological features in Ross-Blakley Hall, see <https://english.clas.asu.edu/rbh-tech>

Contact [Bruce Matsunaga](#) for questions. Information on printing can be found [here](#).

University Contacts

Department	Phone
ASU Switchboard	(480) 965-9011
Bookstore	(480) 965-3191
Campus Health Services	(480) 965-3349
Career and Professional Development Services	(480) 965-2350
ASU Counseling Services	(480) 965-6146
Disability Resource Center (DRC)	(480) 965-1234
Graduate Admissions	(480) 965-6113
Graduate College	(480) 965-3521
Graduate and Professional Student Association	(480) 727-9870
Graduation Office (Registrar)	(480) 965-3256
Graduate Scholars of English Association (GPSA)	
Handshake	
International Students and Scholars Center	(480) 727-4776
Meal Plans	(480) 965-3463
Parking and Transit Services	(480) 965-6124
Public Events (Gammage)	(480) 965-5062
Records (Academic)	(480) 965-3124
Residency	(480) 965-7712
Residential Life	(480) 965-3515
Scholarship Office	(480) 965-4845
Student Business Services	(855) 278-5080
Student Employment	(480) 965-5186
Student Financial Assistance	(855) 278-5080
Student Recreation Complex	(480) 965-8900
Sun Card Office	(480) 965-2273
Sun Devil Ticket Office	(480) 727-0000
Testing Services, University	(480) 965-9291
University Technology Office	(480) 965-6500
ASU Veterans Resources	(480) 965-7723