



Graduate Certificates Graduate Student Handbook 2024-2025

**Department of English
The College of Liberal Arts & Sciences
Arizona State University**

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Overview of the Department of English

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

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

Graduate students in the Department of English frequently present at national, international and local conferences and have received many prestigious awards. Approximately 600 graduate students are enrolled each semester. The program awards excellence by offering outstanding financial packages, including travel funds for professional development and teaching assistantships on a competitive basis. Class sizes are small, giving students the opportunity to work closely with professors in a variety of fields. Reading groups, guest lectures, workshops and other events help bring students and faculty together. Opportunities for [professional development](#) and [mentoring](#), such as [Preparing Future Faculty and Scholars](#) and [Knowledge Mobilization](#), prepare graduate students for successful careers within and beyond academia. In addition, there are several internship opportunities for English graduate students as well as study abroad opportunities.

Purpose of the Handbook and Student Responsibility

Each Graduate Handbook provides necessary information for students in one of the Department of English's graduate degree programs. It includes outlines of specific degree requirements and resources for helping students to have the most beneficial experience as they work toward fulfilling these requirements. It also provides information on policies and procedures established by Arizona State University, the Graduate College, The College of Liberal Arts and Sciences, and the Department of English. Key resources for policies beyond the Department of English are the [ASU Graduate College](#) website, the [ASU Academic Catalog](#), and the [Graduate College Policy Manual](#).

It is the responsibility of each student to be familiar with and abide by all pertinent policies and regulations. This handbook will help students fulfill that obligation and also prepare them to thrive in their chosen degree program. The handbook is updated annually, and past handbooks are archived on the [Graduate Handbook website](#).

If students have questions about any of the information covered in this handbook – or about any aspect of their graduate student experience – they are encouraged to contact their [graduate advisor](#).

Additionally, time-sensitive information about deadlines, scholarships, jobs, workshops, and events will be sent to current students via an email. All ASU students are required to have an active ASU email. Students may forward their ASU email to another preferred account. **It is important to check your ASU email, at a minimum, twice per week so that you do not miss important notices.** Arizona State University and the Department of English conduct their business via ASU email only. Graduate students will be added to an email distribution list upon admission. Graduate students not receiving emails should contact enggrad@asu.edu to ensure that they are on the email list. Additionally, students should check their MyASU account regularly.

ASU Charter

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

ASU is guided by [nine design aspirations](#):

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

Culture of Respect

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

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

Academic Integrity

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

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

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

Sexual Harassment

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

Campus Safety

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

Overview of Graduate Certificates

The Department of English offers four graduate certificates.

Computer-Assisted Language Learning (Certificate) The graduate certificate program in computer-assisted language learning focuses on the application of technology in foreign language teaching and research. The program teaches the practical, hands-on skills needed to create and evaluate learning and teaching materials with new computer-based technologies. Students learn how to use technology effectively to facilitate instructed second language acquisition. The program also provides students with a solid theoretical and pedagogical framework for the integration of technology into the foreign language curriculum and provides them with the tools necessary to teach language courses in either a hybrid or distance learning environment.

Critical Theory (certificate) The graduate certificate program in critical theory provides students advanced study in critical and contemporary theory. It promotes the skills required to use and interpret concepts from continental philosophy and theoretical trends from the last two centuries. The program also offers tools for creating a critical engagement with society and for producing new cultural texts and ideas. Critical theory encompasses a broad range of disciplines including the arts, humanities, social sciences, and technical and physical sciences. Students have access to a wide variety of courses that apply toward the certificate.

Linguistics (certificate) The graduate certificate program in linguistics trains students to understand the ways that languages are structured, how they are acquired, and how they vary over time, space, modality and context. The skills students acquire through the completion of the core courses for this certificate include analytical abilities, critical thinking, effective communication and problem-solving. In addition, the expertise students develop through the study of discourse analysis and pragmatics prepares them to be critical consumers and better communicators of both spoken and written language.

Medieval Studies (certificate) The graduate certificate in medieval studies is a transdisciplinary program that provides intensive engagement for graduate students with the global period between c. 500 and c. 1500 CE; investigation of cultural activities and cultural interactions seen in this period in art history, history, languages, literature, music and religion; and studies in the variety of theoretical approaches to understanding these activities and interactions in the Middle Ages. This program builds on the strengths of ASU by taking advantage of the breadth of interdisciplinary offerings in the study of the Middle Ages here. These areas of emphasis enable students to gain expertise in practical and theoretical knowledge of the field of medieval studies and to engage in developing new models for the continued study of this time period. Students also develop an understanding of intercultural intersections and transdisciplinary approaches to medieval studies, as well as receive advanced training and mentorship in disciplines relevant to medieval studies.

Application Process and Admission Requirements

Who Should Apply?

The Department of English encourages applications from individuals with a range of educational backgrounds and experiences. If you have questions about how your interests and qualifications might align with the certificate, please contact the Academic Advisor [Kira Assad](#).

Application Deadlines

Certificate applications are reviewed on a rolling basis.

Admission Requirements

Computer-Assisted Language Learning

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

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree with a major or minor in foreign language study, English or English education from a regionally accredited institution.

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in the last 60 hours of their first bachelor's degree program, or a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in an applicable master's degree program.

All applicants must submit:

- graduate admission application and application fee
- official transcripts
- personal statement
- resume or curriculum vitae
- proof of English proficiency

Additional Application Information

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

Applicants must submit a one- to two-page (double-spaced), well-considered personal statement in which they explain how their experience and training have prepared them for the certificate program, and their aims and purpose in pursuing the computer-assisted language learning certificate.

Critical Theory

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

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree from a regionally accredited institution.

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in the last 60 hours of their first bachelor's degree program, or a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in an applicable master's degree program.

All applicants must submit:

- graduate admission application and application fee
- official transcripts
- statement of purpose
- resume or curriculum vitae
- proof of English proficiency

Additional Application Information

An applicant whose native language is not English and has not graduated from an institution of higher learning in the United States regardless of their current residency must provide proof of English proficiency. Applicants should note that official scores must be sent to ASU in order for the application to be processed.

International students who need an F1 or J1 visa first need to apply to and be accepted into a graduate degree program prior to being considered for the certificate program. International students residing in the USA on other types of visas must adhere to all Graduate College policies and procedures regarding admission to be considered for admission to this certificate program.

The graduate certificate in critical theory is available to all ASU graduate students irrespective of their major, as well as to nondegree graduate students and working professionals provided they meet eligibility criteria. Sample majors include English; women and gender studies; art history; and arts, media and engineering. Eligible applicants must have taken two courses in critical theory or a related field at the upper-division undergraduate level (such as ENG 401 Topics in Critical Theory) or at the graduate level (such as ENG 502 Contemporary Critical Theories).

The statement of purpose should be approximately 300 to 600 words and address the following:

- The applicant's background in theory
- The areas of theory the applicant is interested in pursuing and which authors the applicant is reading and thinking about
- What concepts in critical theory interest the applicant most and why
- What the applicant hopes to accomplish by pursuing this certificate

Linguistics

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

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree from a regionally accredited institution.

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in the last 60 hours of their first bachelor's degree program, or a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in an applicable master's degree program.

All applicants must submit:

- graduate admission application and application fee
- official transcripts
- statement of purpose
- resume or curriculum vitae
- proof of English proficiency

Additional Application Information

An applicant whose native language is not English must provide [proof of English proficiency](#) regardless of their current residency. Students should visit the Department of English website for specific details about English proficiency requirements.

International students who need an F1 or J1 visa first need to apply to and be accepted into a graduate degree program prior to being considered for the certificate program. International students residing in the USA on other types of visas must adhere to all Graduate College policies and procedures regarding admission to be considered for admission to this certificate program.

The one- to two-page, well-considered statement of purpose should detail the applicant's background and reasons for pursuing the linguistics certificate.

To be considered for admission, an applicant must have taken an introductory course in linguistics at the upper-division or graduate level. Applicants must also show proof of a formal knowledge of a foreign language equivalent to two years of study at the university level, or plans to fulfill the language requirement concurrently with certificate courses. The language requirement may be met by completion of courses through the second-year level (four semesters) at ASU or elsewhere, or by completion of an upper-division language course with an average of "B" or better (scale is 4.00 = "A") for all such coursework (200- or 300-level), or through an examination that indicates placement above the 200 level. [Language placement tests](#) are available on the School of International Letters and Cultures website. If this requirement is not already fulfilled at the time of application, candidates must demonstrate completion of this requirement at the end of their certificate coursework in order for their certificate to be granted.

Medieval Studies

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

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in any field from a regionally accredited institution.

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in the last 60 hours of their first bachelor's degree program, or a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in an applicable master's degree program.

All applicants must submit:

- graduate admission application and application fee
- official transcripts
- writing sample
- statement of purpose
- proof of English proficiency

Additional Application Information

An applicant whose native language is not English (regardless of current residency) and has not graduated from an institution of higher learning in the United States must provide proof of English proficiency. Applications will not be processed without valid proof of English proficiency. More information about English proficiency requirements can be found [on the Department of English website](#). Official scores must be sent to ASU in order for the application to be processed.

International students who need an F1 or J1 visa first need to apply to and be accepted into a graduate degree program prior to being considered for the certificate program. International students residing in the USA on other types of visas must adhere to all Graduate College policies and procedures regarding admission to be considered for admission to this certificate program.

The statement of purpose should be no more than two pages, double-spaced. The statement should summarize the applicant's past educational experiences and current goals in pursuing a graduate certificate in medieval studies. The writing sample gives the committee a sense of the applicant's writing style and analytical abilities. An academic paper submitted for a graduate or undergraduate course is appropriate. A writing sample dealing with a topic in medieval studies is preferred but not required.

Graderships

A limited number of Gradership positions are available to motivated students who are not funded as Teaching or Research Assistants. Graders are assigned to a class for up to 20 hours per week to grade a variety of assignments, ranging from quizzes or exams to short informal writing or longer formal writing assignments. Most assignments are to online classes in the Fall and Spring semesters, though some in-person and summer opportunities are also available. There is a possibility to renew the Gradership each year that the Grader remains enrolled in the program. For more information, including the current hourly wage and application process, visit the [Gradership](#) webpage.

International Students

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

Certificate Policies

Certificate Requirements

A minimum of 15 credit hours of graduate work is required to complete a graduate certificate in medieval studies, computer-assisted language learning, and critical theory. The certificate in linguistics requires 18 credit hours. No more than 20% of the minimum required credit hours for a graduate certificate may be transferred from another university. All transfer work must meet the Graduate College [transfer policies](#). All coursework used to complete an ASU graduate certificate must be completed within a six-year time limit. Courses at a 400-level may be allowed with prior approval from the appropriate certificate program; however, a minimum of two-thirds of the courses taken to complete the certificate must be at the 500-level or above. No more than

40% of coursework towards the requirements of a graduate certificate can be completed prior to admission to the certificate program. Following standard [pre-admission policies](#), all ASU credit hours earned in a certificate program may also be used towards a degree program and credits earned in a degree program may also be used towards a certificate. Students completing two certificates may share up to 20% of the minimum required credit hours for the certificates.

Awarding of a Graduate Certificate

Students will be eligible for the official posting of the graduate certificate to their transcripts when all applicable coursework has been successfully completed and Graduate College requirements have been met (including a 3.0 minimum iPOS, Graduate and Cumulative GPA). Students must submit an approved Interactive Plan of Study (iPOS), and apply for graduation in order to complete the certificate program.

The Graduate College is the final approver of transfer courses on the iPOS. 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 [Graduate College Policy Manual](#).

Deferring Your Start Date

Graduate students in their first semester who need to defer their start date to a future semester may request to do so through the Request a Change link found on their MyASU. The deadline to defer for immersion students is the drop/add deadline for session C and the deadline to defer for online students is the drop/add deadline for session B. Please discuss with your [advisor](#) before requesting a deferral.

Curriculum Requirements

Graduate Certificate in Computer-Assisted Language Learning

15 credit hours

Required Core (6 credit hours)

APL/ENG/SLC 557 Computer-Assisted Language Learning (3)

APL 558/SLC 510 Computer-Assisted Language Learning Praxis (3)

Restricted Electives (3 credit hours)

Electives (6 credit hours)

Additional Curriculum Information

For restricted electives, students select a second language acquisition course with department approval.

Graduate Certificate in Critical Theory

15 credit hours and a portfolio

Required Core (3 credit hours)

ENG 502 Contemporary Critical Theories (3)

Electives (12 credit hours)

Culminating Experience (0 credit hours)
portfolio

Graduate Certificate in Linguistics

18 credit hours

Required Core Areas (9 credit hours)

LIN 516 Pragmatics and Discourse Analysis (3)
LIN 511 Phonetics and Phonology (3)
LIN 514 Syntax (3)

Electives (9 credit hours)

Additional Curriculum Information

The electives may be chosen from fields such as applied linguistics, educational linguistics, natural language processing, second language acquisition and sociolinguistics. The electives are determined by the student in consultation with a faculty advisor

Graduate Certificate in Medieval Studies

15 credit hours

Required Core (3 credit hours)

One of the following courses:
ARS 514 Monasteries, Madonnas and Manuscripts
ENG 530 Old English
ENG 531 Old English Literature
ENG 532 Middle English Dialects
ENG 632 Advanced Studies in Medieval and Renaissance Literature and Culture
FRE 521 History of the French Language

Electives (12 credit hours)

Additional Curriculum Information

No more than three credit hours may be transferred from another university. No more than six credit hours may be completed prior to admission to the certificate program. At least 10 credit hours must be at the 500-level or above. Courses must be drawn from at least two different academic units. To be approved as an elective, a course must spend at least 50% of the class meetings on the subject of the Middle Ages. Students should contact the department for a list of approved electives.

Culminating Experience

The culminating experience for the critical theory certificate is a Portfolio. Students should submit a Portfolio in one PDF file to the [Graduate Program Manager](#). The Portfolio consists of the culminating assignment for ENG 502, one paper from a theory course taken for the certificate, and a brief statement (up to 500 words) that reflects on what the student has accomplished in the certificate and how it might help the student in future academic projects and employment opportunities. Once the Portfolio is deemed acceptable by the critical theory director, the graduate program manager will update the student's iPOS to reflect completion of the portfolio. The

student may then apply for graduation from the certificate.

The certificates in computer-assisted language learning, linguistics, and medieval studies do not require a culminating experience.

Timeline for Degree Completion

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

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 graduate students on programs and initiatives to build community among students and serves as liaison between Department leadership, the Graduate College and The College of Liberal Arts and Sciences.

Role of the Graduate Advisors

Graduate advisors help students interpret departmental and university policies and procedures, as well as navigate university systems and program requirements. Questions regarding coursework applicable to their degree should be addressed with the student's assigned academic advisor (listed on the iPOS). Graduate advisors are the main source of information for students as they move through the program. Students should reach out to their advisors when they have questions. They provide advising in many areas, including but not limited to:

- Admissions
- New Student Orientation
- General Advising
- Degree Requirements
- iPOS (Plan of Study)
- Degree milestones (exams, defenses, etc.)
- Department of English Policies
- Graduate College Policies
- Funding (including TA opportunities)
- Graduation

Meet Your Advisor

The Graduate Advisor for graduate certificates in the Department of English is [Kira Assad](#). Students should meet with their Graduate Advisor at least once per year to

plan their coursework and track their progress toward satisfying certificate requirements. Please make appointments by email and contact the advisor in advance if you need to cancel.

The certificate iPOS requires that students name a committee chair. Students should list the certificate director as the committee chair for the certificate on the iPOS.

Continuous Enrollment and Leave of Absence (LOA)

Once admitted to a graduate program, students must be registered for a minimum of one graduate credit hour (not audit) during all phases of their graduate education. This includes periods when they are engaged in research; working on or defending their thesis, applied project or dissertation; or in any other way using university facilities or faculty time including the term in which they graduate.

Registration for every fall and spring semester is required. Summer registration is required for students who have been admitted for summer, are completing culminating experiences or incomplete grade work, taking an exam, or graduating from their degree program.

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

Students planning to discontinue enrollment for a semester or more must submit a Leave of Absence (LOA) via their iPOS prior to the semester that the student plans to take the leave. Students do not need an approved iPOS on file to submit a LOA petition, but students will need to read and accept the first page to move on to the petition section. Students will select "Leave of Absence" under the Petition type, and then select the semester they want to begin the LOA. A petition for an LOA must be approved by the department and the Graduate College. Students may request a leave without course registration for a maximum of two semesters during their entire program.

A student on leave is not required to pay fees, but in turn is not permitted to place any demands on university faculty and staff, or use any university resources. Students who do not enroll for a fall or spring semester without an approved leave of absence by Graduate College are considered withdrawn from the university under the assumption that they have decided to discontinue their program. **Students discontinued for failure to enroll without an approved Leave of Absence may reapply for admission to resume their degree program. The application will be considered along with all other new applications to the degree program. There is no guarantee of admission and not all prior credits may count.**

Students who experience distress or crisis that inhibits their academic studies during a semester should contact their academic advisor, the Director of Graduate Studies, and/or Student Services to discuss medical or compassionate withdrawal or other accommodations.

Types of Withdrawals

Students may drop or withdraw from a class up until the appropriate deadline:

<https://students.asu.edu/drop-add>

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

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

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

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

International Student Enrollment Requirements

In order for international students who are not TAs to maintain good standing for their VISAs, they must take a minimum of **9 credit hours** per semester (i.e., 3 classes), 6 credits of which should be face-to-face classes.

Resources Available to International Students:

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

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

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

Plan of Study

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

Deadlines: It is recommended that students complete the iPOS in the first semester of the certificate program. A completed and approved iPOS is required before students can apply for graduation.

Procedure for Filing: Before accessing the iPOS, students should consult the Graduate College [webpage](#) for instructions and tutorials on how to complete the iPOS. The iPOS is filed online via [MyASU](#) by clicking on the iPOS link, selecting "Graduate Interactive Plan of Study (iPOS)," and selecting the appropriate degree program. Students experiencing technical difficulty with submission should contact ipos-q@asu.edu.

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

1. **Consult with your Graduate Advisor** to plan how you will fulfill degree requirements.
2. **Complete and submit your iPOS** via MyASU. Certificate students will list the certificate director as committee chair on the iPOS.
3. Once the proposed courses have been approved, the iPOS will be sent to the Graduate College for final approval.

Submitting Changes and Updates: Once a Plan of Study is approved, students who take a course other than what was initially planned must submit a **course change request** through the MyASU iPOS link.

Class Registration

ASU Registration Procedures

Once you have cleared any registration holds and your registration date has arrived, you are ready to [register for classes](#). You can also [search for available classes online](#). Consult the [Academic Calendar](#) for more information on important dates/deadlines.

Note: Graduate advisors cannot enroll or drop courses on student's behalf. These actions must be completed by the student through their MyASU.

Department of English Registration Procedures

Some classes require special clearances.

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

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

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

Satisfactory Academic Progress

To ensure that students complete their programs in a timely manner, get the most out of their experience at ASU, and meet requirements of the degree and department, graduate advisors will review student progress annually. For satisfactory academic progress, students must maintain continuous enrollment with a GPA at or above the 3.0 minimum required for graduation and no more than three incompletes on their transcripts. Additionally, students must satisfy program requirements, including coursework, exams, and culminating experiences in a timely manner.

Students who are not making satisfactory progress may be recommended for dismissal from the program, according to university regulations. Students who are being recommended for dismissal from the program due to unsatisfactory progress will be sent a letter in the mail as well as an email and will have the opportunity to appeal.

Minimum GPA: All English graduate students must maintain a minimum 3.00 grade point average (GPA) every semester to maintain satisfactory academic progress. In order to graduate, the minimum 3.00 GPA must be maintained on all GPA's calculated for the following: Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA. **Students on academic probation must maintain a 3.0 GPA or higher for the grades in each of their next two semesters.**

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

Program Change Request

The Request a Change system is available for graduate students through their MyASU to *defer their start date* to a future semester, request a *program change* within the same department (if applicable), or request a *campus change* (online to Tempe or vice versa if applicable).

While the system does not have a cap on how many change requests can be made, the Department of English will only allow a master's student to request **one program change** during their graduate program. A strong justification for requesting the program change and supporting documents for the new graduate program will be required. Please note that even with a justification, the request may still be denied.

PhD students cannot use the Request a Change system to change their PhD program and must apply to the program they are interested in by submitting a new application.

Grades

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

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

Incomplete (I) Grades

Incompletes are given at the discretion of the instructor of a course. Per the [University Registrar](#), a mark of "I" (incomplete) may be given by the instructor when a student is otherwise doing acceptable work but is unable to complete the course because of illness or other conditions beyond their control. Students must arrange with the instructor for the completion of the course requirements. The arrangement is recorded on the [Request for Grade of Incomplete form](#), which outlines other stipulations. The completion date is determined by the instructor but may not exceed one calendar year from the date the mark of "I" is recorded. An "I" in a graduate course (500-level or above) will become a permanent part of the student's transcript if not completed within one year.

Per [Graduate College policy](#), graduate students must be enrolled in at least one graduate credit in the semester(s) during which they are working with the instructor to finish work for the incomplete.

Receiving an incomplete may have implications for a student's financial aid. It is the responsibility of the student to confirm with the [Financial Aid Office](#) whether an incomplete grade may affect their current or future aid.

Students who experience serious and unavoidable difficulties may consider options for [compassionate or medical withdrawal](#).

Internal Process for Complaints and Concerns

Grades: Complaints about individual assignments are to be discussed with the class instructor, not with the department. Complaints about a final course grade should be discussed with the instructor in at least one conference soon as possible after the grade is awarded. [University policy for student appeal procedures on grades | Academic Catalog](#)

Non-Grade Issues: If a student has a concern, problem, or complaint that does not fit within the duties or abilities of the student's advisor, dissertation or thesis chair, or applied project director, they should seek counsel from the Graduate Program Manager or Director of Graduate Studies. The Program Manager and Director are often able to work toward a positive resolution of problems and can provide university wide resources in order to do so. The Dean of Students Office can be an additional resource where concern, problem, or complaints are not of a departmental nature—such as mental or physical health, financial aid, and items related to the ASU student code of conduct. [Dean of Students | Educational Outreach and Student Services](#)

Application for Graduation

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

Internships

[Graduate internships](#) offer students the opportunity to work in a variety of fields that promote positive learning transfer from academic spaces to professional spaces.

Students can explore career pathways and develop and articulate their humanist values within and beyond academia. Internships can be completed in person or remote through local, national, or global contexts and can be paid or unpaid. Academic credit for internship work is available for both immersion and online students through courses that build career readiness using a strong model of reflective professional practice, supervised academic work, and professional mentoring, networking, and development. Students wishing to explore internship options can get started in five easy steps:

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

Step 2: Explore internship opportunities posted on the Department of English [Internship and Career Exploration Facebook page](#) and other general resources such as ASU Handshake or LinkedIn Jobs.

Step 3: Reach out to the Director of Internships and Careers [Ruby Macksoud](#) for a personalized meeting.

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

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

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

Resources

Financial Support

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

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

The [Graduate and Professional Student Association \(GPSA\)](#) has travel and research funding opportunities that students may apply for, including a JumpStart Research Grant. Students may also participate in the process by serving as award reviewers.

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

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

Student Health Insurance

Students who wish to enroll in Student Health Insurance through ASU must do so within the first two weeks of the semester. Students should sign in to their MyASU, under Campus Services, click on Health & Wellness Resources, and then click Health Insurance and Enroll/Cancel. Students are automatically re-enrolled. To confirm enrollment, check your student account for Health Insurance Charge. Cancellation is the same steps as enrolling listed above and must be done during the open enrollment period. International students are automatically enrolled. Visit ASU [Health Services](#) for more information on student health insurance enrollment deadlines, premium charges, and coverage.

Professional Development

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

Graduate Writing Centers

ASU's Writing Centers, through the University Academic Success Program, provide writing centers for ASU graduate students from all disciplines where you can:

- Get feedback on writing projects at any stage.
- Get help organizing a writing group.
- Attend workshops about writing.
- Receive coaching on navigating graduate school life.

The ASU Graduate Writing Centers currently serve students at these locations:

1. Downtown Phoenix: University Center Building (UCENT), Room 101
2. Tempe: 711 E Lemon St #38; 480-965-9072
3. West: Fletcher Library (FLHLB), LL2; 602-543-6151
4. Polytechnic campus: 5988 S Backus Mall; 480-727-1452

For more information or to schedule an appointment, please visit the [Graduate Academic Support](#) or call (480) 965-9072.

Student Well-Being

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

GPSA's [Graduate Wellness Resources](#) is a one-page resource guide to financial, social, emotional, and physical health and wellness for ASU graduate students. The [10 Best Practices in Graduate Student Wellbeing](#) include proven ways to assist graduate

students in bettering their health under the increasing demands of graduate school. There are also multiple services offered by ASU to further help students:

- [Counseling Services](#)
- [Health Services](#)
- [Student Accessibility and Inclusive Learning Services \(SAILS\)](#)

The Arizona State University [Victim Advocate](#) ensures crime victims on any ASU campus, witnesses and family members receive free, confidential support. You do not need to file a police report or be a patient or Health or Counseling Services to meet with ASU Victim Advocates. If you have questions, contact Victim Advocates or call 480-965-0107.

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.

[Title IX](#) protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

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

Faculty

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

Facilities

Computing Resources for Graduate Students

Graduate students have access to the Media Learning Lab in RBHL 115 with ISAAC access. Students requiring ISAAC access should fill in the form at the bottom of this [webpage](#) to add access via their sun card. There is also a computing pod in the common area around the TA neighborhoods on the first floor of RBHL. For more information about the technological features in Ross-Blakley Hall, see this [webpage](#).

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

Tuition and Fees

Students can find information on [tuition and fees](#) online. A Tuition Calculator and schedule are both available for students' use. Note: Tuition is waived for students who hold teaching assistantships. All students, including TAs, are responsible for paying fees each semester.

Frequently Asked Questions

Graduate students may check the [FAQs webpage](#) for general information.

University Contacts

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