Contents

Graduate Program Personnel.............................................................................................. v
Program Directors........................................................................................................... v
Graduate Studies Committee......................................................................................... v
The Graduate Faculty...................................................................................................... vi

Assistantships .................................................................................................................. 1

Guidelines for the Certificate in TESOL

Application and Admission ............................................................................................. 5
Teacher Certification Disclaimer ....................................................................................... 5
Graduate College Rules and Regulations......................................................................... 6
Adviser ............................................................................................................................... 6
Plan of Study and Certificate Completion......................................................................... 6
Course Requirements......................................................................................................... 7
Student Tenure .................................................................................................................. 8
Appeals and Petitions........................................................................................................ 8

Guidelines for the MA in English

Application and Admission ............................................................................................. 13
Graduate College Rules and Regulations......................................................................... 14
Adviser and Advisory Committee .................................................................................... 14
Plan of Study .................................................................................................................... 15
Checklist for Submitting a Plan of Study .......................................................................... 16
MA Degree Plans ............................................................................................................. 16
Course Requirements......................................................................................................... 16
Language Requirement....................................................................................................... 19
MA Qualifying Examination ............................................................................................. 20
Thesis ................................................................................................................................. 23
Final Examination: Thesis Defense .................................................................................. 25
Student Tenure .................................................................................................................. 25
Length of Financial Support for Teaching Assistants....................................................... 25
Ineligibility for the MA Degree ......................................................................................... 26
Appeals and Petitions......................................................................................................... 26
Guidelines for the MA in English with an Option in TESL

Application and Admission ................................................................. 29
Teacher Certification Disclaimer ......................................................... 30
Graduate College Rules and Regulations ............................................ 30
Adviser and Advisory Committee ....................................................... 30
Plan of Study ...................................................................................... 31
Checklist for Submitting a Plan of Study ............................................ 32
Course Requirements ......................................................................... 32
Language Requirement ...................................................................... 36
MA Qualifying Examination in TESL ................................................ 36
Thesis (optional) ................................................................................. 37
Final Examination: Thesis Defense (optional) .................................... 38
Student Tenure ................................................................................... 39
Length of Financial Support for Teaching Assistants ....................... 39
Ineligibility for the MA Degree .......................................................... 39
Appeals and Petitions ........................................................................ 40

Guidelines for the MA in English with an Option in Professional Writing

Application and Admission ................................................................. 43
Graduate College Rules and Regulations ............................................ 44
Adviser and Advisory Committee ....................................................... 44
Plan of Study ...................................................................................... 45
Checklist for Submitting a Plan of Study ............................................ 46
Course Requirements ......................................................................... 46
Language Requirement ...................................................................... 50
MA Qualifying Examination in Professional Writing ....................... 51
Thesis (optional) ................................................................................. 53
Final Examination: Thesis Defense (optional) .................................... 54
Student Tenure ................................................................................... 54
Length of Financial Support for Teaching Assistants ....................... 54
Ineligibility for the MA Degree .......................................................... 55
Appeals and Petitions ........................................................................ 55
## Guidelines for the MFA in Creative Writing

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application and Admission</td>
<td>59</td>
</tr>
<tr>
<td>Graduate College Rules and Regulations</td>
<td>60</td>
</tr>
<tr>
<td>Adviser and Advisory Committee</td>
<td>60</td>
</tr>
<tr>
<td>Plan of Study</td>
<td>60</td>
</tr>
<tr>
<td>Checklist for Submitting a Plan of Study</td>
<td>61</td>
</tr>
<tr>
<td>Course Requirements</td>
<td>62</td>
</tr>
<tr>
<td>Second-Year Review</td>
<td>64</td>
</tr>
<tr>
<td>Thesis</td>
<td>65</td>
</tr>
<tr>
<td>Public Reading</td>
<td>66</td>
</tr>
<tr>
<td>Student Tenure</td>
<td>67</td>
</tr>
<tr>
<td>Length of Financial Support for Teaching Assistants</td>
<td>67</td>
</tr>
<tr>
<td>Ineligibility for the MFA Degree</td>
<td>67</td>
</tr>
<tr>
<td>Appeals and Petitions</td>
<td>67</td>
</tr>
</tbody>
</table>

## Guidelines for the PhD in English

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application and Admission</td>
<td>72</td>
</tr>
<tr>
<td>Graduate College Rules and Regulations</td>
<td>73</td>
</tr>
<tr>
<td>First-year PhD Exam</td>
<td>74</td>
</tr>
<tr>
<td>Adviser and Advisory Committee</td>
<td>75</td>
</tr>
<tr>
<td>Plan of Study</td>
<td>76</td>
</tr>
<tr>
<td>Checklist for Submitting a Plan of Study</td>
<td>77</td>
</tr>
<tr>
<td>Course Requirements</td>
<td>77</td>
</tr>
<tr>
<td>Language Requirement</td>
<td>81</td>
</tr>
<tr>
<td>PhD Qualifying Assessment</td>
<td>82</td>
</tr>
<tr>
<td>Dissertation</td>
<td>87</td>
</tr>
<tr>
<td>Final Examination: Dissertation Defense</td>
<td>88</td>
</tr>
<tr>
<td>Student Tenure</td>
<td>89</td>
</tr>
<tr>
<td>Length of Financial Support for Teaching Associates</td>
<td>89</td>
</tr>
<tr>
<td>Ineligibility for the PhD Degree</td>
<td>89</td>
</tr>
<tr>
<td>Appeals and Petitions</td>
<td>90</td>
</tr>
</tbody>
</table>
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Graduate Studies Committee

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Area B: TESL/Linguistics, Composition & Rhetoric, Professional Writing

Area C: Screen Studies, Creative Writing

The Graduate Director is a nonvoting member.
# The Graduate Faculty

See the English Department online faculty directory for office and telephone information: english.okstate.edu/faculty/

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ondrea Ackerman, PhD</td>
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<tr>
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<tr>
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<tr>
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<tr>
<td>Name</td>
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<tr>
<td>Toni Graham, MFA</td>
<td>Creative Writing: Fiction</td>
<td>San Francisco State University</td>
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<tr>
<td>Elizabeth Grubgeld, PhD</td>
<td>British and Irish Literature</td>
<td>Post 1900</td>
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<tr>
<td>Gene Halleck, PhD</td>
<td>TESL, Linguistics</td>
<td>University of Iowa</td>
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<tr>
<td>Christopher Hallman, MFA</td>
<td>Creative Writing: Nonfiction</td>
<td>University of Iowa</td>
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<tr>
<td>Brian Jacobson, PhD</td>
<td>Screen Studies- International Cinema</td>
<td>University of Southern California</td>
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<tr>
<td>Edward Jones, PhD</td>
<td>Renaissance British Literature</td>
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<tr>
<td>Lisa Lewis, PhD</td>
<td>Creative Writing: Poetry</td>
<td>University of Houston</td>
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<tr>
<td>Lynn Lewis, PhD</td>
<td>Visual Rhetorics, Literacies, Multimodal Composition, Critical Pedagogy and Technology</td>
<td>University of Oklahoma</td>
</tr>
<tr>
<td>Robert Mayer, PhD</td>
<td>18th Century British Literature, Screen Studies</td>
<td>Northwestern University</td>
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<tr>
<td>Jeff Menne, PhD</td>
<td>Screen Studies- American Cinema</td>
<td>PhD, Vanderbilt Univ</td>
</tr>
<tr>
<td>Carol Moder, PhD</td>
<td>Linguistics, TESL</td>
<td>Linguistics, Sociolinguistics, and Dialectology</td>
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<tr>
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<tr>
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<td>Columbia University</td>
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</table>
### Graduate Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Affiliation</th>
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<td>Vanderbilt University</td>
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</tr>
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<td>Romanticism, Literary Theory</td>
</tr>
</tbody>
</table>
Assistantships

The English Department employs a large number of graduate teaching assistants each year. Assistantships are thus available to most students who qualify for them and apply early. Depending on their levels of experience and areas of emphasis, teaching assistants may tutor in the Writing Center or teach their own sections of freshman composition, composition for international students, technical writing, creative writing, or literature.

Teaching Methodology Courses. All teaching assistants, regardless of experience, must take an appropriate pedagogy course or courses during their first year of teaching at OSU. Depending on the area of emphasis and teaching assignment, they may take:

- **ENGL 5213: Composition Theory and Pedagogy**
- **ENGL 5223: Professional Writing Theory and Pedagogy**
- **ENGL 5243: Teaching English as a Second Language**

Writing Center tutors also take a one-hour course, **ENGL 5201: Writing Center Theory and Pedagogy**.

First-year Teachers. Teaching assistants who have not previously taught English typically spend the first year of their assistantships as tutors in the Writing Center. During this year, they also take an appropriate pedagogy course (see above) and observe experienced teachers.

Course Load. Each fall and spring semester a teaching assistant teaches six credit hours (two 3-hour courses) or works twenty hours per week in the Writing Center. A few assistantships are available for students who assist with editing the *Cimarron Review* or with the International Teaching Assistant (ITA) program. Customarily, teaching assistants take no more than six to seven hours of graduate course work per semester. Some assistantships are available in the summer, during which a teaching assistant teaches three hours and takes three hours of course work.

Tuition Waivers. All students with assistantships pay in-state tuition rates; that is, the University waives the non-resident portion of their tuition. The University will also pay the remaining resident tuition for six hours of qualifying courses each fall and spring semester. In addition, teaching assistants also receive a monthly stipend during the academic year, and single-person health insurance. Students are responsible for resident tuition for courses taken in excess of this limit, and for all fees.

Time Limits. A teaching assistant not on strict academic probation is eligible for financial support under the following conditions. MA students receive three
years of support. PhD students receive four years of support with an option for a fifth year of support. Support is contingent upon satisfactory progress toward the degree. If exceptional circumstances exist, MA and PhD students in the final year of financial support may petition the Head of the English Department for an additional year's support. Such cases will be judged on an individual basis and in light of Departmental policies and staffing needs.

**Non-native Speakers of English.** To be eligible for a teaching assistantship, students whose native language is not English must submit passing scores for the Speaking Skills section of the TOEFL iBT (26 or higher), or the Versant test (68 or higher) for their application to be considered. They must also attend the International Teaching Assistant (ITA) orientation, which is administered on campus before the beginning of each semester.

**To Apply.** Prospective students who wish to apply for assistantships should submit a Teaching Assistant application form with an attached résumé to the English Graduate Office. Offers of assistantships are mailed to students a week or two after offers of admission. Students who have already begun their graduate program at OSU should submit an application form to the English Graduate Office no later than March 1 for the following fall semester, or by October 15 for the spring semester.
Guidelines for the Certificate in TESOL

The Department of English at Oklahoma State University offers a program leading to a Certificate in Teaching English to Speakers of Other Languages (TESOL). The Certificate in TESOL program familiarizes students with the skills necessary to teach English to non-native speakers in a variety of situations, such as:

- Teaching English as a foreign language in an overseas school, college, or university
- Teaching English as a second language to international students studying in intensive English programs in the U.S.
- Teaching English to bilingual/bicultural students in American public school systems and adult education programs

The Certificate in TESOL program consists of 12 credit hours, with three required courses and one elective course chosen from a group of courses offered by the English Department. A description of the certificate requirements and regulations appears on the following pages.
Summary Checklist

During the semester in which you plan to complete the Certificate Program, you must:

- choose an adviser in your major area of study
- complete and file a Graduate Certificate Plan of Study Form
- complete and file an Application for Certificate Completion with the Registrar’s Office
Application and Admission

Admission to the Certificate Program in Teaching English to Speakers of Other Languages (TESOL) requires a Bachelor of Arts or Bachelor of Science degree from an accredited institution of higher learning. Other qualifications and application materials appear below. *Applicants should be mindful that meeting the minimum standards for admission does not guarantee admission.*

**Admission Qualifications and Application Materials**

**GPA** Applicants must have maintained an overall undergraduate grade-point average of 3.0 on a 4.0 scale.

**Recommendations** Applicants must submit two letters of recommendation.

**Statement of Purpose** Applicants must submit a written statement of approximately 250 words, outlining a proposed area of study, reasons for undertaking graduate study in this area, relevant work experience, and future career plans.

**English Language Proficiency (non-native speakers)** Applicants who are not native speakers of English must submit current scores from one of the following:

- TOEFL iBT
- TOEFL and TWE
- IELTS

Please see the English Department website for current score requirements.

**Application Form & Fees** Applicants must submit the appropriate form and fees to the Graduate College.

The courses taken for the Certificate in TESOL may be applicable to an Oklahoma State University degree program.

**Teacher Certification Disclaimer**

The Certificate in TESOL does not carry with it certification for public school employment. Students wishing such certification must meet special state and university requirements.
Graduate College Rules and Regulations

There are many rules and regulations affecting graduate enrollment and tenure that are made by the Graduate Faculty of the University rather than the English Department. Among the rules students should familiarize themselves with are those governing academic dishonesty or misconduct, especially those dealing with plagiarism. It is the student’s responsibility to become informed about all English Department, Graduate College, and University regulations.

The Oklahoma State University Catalog should be read closely by all those who are thinking about, or participating in, graduate studies in English at Oklahoma State University. Free copies are available free to all incoming graduate students at the Graduate College, 202 Whitehurst, or online at: http://www.okstate.edu/registrar.

Adviser

Students seeking the Certificate in TESOL should consult an adviser who will help them choose appropriate courses to complete the certificate. The Certificate Adviser may be any member of the English Department graduate faculty who specializes in TESL. At the Tulsa campus, the coordinator of the TESL program at OSU-Tulsa normally serves as the adviser.

Plan of Study and Certificate Completion

During the semester in which a student plans to complete the Certificate in TESOL, the student should complete a plan of study listing the courses intended to be used in earning the certificate. This plan must be approved by the TESOL Certificate Adviser, English Graduate Coordinator or Department Head, and the Graduate College prior to the credential being placed on the student’s academic record. Once the Certificate Plan of Study is approved at the Graduate College, the Graduate College will request that the Registrar place a notation of the Certificate on the student’s transcript.

Submitting the Plan of Study. Students may download or print a Certificate Plan of Study form from the Graduate College web site or the English Graduate web site. The student will complete the form and will then obtain the signature of his/her Certificate Adviser in the English Department. The student returns the signed form to the English Graduate Office for the Graduate Coordinator’s signature. The English Graduate Office then processes the completed and signed form for delivery to the Graduate College.

Ten-Year Rule. A final plan of study may not include any course more than ten years old at the time of actual graduation.
Checklist for Submitting a Plan of Study

- Minimum of 12 credit hours, with three required courses and one elective course chosen from a group of courses offered by the English Department
- No more than 9 hours of course work taken as special student
- All courses, including 4000-level, must be taken for graduate credit
- The plan of study must be signed by the Certificate Adviser and the English Graduate Coordinator or Department Head

Course Requirements

Required Courses (9 hours)

- **ENGL 5130** Studies in English Grammar
- **ENGL 5243** Teaching English as a Second Language
- **ENGL 5333** Seminar in TESL: Second Language Testing

Sample Elective Courses (choose one)

- **ENGL 4083** Applied Linguistics
- **ENGL 4093** Language in America
- **ENGL 5120** Studies in TESL
- **ENGL 5123** Social and Psychological Aspects of Language
- **ENGL 5143** Descriptive Linguistics

Courses other than those listed may be approved as electives by the Certificate Adviser.

**Academic Standing.** A grade-point average of "B" (3.0) is required on courses applicable to a graduate certificate. No grade lower than a "C" may be used as part of the minimum requirements for the certificate.

**4000-Level Courses.** Only those 4000-level courses marked by an asterisk in the *University Catalog* are available for graduate credit. All graduate course work should include a research paper or other appropriate project. In the instance of a 4000-level course that may not require such a paper or project, the student should, with the consent of the instructor involved, arrange for such a paper or project to supplement the assigned work. The English Department strongly suggests that all graduate courses be at the 5000/6000 level.

**End-of-Semester Evaluations.** All graduate students will be evaluated in writing at the end of each semester by the professors with whom they have taken
courses. These evaluations are kept on file in the English Graduate Office and are available for students to read.

Grade of "Incomplete." The following regulations apply to students who receive what at OSU is termed the "composite incomplete" grade ("IB," "IC," "ID," or "IF") for any of their course work within the English Department:

- Students must complete course work within one calendar year, after which time the preliminary grade (expressed by the second letter of the composite) becomes permanent in accordance with University policy. Individual faculty members, however, may establish a shorter time limit for completing course work. Faculty will identify time limits in the "remarks" dropdown of the electronic grade sheet.

- Teaching assistants or associates having more than three incomplete grades on their records will not be recommended for reappointment.

- Teaching assistants or associates having any incomplete grades on their records will not be recommended for summer employment.

Students should familiarize themselves with Section 6.2 of the University Academic Regulations found in the University Catalog for a full explanation of University policy governing incomplete grades.

Student Tenure

Students must complete all requirements within seven years from their first enrollment in courses for the Certificate in TESOL program.

Appeals and Petitions

All appeals involving grades or charges of academic dishonesty or misconduct must be directed to the Academic Appeals Board. Contact the Provost's office (101 Whitehurst) for information and forms.

Petitions involving teaching assistantships must be directed to the Department Head.

All other petitions or appeals must be directed in writing to the Graduate Director, who will then forward the petition to the appropriate body, usually one of the following: the Graduate Studies Committee (for special requests as described within the English Graduate Guidelines), the English Graduate Faculty (for exceptions to English Department policy), or the Graduate Council (for exceptions to University policy). Students are urged to discuss matters with their advisers and with the Graduate Director before making a formal petition or appeal.
If the Graduate Director does not act upon the student's written request within a reasonable amount of time, the student and/or adviser may appeal directly to the Department Head. If a student has exhausted all appeals procedures within the Department and is still not able to resolve the problem, he or she may appeal to the Graduate College.
10  2011-2012 English Graduate Guidelines
Certificate in TESOL
Guidelines for the MA in English

The MA in English at Oklahoma State University allows students to develop expertise in a variety of areas: British and American Literature, critical theory, screen studies, rhetoric and professional writing, linguistics, and teaching English as a second language (TESL). In consultation with their advisory committees, students devise an individualized curriculum that reflects their own intellectual interests and prepares them to enter a PhD program or to teach at the college level.

The MA in English consists of 30 credit hours (thesis plan, which includes six hours of thesis), or 32 credit hours (literature exam plan). In addition to these hours, students must demonstrate reading knowledge of a language other than English, pass the MA Qualifying Examination (unless choosing the literature thesis plan), and successfully defend a thesis. A description of the degree requirements and regulations appears on the following pages.

**Note:** Students who wish to concentrate only in TESL or Professional Writing should consult the sections of the *English Graduate Guidelines* that describe the MA in English degree with options in those areas.
Summary Checklist

By the end of the second full semester of enrollment, you should have:

- chosen an adviser in your major area of study
- chosen your advisory committee
- met with your committee and discussed your plan of study
- filed your plan of study
- taken \textit{ENGL 5013: Introduction to Graduate Studies}
  or, for Screen Studies students, \textit{ENGL 5363: Critical Approaches to Screen Studies: Theory and History}

Before taking the MA Qualifying Examination, you must have:

- fulfilled the language requirement
- maintained a GPA of 3.0 or above on all graduate course work
- filed an approved plan of study with the Graduate College and English Graduate Office
- submitted an Intent to Take Qualifying Examination form to the English Graduate Office at least three weeks before the examination

Before you are eligible to graduate, you must have:

- filed a Graduation Clearance form (and a revised plan of study, if applicable)
- filed a Diploma Application

If you write a thesis, you must also have:

- fulfilled the language requirement
- submitted the defense copy (Final Draft) of your thesis by the Graduate College deadline
- passed your oral defense (Final Examination) and turned in the signed Results of Final Defense form to the English Graduate Office
- submitted the final copy of the thesis in accordance with the format guidelines at \url{http://gradcollege.okstate.edu/student/thesis}
Application and Admission

Admission to the MA program in English requires a Bachelor of Arts or Bachelor of Science degree from an accredited institution of higher learning. Other qualifications and application materials appear below. Applicants should be mindful that meeting the minimum standards for admission does not guarantee admission.

Admission Qualifications and Application Materials

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GPA</strong></td>
<td>Applicants should have maintained an undergraduate grade-point average of 3.0 on a 4.0 scale, particularly in English courses.</td>
</tr>
<tr>
<td><strong>Undergraduate Major</strong></td>
<td>While most applicants have an undergraduate major in English, applicants must have a minimum of 24 hours in English (excluding freshman composition).</td>
</tr>
<tr>
<td><strong>Recommendations</strong></td>
<td>Applicants must submit two letters of recommendation.</td>
</tr>
<tr>
<td><strong>Statement of Purpose</strong></td>
<td>Applicants must submit a written statement of approximately 250 words that identifies a proposed area of study, reasons for undertaking graduate study in this area, relevant work experience, and future career plans.</td>
</tr>
<tr>
<td><strong>Writing Sample or GRE Scores</strong></td>
<td>Applicants must submit one of the following:</td>
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<td>- Writing Sample: a 7- to 15-page paper recently written in an upper-level seminar in English or a related area of study.</td>
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<td></td>
<td>- GRE general and subject area scores.</td>
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<tr>
<td><strong>English Language Proficiency (non-native speakers)</strong></td>
<td>Applicants who are not native speakers of English must submit current scores from one of the following:</td>
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<td>- TOEFL iBT</td>
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<td></td>
<td>- TOEFL and TWE</td>
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<tr>
<td></td>
<td>- IELTS</td>
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Please see the English Department website for current score requirements.

Students are admitted in particular areas of specialization. If a student wishes to move from one area of specialization to another, (such as from Literature to Rhetoric and Professional Writing), the student must submit an application to and receive approval for that change from the Admissions Committee. The application must include a new statement of purpose and a new writing sample, which will be considered along with the rest of the student’s graduate file. Since
this application will be an internal English Department matter, students will not pay an application fee. If the Admissions Committee does not grant the request, the student will have the option of continuing in the area of specialization into which he or she was admitted.

If a student wishes to move from one degree program into another degree program, the student must submit a new application through the Graduate College.

Graduate College Rules and Regulations

There are many rules and regulations affecting graduate enrollment, tenure, examinations, theses, and dissertations that are made by the Graduate Faculty of Oklahoma State University rather than the English Department. Among the rules students should familiarize themselves with are those governing academic dishonesty or misconduct, especially those dealing with plagiarism. It is the student's responsibility to become informed about all English Department, Graduate College, and University regulations.

The Oklahoma State University Catalog should be read closely by all those who are thinking about, or participating in, graduate studies in English at Oklahoma State University. Copies are available free to all incoming graduate students at the Graduate College, 202 Whitehurst, or online at: http://www.okstate.edu/registrar.

Adviser and Advisory Committee

All graduate students select an individual adviser and an advisory committee to guide them in completing their degrees.

Adviser. Students should choose an adviser by the end of their first semester of course work, but if this is not possible, students should select an adviser by the end of their first year of graduate study. An adviser of an MA student may be any member of the graduate faculty of the English Department; in most cases, the adviser has expertise in the subject matter area in which the student plans to specialize.

Advisory Committee. The advisory committee will normally consist of the student's major adviser as committee chair and at least two additional members of the English Department's graduate faculty.

Changes. To change an adviser or advisory committee, a student must complete a Committee Change Request form, to be signed by all committee members and the Department Head, and submitted to the Graduate College.
Plan of Study

A plan of study is a listing of course work the student intends to take for completion of the degree, and an estimated time schedule. The student must develop the plan with his/her adviser and advisory committee. The Graduate College requires MA students to file a plan of study with the Graduate College before completing the 17th hour of graduate credit.

Students may download a plan of study form and instructions from the English Graduate Forms web page or the Graduate College downloads page. The student should consult with his/her adviser to complete a draft version of the form.

**Planning Meeting.** Prior to enrolling in the 18th hour of graduate study, students should schedule a meeting with their advisory committee. During that meeting, the student and advisory committee will discuss the student's preparation, professional goals, and plans for graduate study. The student and committee should agree upon:

- A plan of study
- Fulfillment of the language requirement
- Tentative plans for the MA Qualifying Examination (if required)
- Tentative plans for the thesis or creative component

**Creative Component.** The course used as a creative component must be designated with an asterisk on the plan of study.

**Submitting the Plan of Study.** The student will finalize the typed version of the plan, obtain signatures from all members of the advisory committee, and file the signed form with the English Graduate Office. The Graduate Director will review and sign the form, and file the completed form with the Graduate College. The signed plan must be filed with the Graduate College before the student will be allowed to enroll in the 18th hour of graduate study.

**Changes.** Changes to the plan of study can be made with the approval of the advisory committee. A revised plan should be submitted to the Graduate College at the beginning of the intended semester of graduation. Students make revisions on a copy of the approved plan stamped by the Graduate College. Specific instructions are included with the downloaded plan of study file.

**Ten-Year Rule.** A final plan of study may not include any course more than ten years old at the time of actual graduation.
MA in English

Checklist for Submitting a Plan of Study

- Minimum of 30 hours for thesis plan (including six hours of thesis), or 32 hours for literature exam plan (including creative component), beyond baccalaureate degree
- Minimum of 16 hours in English
- At least 21 hours of course work at the 5000 or 6000 level at OSU
- All courses, including 4000-level, must be taken for graduate credit
- No more than 9 hours of course work taken as special student or transferred from another institution
- No course work may be used to complete requirements for another degree
- The plan of study must be signed by the adviser, committee members, and the Graduate Director

MA Degree Plans

The MA in English offers two degree plans: thesis, and literature exam. The following requirements govern these options.

**Thesis Plan:** Students take 30 semester hours (including six credit hours of thesis), pass the MA Qualifying Examination, and prepare either a traditional thesis embodying original research, or, for literature students only, a portfolio reflecting scholarly development. Literature students choosing this plan do not sit for Qualifying Exams.

**Literature Exam Plan:** Students take 32 semester hours, including a one-credit hour Independent Study course. They write a creative component, an article-length paper or research project, as part of this course. Students choosing this plan must pass the MA Qualifying Examination.

Course Requirements

**Required Courses.** In order to provide the flexibility necessary for an individual student's emphasis in period or genre studies, screen studies, linguistics, or composition/rhetoric, the Department requires only one course of all general MA students, ENGL 5013: Introduction to Graduate Studies (for Screen Studies students, ENGL 5363: Critical Approaches to Screen Studies). The following requirements govern MA course work.

**Introduction to Graduate Studies.** Either ENGL 5013: Introduction to Graduate Studies or, for Screen Studies students, ENGL 5363: Critical Approaches to Screen Studies, is required of all students during their first year in
the master's program. Students who believe that they have already taken a course equivalent to ENGL 5013 or ENGL 5363 may petition the Graduate Director to have this requirement waived. The student's petition should include a letter asking for the waiver and containing reasons for the request, a copy of the syllabus from the previous course, and any papers or assignments done for that course. The Graduate Director will then pass the request to those professors teaching ENGL 5013 or ENGL 5363 for an evaluation and request a written recommendation. Upon receiving the recommendation, the Graduate Director will affirm or deny the petition and notify the student and the student's adviser. Each case will be judged on its own merits, regardless of whether the same course number at the same institution has been recommended as an equivalent course before.

**Methods Course for Teaching Assistants.** Teaching assistants must take an appropriate pedagogy course or courses in their first semester of teaching at Oklahoma State University. These hours may be counted as part of the total hours of course work.

**Suggested Literature Curriculum.** In addition to other requirements, literature students are advised to take nine hours as a core on which to build further study of literature. These nine hours should be distributed as follows: three hours in theory; three hours in American literature; three hours in British literature. One of the literature courses should be pre-1800; the other should be post-1800.

**Electives.** Students choose the remaining hours of course work in consultation with their advisory committees. Course selection should take into account the student's thesis subject, professional goals, and preparation for the MA Qualifying Examination.

**Required Hours at 5000/6000 Level.** All MA students must complete at least 21 hours of course work at the 5000/6000 level; this 21 hours of course work may include six hours of credit for work on the thesis.

**ENGL 5990.** ENGL 5990: *Special Problems* limits enrollment (with permission from the Graduate Director) to students pursuing an MA degree in English who elect the Literature Exam plan with a creative component rather than the thesis. The use of ENGL 5990 is restricted to students who have completed course work and need to enroll in one or two hours in order to fulfill enrollment requirements.

**4000-Level Courses.** Only those 4000-level courses marked by an asterisk in the OSU *University Catalog* are available for graduate credit. All graduate course work should include a research paper or other appropriate project. In the instance of a 4000-level course that may not require such a paper or project, the student should, with the consent of the instructor involved, arrange for such a paper or project to supplement the assigned work. Because 4000-level literature
courses are designed primarily for undergraduates, the English Department strongly suggests that all graduate courses be at the 5000/6000 level.

**Transfer Hours.** Students may transfer up to nine graduate hours from another university granting a master's degree in English. A student's advisory committee shall determine the number of hours of transfer credit to be awarded. If a student uses the hours for a degree at the previous institution, the hours are not applicable to the MA degree at OSU.

**Independent Study.** Independent Study courses may be occasionally arranged with an instructor when no regular graduate course on the desired topic is available during the student's expected tenure. Each of the two course numbers (*ENGL 5210* and *6210*) may be used for up to six credit hours per semester, and no more than nine hours total per course number. All students requesting an Independent Study course must hold a meeting with their advisory committee and receive approval by the members of the committee. Special forms must be used by those who wish to enroll in such courses. Available from the English Graduate Office, these forms should be submitted no later than the end of the first week of graduate enrollment prior to the semester in which the Independent Study course is taken. A student who has completed the 17th graduate credit hour in a degree program but who does not have an approved plan of study on file in the Graduate College may not arrange an Independent Study course.

The Graduate Studies Committee will evaluate applications for Independent Study in accordance with the following criteria and procedure:

1. Has the student's advisory committee approved the course?
2. Has the student taken regularly offered courses related to the subject?
3. Is the Independent Study unlikely to have a negative impact on enrollment in concurrent or immediately subsequent course offerings?
4. Does the Independent Study fill a gap in the student’s curriculum? Or is the specific course content unlikely to be offered during the student's expected tenure?
5. Are the text materials clearly listed?
6. Is the work appropriate for the number of credit hours requested?
7. Is the list of assignments and percentages awarded to each clearly explained?
8. Is the schedule of conferences sufficiently specific?

If all eight questions may be answered affirmatively, the Graduate Director will send a written notice of acceptance to the proposed instructor, who will then inform the student.

If one or more questions cannot be answered affirmatively, the Graduate Director will contact the proposed instructor in an effort to clarify and/or resolve the problem(s). If no resolution can be reached, the Graduate Director will
inform the proposed instructor of the denial and the reason(s) for the denial in writing. The proposed instructor will then inform the student.

**End-of-Semester Evaluations.** All graduate students will be evaluated in writing at the end of each semester by the professors with whom they have taken courses. These evaluations are kept on file in the English Graduate Office and are available for students to read.

**Grade of "Incomplete."** The following regulations apply to students who receive what at OSU is termed the “composite incomplete” grade (“IB,” “IC,” “ID,” or “IF”) for any of their course work within the English Department:

- Students must complete course work within one calendar year, after which time the preliminary grade (expressed by the second letter of the composite) becomes permanent in accordance with University policy. Individual faculty members, however, may establish a shorter time limit for completing course work. Faculty will identify time limits in the “remarks” dropdown of the electronic grade sheet.
- Teaching assistants or associates having more than three incomplete grades on their records will not be recommended for reappointment.
- Teaching assistants or associates having any incomplete grades on their records will not be recommended for summer employment.

Students should familiarize themselves with Section 6.2 of the University Academic Regulations found in the *University Catalog* for a full explanation of University policy governing incomplete grades.

**Language Requirement**

In order to fulfill the language requirement for the MA in English, students must demonstrate *reading knowledge of one language other than English* by either passing a translation test or taking course work. Students may choose from among the following languages: French, German, Greek, Italian, Latin, Old English, Russian, and Spanish. It is important that students complete their language requirement early in their course of study so that they may take advantage of relevant scholarship. The language requirement must be fulfilled prior to taking the MA Qualifying Examination or defending the MA Thesis.

**Petition for Alternative Languages** Students may petition the Graduate Studies Committee for approval to fulfill the language requirement with languages other than those listed above. The petition must show that another language better serves the purposes of the research proposed. This petition must have the support of the student's advisory committee. If the proposed language is the student’s primary language, no translation test will be required.
Reading Knowledge may be demonstrated in any of the following ways:

- Reading knowledge can be demonstrated by passing a translation test. The test shall consist of a total of three 250-300-word passages in the language, two from scholarly articles in the humanities and one from a primary literature text. For Latin, Greek, or Old English, the test will consist of three primary literature texts. With access to a dictionary, students must translate any two of the passages. The test for reading knowledge must be completed within three hours.

- Reading knowledge can be demonstrated by taking one three-credit-hour upper-division undergraduate course in which the instruction and readings are primarily in the language or by taking one three-credit-hour graduate language reading course. Students must receive a grade of “B” or better in the specified course to fulfill the requirement.

- A student who holds a Master’s degree from another university may fulfill the reading knowledge requirement by providing written proof that he or she has satisfactorily completed a language requirement for the Master’s degree at the awarding institution; the language must be acceptable under the current English Graduate Guidelines. This documentation should be in the form of either (a) a specific posting of the language requirement having been met on the student's transcript or, (b) a letter from an appropriate official at the institution that awarded the Master’s.

Scheduling the Translation Test. Translation tests are arranged by the Graduate Director. They are offered three times a year, at the beginning of the fall, spring, and summer semesters. Fall and spring tests typically are held the third Wednesday of the semester. Summer tests are held the Wednesday after the last day of the spring semester. Notices of Intent to take the test are due no later than two weeks prior to the test. The test fee is $30 and must be paid by check or money order (payable to the English Department) prior to the test date. Sample tests are available from the English Graduate Office.

MA Qualifying Examination

MA students (except those choosing the literature thesis plan) take one five-hour qualifying examination that is administered on a single day. It is given each September and February, on the fifth Saturday of the semester. Students must submit a signed Notice of Intent to take the examination by the end of the first week of classes. The Notice of Intent will indicate the areas of study over which the student wishes to be examined. Students normally elect at least two but no more than three areas, and they must take the exams on the Stillwater campus. No exams are offered during the summer.
Exam Areas. The twelve subject areas for the MA Qualifying Examination are:

- British Literature: Old English to 1660 (including Milton)
- British Literature: 1660-1900
- American Literature: Colonial to 1900
- Literature in English post 1900
- Critical Theory
- Screen Studies
- Composition and Rhetoric
- Professional Writing
- General Linguistics
- Social and Psychological Approaches to Language
- Teaching English as a Second Language

Prerequisites. In order to take the MA Qualifying Examination, students must:

- have fulfilled the language requirement
- have a grade point average of at least 3.0 on all graduate work taken beyond the baccalaureate degree. All courses carrying graduate credit, including transfer hours on the approved plan of study, will be calculated in this grade point average.
- have an approved plan of study on file with the Graduate College and with the Graduate Director.
- submit a Notice of Intent to Take Qualifying Examinations form to the English Graduate Office three weeks before the examinations begin.

Exam Format. The MA Qualifying Examination will consist of three essay question choices in each of the areas that have been selected on the Notice of Intent form. Students must respond to a total of three questions, and at least one question must be chosen from each area selected on the Notice of Intent form.

Preparation. The English Graduate Office has reading lists for all areas. Students should be aware that the reading lists are suggested, not required. The English Graduate Office has copies of past exams available upon request. Students should consult with their adviser and advisory committee when preparing for the MA Qualifying Examination.

Questions. Exam questions are broad and general. They may mention major authors that appear on the reading lists, but students may choose among a number of authors in responding to a given question. Specific works are mentioned only as examples of possible approaches to the question and then only if they are on a reading list. Because students in the Professional Writing and TESL options take different exams, questions in these subject areas are general; they are not designed for students in the Professional Writing or TESL options.
Evaluation. Each question will be evaluated by three readers from the specific subject area covered by that section of the exam. Student anonymity will be maintained. If a student answers two questions in a single area, the readers in that area will evaluate each question separately. All readers evaluate exam questions individually before meeting as a committee to discuss student performances and provide a rating of "Pass with Distinction," "Pass," "Pass/Terminal MA," or "Fail" for each question. To be eligible for the MA in English, students must pass all three questions; these questions must be in at least two areas.

Notification of Results. The Graduate Director will notify students of the results of their exams no later than five weeks after the exams were taken. The English Graduate Office will mail the results to the student's home address and send a copy of them to the student's adviser.

Retakes. Students may take the MA Qualifying Examination only twice. Students who fail one or more questions the first time must retake only the number of questions failed. When sitting for the exam a second time, students may not have to answer questions in the same area they did not pass at their first sitting; however, they must pass three questions in total, and the retaken questions combined with those questions originally passed must be in at least two areas. Students are also allowed to retake the exam or parts of the exam in the next major semester in order to improve an original rating of "Pass/Terminal MA." Students retaking part of the exam will have two hours to answer one question, three hours to answer two questions, and four hours to answer three questions.

Appeals. Normally, a second failure on any section of the MA Qualifying Examination will result in termination of the student's work toward the degree. However, when course work has been of exceptionally high quality, a student may, after a second failure, petition the Graduate Studies Committee for permission to take the exam a third and final time. In order to petition, the student must have a grade point average of 3.50 or higher in graduate courses taken at OSU. In addition, the student's petition must be supported by favorable end-of-semester evaluations from at least three professors.
The candidate for the MA degree normally prepares a study embodying original research for the six hours of thesis credit. It is possible for the student to convert a course paper of high quality into a thesis with additional research.

**Prerequisites.** In order to defend a thesis, whether traditional or portfolio, students must:

- have fulfilled the foreign language requirement.
- have a grade point average of at least 3.0 on all graduate work taken beyond the baccalaureate degree. All courses carrying graduate credit, including transfer hours on the approved plan of study, will be calculated in this grade point average.
- have an approved plan of study on file with the Graduate College and with the English Graduate Director.
- submit a completed Intent to Defend form in the first three weeks of the semester in which they intend to defend.
- meet all Graduate College deadlines and requirements.

The thesis should be a serious effort of publishable quality. Literature students may choose either the traditional thesis format or the Literature Portfolio format.

**1. Traditional Thesis Format**

This consists of 24 hours of coursework, plus six hours of *ENGL 5000: Thesis*, leading to a traditional thesis and defense. The thesis will be expected to be approximately 50-60 pages long.

**2. Literature Portfolio Format**

This consists of 24 hours of coursework, plus six hours of *ENGL 5000: Thesis*, leading to an academic portfolio and defense. Instead of the thesis, the student will compile a portfolio to be submitted to his or her advisory committee. The portfolio will be treated as a traditional thesis in terms of a defense.

The portfolio will consist of the following materials:

- Seminar papers, or the equivalent, from at least six courses taken as part of the MA program.
- A statement of approximately 1000 words explaining how the papers reflect the student’s scholarly development. This statement should attempt to set out the principles guiding the student’s critical thinking.
- One of the above seminar papers substantially revised for submission to a peer-reviewed scholarly journal. The revision of this paper should be done under the supervision of the adviser.
The paper should demonstrate full knowledge of the secondary work done in the chosen field, as well as the theoretical assumptions governing the field. The revised paper will be submitted as a thesis to the Graduate College, and be subject to all Graduate College deadlines and requirements.

**Thesis Committee.** Unless a student requests a change, the advisory committee serves as the thesis committee. Once constituted, a thesis committee may not be changed except for serious reasons stated in writing to the Graduate Director and then approved by the Graduate College.

**Prospectus.** MA candidates writing a thesis should submit a prospectus (approximately 1000 words) no later than the beginning of the first semester they register for thesis hours. Literature students should have a GPA of 3.0 or above in order to enroll in thesis hours. The prospectus must be approved by the candidate’s committee. Committee members must be notified in writing if an approved prospectus differs significantly from the submitted thesis (if, for example, the topic of the thesis changes or the authors or texts to be treated are altered or the number or character of the chapters changes). Students must provide a copy of the approved prospectus to the Graduate Director.

**Reading Procedure.** At the time that the prospectus is approved, the candidate and the committee members should agree upon a reading procedure for the individual chapters or papers. Matters to be discussed in reaching this agreement might include which chapters each member of the committee needs to see as they are completed by the candidate; whether individual committee members wish to see the chapters serially or all at once; and how much time committee members will need to finish reading a chapter or the entire thesis. Under no circumstances should a completed thesis be submitted to any committee member for reading less than two weeks before the defense.

**Deadlines.** Students submitting theses must adhere to deadlines established by the Graduate College and by the English Department.

**Style.** The student must write the thesis according to the guidelines in the current *Graduate College Style Manual*, available from the Graduate College or at: [http://gradcollege.okstate.edu/student/thesis/default.html](http://gradcollege.okstate.edu/student/thesis/default.html). A Graduate College staff member will be available for advice on formatting for binding and microfilming.

**Defense Copy (Final Draft).** The defense copy of the thesis should contain all of the chapters in a completed form and full documentation.

**Final Copy.** If, as a result of the defense, revisions to the thesis are required, committee members will not sign the thesis until they are satisfied with the revisions.
Final Examination: Thesis Defense

A thesis defense will consist of a public, oral examination by the thesis committee. It will be no less than 45 minutes, but in many instances, it will be longer. The candidate submitting a research thesis will answer challenges to the thesis argument as well as questions on the literary and cultural tradition of the thesis subject. The candidate submitting a portfolio will answer challenges to the arguments of the six papers and to the statement of scholarly development, with particular focus on the revised paper. The thesis defense occurs after the student has submitted a complete draft of the thesis to all committee members.

Intent to Defend Form. Candidates will file a nonbinding Intent to Defend form with the Graduate Director within the first three weeks of the semester in which they expect to defend the thesis. Each member of the committee will sign this form before it is filed with the Graduate Director. If a student does not defend in the semester when the Intent to Defend form is filed, he or she should resubmit the form when he or she is prepared to defend.

Scheduling of Oral Defense. Under no circumstances should a completed thesis be submitted to any committee member for reading less than two weeks before the defense. The English Graduate Office must be notified no less than two weeks before the oral defense of the day, time, and location of the defense, and the title of the thesis. No thesis defense will be held during the summer.

Student Tenure

Students must complete all requirements for the MA degree within seven years from their first enrollment in courses for the MA program.

Length of Financial Support for Teaching Assistants

A teaching assistant who has not been placed on strict academic probation and who is making satisfactory progress toward the degree is eligible for financial support for a maximum of three years. A student who obtains an MA in English at OSU and then enters the PhD program is eligible for an additional four years of support.

If exceptional circumstances warrant, a student in the final year of financial support may petition the Head of the English Department for an additional year's support. Such exceptional cases will be judged on an individual basis and in light of Departmental policies and staffing needs.
Ineligibility for the MA Degree

The Graduate Director may upon proper cause declare a student ineligible for a degree from the English Department at Oklahoma State University. Upon determining that such cause exists, the Graduate Director will immediately notify the student's adviser, who will discuss the matter with the student and respond to the Graduate Director within fifteen working days. Should the Graduate Director still believe that proper cause exists, he or she will write a letter to the student indicating the reasons for the decision. The student may then appeal to the Graduate Studies Committee within ten working days for a hearing.

The Graduate Studies Committee will review the appeal and report its findings to the Graduate Director, who will notify the student. The student may then appeal that decision to the full Graduate Faculty of the English Department. The decision of that group shall end the Departmental appeal process.

Appeals and Petitions

All appeals involving grades or charges of academic dishonesty or misconduct must be directed to the OSU Academic Appeals Board. Contact the Provost’s office (101 Whitehurst) for information and forms. Petitions involving teaching assistantships must be directed to the Department Head.

All other petitions or appeals must be directed in writing to the Graduate Director, who will then forward the petition to the appropriate body, usually one of the following: the Graduate Studies Committee (for special requests as described within the English Graduate Guidelines), the English Graduate Faculty (for exceptions to English Department policy), or the Graduate Council (for exceptions to OSU policy). Students are urged to discuss matters with their advisers and with the Graduate Director before making a formal petition or appeal.

If the Graduate Director does not act upon a student's written request within a reasonable amount of time, a student and/or adviser may appeal directly to the Department Head. If a student has exhausted all appeals procedures within the Department and is still not able to resolve the problem, he or she may appeal to the Graduate College.
Guidelines for the MA in English with an Option in TESL

The English Department at Oklahoma State University offers a comprehensive program leading to an MA in English with an option in Teaching English as a Second Language (TESL). The TESL program is designed to provide students with the skills necessary to teach English to non-native speakers in a variety of situations, e.g., teaching English as a foreign language in an overseas school, college, or university; teaching English as a second language to international students studying in intensive English programs in the U.S.; or teaching English to bilingual/bicultural students in American public school systems and adult education programs.

The TESL curriculum is designed to provide professional training in theoretical and applied linguistics, methods of teaching English as a second language, materials development, and second language testing. Students also participate in a supervised internship program in ESL. The elective courses are interdisciplinary in nature and are chosen by students and their advisory committees in accordance with their particular interests and needs.

The MA in English with an option in TESL consists of 30 credit hours (thesis option) or 34 credit hours (non-thesis option). In addition to these hours, students must fulfill the language requirement and pass the MA Qualifying Examination in TESL. A description of the degree requirements and regulations appears on the following pages.
Summary Checklist

By the end of the second full semester of enrollment, you should have:
- chosen an adviser in your major area of study
- chosen your advisory committee
- met with your committee and discussed your plan of study
- filed your plan of study

Before taking the MA Qualifying Examination, you must have:
- fulfilled the language requirement
- maintained a GPA of 3.0 or above on all graduate course work
- filed an approved plan of study with the Graduate College and English Graduate Office
- submitted an Intent to Take Qualifying Examination form to the English Graduate Office at least three weeks before the examination

Before you are eligible to graduate, you must have:
- filed a Graduation Clearance form (and a revised plan of study, if applicable)
- filed a Diploma Application

If you write a thesis, you must also have:
- submitted the defense copy (Final Draft) of your thesis by the Graduate College deadline
- passed your oral defense (Final Examination) and turned in the signed Results of Final Defense form to the English Graduate Office
- submitted the final copy of the thesis/dissertation in accordance with the format guidelines at http://gradcollege.okstate.edu/student/thesis
Application and Admission

Admission to the MA program in English with an option in TESL requires a Bachelor of Arts or Bachelor of Science degree from an accredited institution of higher learning. Other qualifications and application materials appear below. Applicants should be mindful that meeting the minimum standards for admission does not guarantee admission.

Admission Qualifications and Application Materials

**GPA**
Applicants must have maintained an overall undergraduate grade-point average of at least 3.0 on a 4.0 scale.

**Language**
Applicants must have six credit hours of course work in a language other than English with grades of "B" or better. Applicants who do not meet this requirement must complete two semesters of language work, receiving grades of "B" or better, prior to taking the qualifying exams. Non-native speakers of English are exempt from this requirement but may be required to take an advanced-level ESL course, depending on the results of the University's Test of English Language Proficiency (TELP) for international students.

**Recommendations**
Applicants must submit two letters of recommendation.

**Statement of Purpose**
Applicants must submit a written statement of approximately 250 words that identifies a proposed area of study, reasons for undertaking graduate study in this area, relevant work experience, and future career plans.

**Writing Sample or GRE Scores**
Applicants must submit one of the following:

- Writing Sample: a 7- to 15-page paper recently written in an upper-level seminar in English or a related area of study.
- GRE general and subject area scores.

**English Language Proficiency (non-native speakers)**
Applicants who are not native speakers of English must submit current scores from one of the following:

- TOEFL iBT
- TOEFL and TWE
- IELTS

Please see the English Department website for current score requirements.

A non-native speaker must have an undergraduate concentration in English or a related field.

Students are admitted to the MA program with an option in TESL. If a student wishes to move from this one area of specialization to another, the student must submit an application to and receive approval for that change from the Admissions Committee. The application must included a new statement of purpose and a new writing sample, which will be considered along with the rest of the student’s graduate file. Since this application will be an internal English
Department matter, students will not pay an application fee. If the Admissions Committee does not grant the request, the student will have the option of continuing in the TESL option.

If a student wishes to move from one degree program into another degree program, the student must submit a new application through the Graduate College.

**Teacher Certification Disclaimer**

The MA in English with an option in TESL does not carry with it certification for public school employment. Students wishing such certification must meet special state and university requirements.

**Graduate College Rules and Regulations**

There are many rules and regulations affecting graduate enrollment, tenure, examinations, theses, and dissertations that are made by the Graduate Faculty of the University rather than the English Department. Among the rules students should familiarize themselves with are those governing academic dishonesty or misconduct, especially those dealing with plagiarism. It is the student's responsibility to become informed about all English Department, Graduate College, and University regulations.

The *Oklahoma State University Catalog* should be read closely by all those who are thinking about, or participating in, graduate studies in English at Oklahoma State University. Free copies are available free to all incoming graduate students at the Graduate College, 202 Whitehurst, or online at: [http://www.okstate.edu/registrar](http://www.okstate.edu/registrar).

**Adviser and Advisory Committee**

All graduate students select an individual adviser and an advisory committee to guide them in completing their degrees.

**Adviser.** Students should choose an adviser by the end of their first semester of course work, but if this is not possible, students should select an adviser by the end of their first year of graduate study. The adviser may be any member of the English Department graduate faculty who specializes in TESL. At the Tulsa campus, the coordinator of the TESL program at OSU-Tulsa normally serves as the adviser.

**Advisory Committee.** The advisory committee will normally consist of the student's major adviser as committee chair and at least two additional members of the English graduate faculty.
**Changes.** To change an adviser or advisory committee, a student must complete a Committee Change Request form, to be signed by all committee members and the Graduate Director, and submitted to the Graduate College.

**Plan of Study**

A plan of study is a listing of course work the student intends to take for completion of the degree, and an estimated time schedule. The student must develop the plan with his/her adviser and advisory committee. The Graduate College requires MA students to file a plan of study with the Graduate College before completing the 17th hour of graduate credit.

Students may download a plan of study form and instructions from the English Graduate Forms web page or the Graduate College downloads page. The student should consult with his/her adviser to complete a draft version of the form.

**Planning Meeting.** Prior to enrolling in the 18th hour of graduate study, students should schedule a meeting with their advisory committee. During that meeting, the student and advisory committee will discuss the student's preparation, professional goals, and plans for graduate study. The student and committee should agree upon:

- A plan of study
- Fulfillment of the language requirement
- Tentative plans for the MA Qualifying Examination
- Tentative plans for the thesis or creative component

**Creative Component.** The course used as a creative component must be designated with an asterisk on the plan of study.

**Submitting the Plan of Study.** The student will finalize the typed version of the plan, obtain signatures from all members of the advisory committee, and file the signed form with the English Graduate Office. The Graduate Director will review and sign the form, and file the completed form with the Graduate College. **The signed plan must be filed with the Graduate College before the student will be allowed to enroll in the 18th hour of graduate study.**

**Changes.** Changes to the plan of study can be made with the approval of the advisory committee. A revised plan should be submitted to the Graduate College at the beginning of the intended semester of graduation. Students make revisions on a copy of the approved plan stamped by the Graduate College. Specific instructions are included with the downloaded plan of study file.

**Ten-Year Rule.** A final plan of study may not include any course more than ten years old at the time of actual graduation.
Checklist for Submitting a Plan of Study

- Minimum of 30 hours for thesis option, or 34 hours for non-thesis option, beyond baccalaureate degree
- Minimum of 16 hours in English
- At least 21 hours of course work at the 5000 or 6000 level at OSU
- All courses, including 4000-level, must be taken for graduate credit
- No more than 9 hours of course work taken as special student or transferred from another institution
- No course work may be used to complete requirements for another degree
- The plan of study must be signed by the adviser, committee members, and the Graduate Director

Course Requirements

The MA in English with an option in TESL offers two course requirement plans: thesis and non-thesis. The following requirements govern these options.

**Thesis Plan:** Students take 30 semester hours, including six credit hours of thesis.

**Non-thesis Plan:** Students take 34 semester hours, including a one-credit hour Independent Study course. They write a creative component, an article-length paper or research project, as part of this course.

**Required Courses.** Regardless of whether they opt for the thesis or non-thesis approach, TESL students are expected to complete 18 semester hours of required course work and to fulfill total hour requirements from among the elective courses available. The proposed program of work is planned in consultation with the student's advisory committee.
## Required Courses (18 hours)

### TESL Core Courses
- **ENGL 5243** Teaching English as a Second Language
- **ENGL 5313** Internship in TESL
- **ENGL 5333** Seminar in TESL: Second Language Testing

### Linguistics Core Courses
- **ENGL 5123** Social and Psychological Aspects of Language
- **ENGL 5130** Studies in English Grammar
- **ENGL 5143** Descriptive Linguistics

### Creative Component and/or Thesis
- **ENGL 5210** Directed Study (one credit hour)
- **ENGL 5000** Thesis (six credit hours)

### Sample Electives
15 credits with creative component, or 6 credits with thesis

#### Languages and Linguistics
- **ENGL 4003** History of the English Language
- **ENGL 4093** Language in America
- **ENGL 5140** Seminar in Linguistics (various topics)
- **ENGL 6410** Topics in Linguistics (various topics)
- **PSYC 6393** Psychology of Language

#### Teaching Methodology
- **ENGL 5013** Introduction to Graduate Studies (TESL)
- **ENGL 5120** Studies in TESL (various topics)
- **ENGL 5213** Content/Methods for Teaching Composition
- **ENGL 5223** Teaching Technical and Business Writing
- **ENGL 6420** Topics in Second Language Acquisition (various topics)
- **EDTC 5103** Advanced Computing Applications in Education
- **EDLE 5313** Characteristics of Adult Learners
- **CIED 5143** Language Arts in the Curriculum

#### Cultural Studies
- **ANTH 5243** Globalization and Culture
- **PSYC 6393** Psychology of Language
- **SOC 5273** Qualitative Research Methods
- **ENGL xxxx** Any literature course approved for graduate credit (only one course allowed)

Courses other than those listed may be taken as electives if approved by the advisory committee.
Methods Course for Teaching Assistants. Teaching assistants must take an appropriate pedagogy course or courses in their first semester of teaching at Oklahoma State University. These hours may be counted as part of the total hours of course work.

Required Hours at 5000/6000 Level. All MA students must complete at least 21 hours of course work at the 5000/6000 level; this 21 hours of course work may include six hours of credit for work on the thesis.

ENGL 5990. ENGL 5990: Special Problems limits enrollment (with permission from the Graduate Director) to students pursuing an MA degree in English with options in TESL and Professional Writing who elect the creative component rather than the thesis. The use of ENGL 5990 is restricted to students who have completed course work and need to enroll in one or two hours in order to fulfill enrollment requirements.

4000-Level Courses. Only those 4000-level courses marked by an asterisk in the University Catalog are available for graduate credit. All graduate course work should include a research paper or other appropriate project. In the instance of a 4000-level course that may not require such a paper or project, the student should, with the consent of the instructor involved, arrange for such a paper or project to supplement the assigned work. The English Department strongly suggests that all graduate courses be at the 5000/6000 level.

Transfer Hours. Students may transfer up to nine graduate hours from another university granting a master’s degree in English. A student's advisory committee shall determine the number of hours of transfer credit to be awarded. If a student uses the hours for a degree at the previous institution, the hours are not applicable to the MA degree at OSU.

Independent Study. Independent Study courses may be occasionally arranged with an instructor when no regular graduate course on the desired topic is available during the student's expected tenure. Each of the two course numbers (ENGL 5210 and 6210) may be used for up to six credit hours per semester, and no more than nine hours total per course number. All students requesting an Independent Study course must hold a meeting with their advisory committee and receive approval by the Departmental members of the committee. Special forms must be used by those who wish to enroll in such courses. Available from the English Graduate Office, these forms should be submitted no later than the end of the first week of graduate enrollment prior to the semester in which the Independent Study course is taken. A student who has completed the 17th graduate credit hour in a degree program but who does not have an approved plan of study on file in the Graduate College may not arrange an Independent Study course.

The Graduate Studies Committee will evaluate applications for Independent Study in accordance with the following criteria and procedure:
1. Has the student’s advisory committee approved the course?
2. Has the student taken regularly offered courses related to the subject?
3. Is the Independent Study unlikely to have a negative impact on enrollment in concurrent or immediately subsequent course offerings?
4. Does the Independent Study fill a gap in the student’s curriculum? Or is the specific course content unlikely to be offered during the student's expected tenure?
5. Are the text materials clearly listed?
6. Is the work appropriate for the number of credit hours requested?
7. Is the list of assignments and percentages awarded to each clearly explained?
8. Is the schedule of conferences sufficiently specific?

If all eight questions may be answered affirmatively, the Graduate Director will send a written notice of acceptance to the proposed instructor, who will then inform the student.

If one or more questions cannot be answered affirmatively, the Graduate Director will contact the proposed instructor in an effort to clarify and/or resolve the problem(s). If no resolution can be reached, the Graduate Director will inform the proposed instructor of the denial and the reason(s) for the denial in writing. The proposed instructor will then inform the student.

End-of-Semester Evaluations. All graduate students will be evaluated in writing at the end of each semester by the professors with whom they have taken courses. These evaluations are kept on file in the English Graduate Office and are available for students to read.

Grade of "Incomplete." The following regulations apply to students who receive what at OSU is termed the “composite incomplete” grade (“IB,” “IC,” “ID,” or “IF”) for any of their course work within the English Department:

- Students must complete course work within one calendar year, after which time the preliminary grade (expressed by the second letter of the composite) becomes permanent in accordance with University policy. Individual faculty members, however, may establish a shorter time limit for completing course work. Faculty will identify time limits in the “remarks” dropdown of the electronic grade sheet.
- Teaching assistants or associates having more than three incomplete grades on their records will not be recommended for reappointment.
- Teaching assistants or associates having any incomplete grades on their records will not be recommended for summer employment.

Students should familiarize themselves with Section 6.2 of the University Academic Regulations found in the University Catalog for a full explanation of University policy governing incomplete grades.
Language Requirement

TESL students must complete six credit hours of course work in a language other than English with grades of "B" or better. Students who have not met this requirement at the time of admission must complete two semesters of language course work, receiving grades of "B" or better, prior to taking the MA Qualifying Examination. Non-native speakers of English are exempt from this requirement but may be required to take an advanced-level ESL course, depending on the results of the University's Test of English Language Proficiency (TELP) for international students.

MA Qualifying Examination in TESL

MA students in TESL take one five-hour qualifying examination that is administered on a single day. It is given each September and February on the fifth Saturday of the semester. Students must submit a signed notice of intent to take the examination by the end of the first week of classes and must take the exams on the Stillwater campus. No exams are offered during the summer.

Prerequisites. In order to take the MA Qualifying Examination, students must:

- have fulfilled the language requirement.
- have a grade point average of at least 3.0 on all graduate work taken beyond the baccalaureate degree. Grades received for courses used to satisfy the language requirement are not included in computing the minimum grade point average. All courses carrying graduate credit, including transfer hours on the approved plan of study, will be calculated in this grade point average.
- have an approved plan of study on file with the Graduate College and with the English Graduate Office.
- submit an "Intent to Take Qualifying Examination" form to the English Graduate Office four weeks before the examinations begin.

Exam Areas. The MA Qualifying Examination in TESL contains two questions in each of the following five areas.

- Second Language Acquisition
- Pedagogy
- Applied Linguistics
- Grammar
- ESL Testing

Students must respond to one question in each of the five areas.
Copies of past exams and reading lists covering the five areas are available from the English Graduate Office.

**Evaluation.** Each question will be evaluated by three readers from the specific subject area covered by that section of the exam. Student anonymity will be maintained. If a student answers two questions in a single area, the readers in that area will evaluate each question separately. All readers evaluate exam questions individually before meeting as a committee to discuss student performances and provide a rating of "Pass with Distinction," "Pass," "Pass/Terminal MA," or "Fail" for each question. To be eligible for the MA in English with an option in TESL, students must pass all five areas.

**Notification of Results.** The Graduate Director will notify students of the results of their exams no later than five weeks after they were taken. The English Graduate Office will mail the results to the student's home address with a copy sent to the student's adviser.

**Retakes.** Students may take the exams only twice. Students who fail one or more questions will retake only the areas that they failed.

**Appeals.** Normally, a second failure on any TESL Qualifying Exam will result in termination of the student's work toward the degree. However, when course work has been of exceptionally high quality, a student may, after a second failure, petition the Graduate Studies Committee for permission to take the exam a third and final time. In order to petition, the student must have a grade point average of 3.50 or higher in graduate courses taken at OSU. In addition, the student's petition must be supported by favorable end-of-semester evaluations from at least three professors.

**Thesis (optional)**

Should the student choose to write a thesis, the thesis is expected to be a substantial research project on a topic related to teaching English as a second language, bilingual education, second language acquisition, second language testing, or applied linguistics; it may be based on experimental research, may deal with a theoretical problem, or may have a pedagogical thrust. The thesis director should be a member of the TESL graduate faculty of the English Department.

**Thesis Committee.** Unless a student requests a change, the advisory committee serves as the thesis committee. Once constituted, a thesis committee may not be changed except for serious reasons stated in writing to the Graduate Director and then approved by the Graduate College.

**Prospectus.** MA candidates writing a thesis should submit a prospectus (approximately 1000 words) no later than the beginning of the first semester they
register for thesis hours. The prospectus must be approved by the candidate's committee. Committee members must be notified in writing if an approved prospectus differs significantly from the submitted thesis (if, for example, the topic of the thesis changes, the authors or texts to be treated are altered, or the number or character of the chapters changes). Students must provide a copy of the approved prospectus to the Graduate Director.

**Reading Procedure.** At the time that the prospectus is approved, the candidate and the committee members should agree upon the reading procedure for the individual chapters. Matters to be discussed in reaching this agreement might include which chapters each member of the committee needs to see as they are completed by the candidate; whether individual committee members wish to see the chapters serially or all at once; and how much time committee members will need to finish reading a chapter or the entire thesis. Under no circumstances should a completed thesis be submitted to any committee member for reading less than *two weeks* before the defense.

**Deadlines.** Students submitting theses must adhere to deadlines established by the Graduate College and by the English Department.

**Style.** The student must write the thesis according to the guidelines in the current *Graduate College Style Manual*, available from the Graduate College or at: [http://gradcollege.okstate.edu/student/thesis/default.html](http://gradcollege.okstate.edu/student/thesis/default.html). A Graduate College staff member will be available for advice on formatting for binding and microfilming. In addition, students should follow the guidelines of the *Publication Manual of the American Psychological Association*.

**Defense Copy (Final Draft).** The defense copy of the thesis that is defended should contain all of the chapters in a completed form and full documentation.

**Final Copy.** If as a result of the defense, revisions to the thesis are required, committee members will not sign the thesis until they are satisfied with the revisions.

### Final Examination: Thesis Defense (optional)

A thesis defense will consist of a public, oral examination by the thesis committee. It will be no less than 45 minutes, but in many instances, it will be longer. The thesis defense occurs after the student has submitted a complete draft of the thesis to all committee members.

**Intent to Defend Form.** Candidates will file a nonbinding Intent to Defend form with the Graduate Director within the first three weeks of the semester in which they expect to defend the thesis. Each member of the committee will sign
this form before it is filed with the Graduate Director. If a student does not
defend in the semester when the Intent to Defend form is filed, he or she should
resubmit the form when he or she is prepared to defend.

**Scheduling of Oral Defense.** Under no circumstances should a completed
thesis be submitted to any committee member for reading less than *two weeks*
before the defense. The English Graduate Office must be notified no less than
two weeks before the oral defense of the day, time, and location of the defense,
and the title of the thesis. *No thesis defense will be held during the summer.*

**Student Tenure**

Students must complete all requirements within seven years from their first
enrollment in courses for the MA program.

**Length of Financial Support for Teaching Assistants**

A teaching assistant who has not been placed on strict academic probation and
who is making satisfactory progress toward the degree is eligible for financial
support for a maximum of three years. A student who obtains an MA in English
at OSU and then enters the PhD program is eligible for an additional four years
of support.

If exceptional circumstances warrant, a student in the final year of financial
support may petition the Head of the English Department for an additional
year’s support. Such exceptional cases will be judged on an individual basis and
in light of Departmental policies and staffing needs.

**Ineligibility for the MA Degree**

The Graduate Director may upon proper cause declare that a student is ineligible
for a degree from the English Department at Oklahoma State University. Upon
determining that such cause exists, the Graduate Director will immediately
notify the student's adviser, who will discuss the matter with the student and
respond to the Graduate Director within fifteen working days. Should the
Graduate Director still believe that proper cause exists, he or she will write a
letter to the student indicating the reasons for the decision. The student may then
appeal to the Graduate Studies Committee within ten working days for a
hearing.

The Graduate Studies Committee will review the appeal and report its findings
to the Graduate Director, who will notify the student. The student may then
appeal that decision to the full Graduate Faculty of the English Department. The decision of that group shall end Departmental appeals.

### Appeals and Petitions

All appeals involving grades or charges of academic dishonesty or misconduct must be directed to the OSU Academic Appeals Board. Contact the Provost’s office (101 Whitehurst) for information and forms.

Petitions involving teaching assistantships must be directed to the Department Head.

All other petitions or appeals must be directed in writing to the Graduate Director, who will then forward the petition to the appropriate body, usually one of the following: the Graduate Studies Committee (for special requests as described within the *English Graduate Guidelines*), the English Graduate Faculty (for exceptions to English Department policy), or the Graduate Council (for exceptions to OSU policy). Students are urged to discuss matters with their advisers and with the Graduate Director before making a formal petition or appeal.

If the Graduate Director does not act upon the student's written request within a reasonable amount of time, the student and/or adviser may appeal directly to the Department Head. If a student has exhausted all appeals procedures within the Department and is still not able to resolve the problem, he or she may appeal to the Graduate College.
Guidelines for the MA in English with an Option in Professional Writing

The MA in English with an option in Professional Writing consists of 30 credit hours (with thesis) or 33 credit hours (without thesis). In addition to these hours, students must fulfill the language requirement and pass the MA Qualifying Examination in Professional Writing. A description of the degree requirements and regulations appears on the following pages.
Summary Checklist

By the end of the second full semester of enrollment, you should have:

- chosen an adviser in Professional Writing
- chosen your advisory committee
- met with your committee to discuss your plan of study
- filed your plan of study

Before taking the MA Qualifying Examination, you must have:

- fulfilled the language requirement
- maintained a GPA of 3.0 or above on all graduate course work
- filed an approved plan of study with the Graduate College and English Graduate Office
- submitted an "Intent to Take Qualifying Examination" form to the English Graduate Office at least three weeks before the examination

Before you are eligible to graduate, you must have:

- filed a Graduation Clearance form (and a revised plan of study, if applicable)
- filed a Diploma Application
- If you write a thesis, you must also have:
  - submitted the defense copy (Final Draft) of your thesis by the Graduate College deadline
  - passed your oral defense (Final Examination) and turned in the signed Results of Final Defense form to the English Graduate Office
  - submitted the final copy of the thesis/dissertation in accordance with the format guidelines at http://gradcollege.okstate.edu/student/thesis
Application and Admission

Admission to the MA program in English with an option in Professional Writing requires a Bachelor of Arts or Bachelor of Science degree from an accredited institution of higher learning. Other qualifications and application materials are listed below. Applicants should be mindful that meeting the minimum standards for admission does not guarantee admission.

Admission Qualifications and Application Materials

**GPA**  Applicants should have maintained an undergraduate grade-point average of 3.0 on a 4.0 scale, particularly in English courses.

**Undergraduate Major**  Applicants for the MA in English with an option in Professional Writing usually have an undergraduate major in English (at least 24 hours beyond Freshman Composition) or a related field. In addition, students should demonstrate a background in some technical area through work experience, course work, or a combination of these.

**Recommendations**  Applicants must submit two letters of recommendation.

**Statement of Purpose**  Applicants must submit a written statement of approximately 250 words that identifies a proposed area of study, reasons for undertaking graduate study in this area, relevant work experience, and future career plans.

**Writing Sample or GRE Scores**  Applicants must submit one of the following:

- Writing Sample: Professional Writing students may submit a portfolio of work-related documents or a 7- to 15-page paper recently written in an upper-level English course or related area of study.
- GRE general and subject area scores.

**English Language Proficiency (non-native speakers)**  Applicants who are not native speakers of English must submit current scores from one of the following:

- TOEFL iBT
- TOEFL and TWE
- IELTS

Please see the English Department website for current score requirements.

Students are admitted to the MA program with an option in Professional Writing. If a student wishes to move from this one area of specialization to another, the student must submit an application to and receive approval for that
change from the Admissions Committee. The application must included a new statement of purpose and a new writing sample, which will be considered along with the rest of the student’s graduate file. Since this application will be an internal English Department matter, students will not pay an application fee. If the Admissions Committee does not grant the request, the student will have the option of continuing in the Professional Writing option.

If a student wishes to move from one degree program into another degree program, the student must submit a new application through the Graduate College.

Graduate College Rules and Regulations

There are many rules and regulations affecting graduate enrollment, tenure, examinations, theses, and dissertations that are made by the Graduate Faculty of Oklahoma State University rather than the English Department. Among the rules students should familiarize themselves with are those governing academic dishonesty or misconduct, especially those dealing with plagiarism. It is the student's responsibility to become informed about all English Department, Graduate College, and University regulations.

The Oklahoma State University Catalog should be read closely by all those who are thinking about, or participating in graduate studies in English at Oklahoma State University. Copies are available free to all incoming graduate students at the Graduate College, 202 Whitehurst, or online at: http://www.okstate.edu/registrar.

Adviser and Advisory Committee

All graduate students select advisory committees to guide them in completing their degrees.

Adviser. Students must choose an adviser before the end of their first semester of course work. The adviser may be any member of the English Department graduate faculty who specializes in Professional Writing.

Advisory Committee. The advisory committee will normally consist of the student's major adviser as committee chair and at least two additional members of the English Department's graduate faculty.

Changes. To change an adviser or advisory committee, a student must complete a Committee Change Request form, to be signed by all committee members and the Graduate Director, and submitted to the Graduate College.
Plan of Study

A plan of study is a listing of course work the student intends to take for completion of the degree, and an estimated time schedule. The student must develop the plan with his/her adviser and advisory committee. The Graduate College requires MA students to file a plan of study with the Graduate College before completing the 17th hour of graduate credit.

Students may download a plan of study form and instructions from the English Graduate Forms web page or the Graduate College downloads page. The student should consult with his/her adviser to complete a draft version of the form.

**Planning Meeting.** Prior to enrolling in the 18th hour of graduate study, students should schedule a meeting with their advisory committee. During that meeting, the student and advisory committee will discuss the student's preparation, professional goals, and plans for graduate study. The student and committee should agree upon:

- A plan of study
- Fulfillment of the language requirement
- Tentative plans for the MA Qualifying Examination
- Tentative plans for the thesis or creative component

**Creative Component.** The course used as a creative component must be designated with an asterisk on the plan of study.

**Submitting the Plan of Study.** The student will finalize the typed version of the plan, obtain signatures from all members of the advisory committee, and file the signed form with the English Graduate Office. The Graduate Director will review and sign the form, and file the completed form with the Graduate College. The signed plan must be filed with the Graduate College before the student will be allowed to enroll in the 18th hour of graduate study.

**Changes.** Changes to the plan of study can be made with the approval of the advisory committee. A revised plan should be submitted to the Graduate College at the beginning of the intended semester of graduation. Students make revisions on a copy of the approved plan stamped by the Graduate College. Specific instructions are included with the downloaded the plan of study file.

**Ten-Year Rule.** A final plan of study may not include any course more than ten years old at the time of actual graduation.
Checklist for Submitting a Plan of Study

- Minimum of 30 hours for thesis option, or 34 hours for non-thesis option, beyond baccalaureate degree
- Minimum of 16 hours in English
- At least 21 hours of course work at the 5000 or 6000 level at OSU
- All courses, including 4000-level, taken for graduate credit
- No more than 9 hours of course work taken as special student or transferred from another institution
- No course work used to complete requirements for another degree
- Plan signed by the adviser, committee members, and the Graduate Director

Course Requirements

The MA in English with an option in Professional Writing offers two course requirement plans: thesis and non-thesis. The following requirements govern these options.

**Thesis Plan:** Students take 30 semester hours, including six credit hours of thesis.

**Non-thesis Plan:** Students take 34 semester hours, including a three-credit internship and a one-credit-hour Independent Study course. They write a creative component, an article-length paper or research project, as part of this course.

**Required Courses.** Regardless of whether they opt for the thesis or non-thesis approach, Professional Writing students are expected to complete 18 semester hours of required course work and to fulfill total hour requirements from among the elective courses available. The proposed program of work is planned in consultation with the student's advisory committee.
Required Courses (18 hours)

Professional Writing Core Courses
ENGL 5593 Seminar in Style and Editing
ENGL 5553 Studies in Visual Rhetoric and Design
ENGL 5523 Genres in Professional Writing
ENGL 5340 Studies in Discourse Analysis

Six hours from the following:
ENGL 5353 Studies in the History of Rhetoric
ENGL 5583 Environmental Writing
ENGL 6350 Topics in Rhetorical Theory

Creative Component
ENGL 5210 Directed Study (one credit hour)
ENGL 5520 Internship in Professional Writing

Thesis
ENGL 5000 Thesis

Sample Electives

Professional Writing
ENGL 5013 Introduction to Graduate Studies
ENGL 5223 Teaching Professional Writing
ENGL 5560 Seminar in Professional Writing (various topics)
ENGL 6500 Topics in Professional Writing (various topics)

Composition
ENGL 5213 Composition Theory and Pedagogy

Linguistics
ENGL 5143 Descriptive Linguistics
ENGL 5123 Social and Psychological Aspects of Language
ENGL 5130 Studies in English Grammar
ENGL 5140 Seminar in Linguistics (various topics)
ENGL 6410 Topics in Linguistics (various topics)

TESL
ENGL 5243 Teaching English as a Second Language
ENGL 5333 Seminar in TESL: Second Language Testing
ENGL 5313 Internship in TESL
ENGL 5120 Studies in TESL (various topics)
ENGL 6420 Topics in Second Language Acquisition (various topics)

Courses other than those listed may be taken as electives if approved by the advisory committee.
Methods Course for Teaching Assistants. Teaching assistants must take an appropriate pedagogy course or courses in their first semester of teaching at Oklahoma State University. These hours may be counted as part of the total hours of course work.

Electives. The remaining hours of course work are chosen by students in consultation with their advisory committees. Choice of courses should be based on the student's thesis subject, professional goals, and preparation for the MA Qualifying Examination.

Required Hours at 5000/6000 Level. All MA students must complete at least 21 hours of course work at the 5000/6000 level; this 21 hours of course work may include six hours of credit for work on the thesis.

ENGL 5990. ENGL 5990: Special Problems limits enrollment (with permission from the Graduate Director) to students pursing an MA degree in English with options in TESL and Professional Writing who elect the creative component rather than the thesis. The use of ENGL 5990 is restricted to students who have completed course work and need to enroll in one or two hours in order to fulfill enrollment requirements.

4000-Level Courses. Only those 4000-level courses marked by an asterisk in the OSU University Catalog are available for graduate credit. All graduate course work should include a research paper or other appropriate project. In the instance of a 4000-level course that may not require such a paper or project, the student should, with the consent of the instructor involved, arrange for such a paper or project to supplement the assigned work. The English Department strongly suggests that all graduate courses be at the 5000/6000 level.

Transfer Hours. Students may transfer up to nine graduate hours from another university granting a Master's degree in English. The student's advisory committee shall determine the number of hours of transfer credit to be awarded. If a student uses the hours for a degree at the previous institution, the hours are not applicable to the MA degree at OSU.

Independent Study. Independent Study courses may be occasionally arranged with an instructor when no regular graduate course on the desired topic is available during the student's expected tenure. Each of the two course numbers (ENGL 5210 and 6210) may be used for up to six credit hours per semester, and no more than nine hours total per course number. All students requesting an Independent Study course must hold a meeting with their advisory committee and receive approval by the Departmental members of the committee. Special forms must be used by those who wish to enroll in such courses. Available from the English Graduate Office, these forms should be submitted no later than the end of the first week of graduate enrollment prior to the semester in which the Independent Study course is taken. A student who has completed the 17th graduate credit hour in a degree program but who does not have an approved
plan of study on file in the Graduate College may not arrange an Independent Study course.

The Graduate Studies Committee will evaluate applications for Independent Study in accordance with the following criteria and procedure:

1. Has the student’s advisory committee approved the course?
2. Has the student taken regularly offered courses related to the subject?
3. Is the Independent Study unlikely to have a negative impact on enrollment in concurrent or immediately subsequent course offerings?
4. Does the Independent Study fill a gap in the student’s curriculum? Or is the specific course content unlikely to be offered during the student’s expected tenure?
5. Are the text materials clearly listed?
6. Is the work appropriate for the number of credit hours requested?
7. Is the list of assignments and percentages awarded to each clearly explained?
8. Is the schedule of conferences sufficiently specific?

If all eight questions may be answered affirmatively, the Graduate Director will send a written notice of acceptance to the proposed instructor, who will then inform the student.

If one or more questions cannot be answered affirmatively, the Graduate Director will contact the proposed instructor in an effort to clarify and/or resolve the problem(s). If no resolution can be reached, the Graduate Director will inform the proposed instructor of the denial and the reason(s) for the denial in writing. The proposed instructor will then inform the student.

End-of-Semester Evaluations. All graduate students will be evaluated in writing at the end of each semester by the professors with whom they have taken courses. These evaluations are kept on file in the English Graduate Office. These evaluations are available for students to read.

Grade of "Incomplete." The following regulations apply to students who receive what at OSU is termed the “composite incomplete” grade (“IB,” “IC,” “ID,” or “IF”) for any of their course work within the English Department:

- Students must complete course work within one calendar year, after which time the preliminary grade (expressed by the second letter of the composite) becomes permanent in accordance with University policy. Individual faculty members, however, may establish a shorter time limit for completing course work. Faculty will identify time limits in the “remarks” dropdown of the electronic grade sheet.
- Teaching assistants or associates having more than three incomplete grades on their records will not be recommended for reappointment.
• Teaching assistants or associates having any incomplete grades on their records will not be recommended for summer employment.

Students should familiarize themselves with Section 6.2 of the University Academic Regulations found in the University Catalog for a full explanation of University policy governing incomplete grades.

Language Requirement

In order to fulfill the language requirement for the MA in English with an option in Professional Writing, students must demonstrate reading knowledge of one language other than English by either passing a translation test or taking course work. Students may choose from among the following languages: French, German, Greek, Italian, Latin, Old English, Russian, and Spanish. It is important that students complete their language requirement early in their course of study so that they may take advantage of relevant scholarship. The language requirement must be fulfilled prior to the student's taking the MA Qualifying Examination.

Substitution of Computer Language. Professional writing students may use a computer language if their research indicates its value, and if their advisory committee approves. Competence in the computer language must be confirmed in writing by a faculty member with relevant expertise (as determined by the student’s advisory committee).

Petition for Alternative Languages. Students may petition the Graduate Studies Committee for approval to fulfill the language requirement with languages other than those listed above. The petition must show that another language better serves the purposes of the research proposed. This petition must have the support of the student's advisory committee. If the proposed language is the student’s primary language, no translation test will be required.

Reading Knowledge may be demonstrated in any of the following ways:

• Reading knowledge can be demonstrated by passing a translation test. The test shall consist of a total of three 250-300-word passages in the language, two from scholarly articles in the humanities and one from a primary literature text. For Latin, Greek, or Old English, the test will consist of three primary literature texts. With access to a dictionary, students must translate any two of the passages. The test for reading knowledge must be completed within three hours.

• Reading knowledge can be demonstrated by taking one three-credit-hour upper-division undergraduate course in which the instruction and readings are primarily in the language or by taking one three-credit-hour graduate language-reading course. Students must receive a grade of “B” or better in the specified course to fulfill the requirement.
A student who holds a Master’s degree from another university may fulfill the reading knowledge requirement by providing written proof that he or she has satisfactorily completed a language requirement for the Master’s degree at the awarding institution; the language must be acceptable under the current English Graduate Guidelines. This documentation should be in the form of either (a) a specific posting of the language requirement having been met on the student's transcript or, (b) a letter from an appropriate official at the institution that awarded the Master’s.

**Scheduling the Translation Test.** Translation tests are arranged by the English Graduate Director. They are offered three times a year, at the beginning of the fall, spring, and summer semesters. Fall and spring tests typically are held the third Wednesday of the semester. Summer tests are held the Wednesday after the last day of the semester. Notices of Intent to take the test are due no later than two weeks prior to the test. The fee for the test is $30. This fee must be paid by check or money order (payable to the English Department) prior to the test date. Sample tests are available in the English Graduate Office.

**MA Qualifying Examination in Professional Writing**

The Qualifying Examination for the MA in English with an option in Professional Writing is a five-hour exam that is administered on a single day. It is given each September and February, on the fifth Saturday of the semester. Students must submit a signed notice of intent to take the examination by the end of the first week of classes. No exams are offered during the summer, and students must take the exams on the Stillwater campus.

**Prerequisites.** Before taking the MA Qualifying Examination, students must

- have fulfilled the language requirement.
- have a grade point average of at least 3.0 on all graduate work taken beyond the baccalaureate degree. All courses carrying graduate credit, including transfer hours on the approved plan of study, will be calculated in this grade point average.
- have an approved plan of study on file with the Graduate College and with the English Graduate Office.
- submit an "Intent to Take Qualifying Examinations" form to the English Graduate Office three weeks before the examinations begin.
Exam Areas.

Students must answer a total of four questions. They must answer at least one question from each of the following three areas.

1. Theories in Rhetoric and Professional Writing
2. Genre and Discourse
3. Style, Editing, and Visual Rhetoric and Design

Preparation. The English Graduate Office has suggested reading lists for all areas, as well as copies of past exams. Students should prepare for their exams in consultation with their advisory committees.

Evaluation. Each question will be evaluated by three readers from the specific subject area covered by that section of the exam. Student anonymity will be maintained. If a student answers two questions in a single area, the readers in that area will evaluate each question separately. All readers evaluate exam questions individually before meeting as a committee to discuss student performances and provide each question with a rating of "Pass with Distinction," "Pass," "Pass/Terminal MA," or "Fail." To be eligible for the MA in English with an option in Professional Writing, students must pass four questions and at least one question in each of the three areas.

Notification of Results. The Graduate Director will notify students of the results of their exams no later than five weeks after they were taken. The English Graduate Office will mail the results to the student's home address and send a copy to the student's adviser.

Retakes. Students may take the exam only twice. If a student passes one question in each area but fails one question in the "double" area (the area in which two questions were answered), he or she may retake a question in any area on the second attempt. Students may also retake the exam or parts of the exam in the next major semester in order to improve an original rating of "Pass/Terminal MA." Students retaking part of the exam will have two hours to answer one question, three hours to answer two questions, and four hours to answer three questions.

Appeals. Normally, a second failure on any section of the MA Qualifying Examination will result in termination of the student's work toward the degree. However, when course work has been of exceptionally high quality, a student may, after a second failure, petition the Graduate Studies Committee for permission to take the exam a third and final time. In order to petition, the student must have a grade point average of 3.50 or higher in graduate courses taken at OSU. In addition, the student's petition must be supported by favorable end-of-semester evaluations from at least three professors.
Thesis (optional)

Should the student choose to write a thesis, the thesis is expected to be a substantial research project on a topic related to Professional Writing. The thesis director should be a member of the Professional Writing graduate faculty of the English Department.

**Thesis Committee.** Unless the student requests a change, the advisory committee serves as the thesis committee. Once constituted, a thesis committee may not be changed except for serious reasons stated in writing to the Graduate Director and then approved by the Graduate College.

**Prospectus.** MA candidates writing a thesis should submit a prospectus (approximately 1000 words) no later than the beginning of the first semester they register for thesis hours. The prospectus must be approved by the candidate's committee. Committee members must be notified in writing if the proposals outlined in the prospectus are to be departed from in the finished thesis to a significant degree (if, for example, the topic of the thesis changes, the authors or texts to be treated are altered, or the number or character of the chapters changes). Students must provide a copy of the approved prospectus to the Graduate Director.

**Reading Procedure.** At the time that the prospectus is approved, the candidate and the committee members should agree upon a reading procedure for the thesis. Matters to be discussed in reaching this agreement might include which chapters each member of the committee needs to see as they are completed by the candidate, whether individual committee members want to see the chapters serially or all at once, and how much time committee members will need to finish reading a chapter or the entire thesis. Under no circumstances should a completed thesis be submitted to any committee member for reading less than two weeks before the defense.

**Deadlines.** Students submitting theses must adhere to deadlines established by the Graduate College and by the English Department.

**Style.** The student must write the thesis according to the guidelines in the current Graduate College Style Manual, available from the Graduate College or at: http://gradcollege.okstate.edu/student/thesis/default.html. A Graduate College staff member will be available for advice on formatting for binding and microfilming.

**Defense Copy (Final Draft).** The thesis that is defended should contain all of the chapters in a completed form and full documentation.

**Final Copy.** If as a result of the defense, revisions to the thesis are required, committee members will not sign the thesis until they are satisfied with the revisions.
Final Examination: Thesis Defense (optional)

The thesis committee conducts a public, oral examination lasting a minimum of 45 minutes. The thesis defense occurs after the student has submitted a complete draft of the thesis to all committee members.

Intent to Defend Form. Candidates will file a nonbinding Intent to Defend form with the Graduate Director within the first three weeks of the semester in which they expect to defend the thesis or dissertation. This form will be signed by each member of the committee before it is filed with the Graduate Director. If a student does not defend in a semester when the Intent to Defend form is filed, he or she should resubmit the form when he or she is prepared to defend.

Scheduling of Oral Defense. Again, under no circumstances should a completed thesis be submitted to any committee member for reading less than two weeks before the defense. The English Graduate Office must be notified no less than two weeks before the oral defense of the following: the day, time, and location of the defense, and the title of the thesis. No thesis defense will be held during the summer.

Student Tenure

The time limit for completion of the requirements for the MA degree in English with an option in Professional Writing is seven years from a student’s first enrollment after admission to the MA degree program.

Length of Financial Support for Teaching Assistants

A teaching assistant who stays off strict academic probation and who is making satisfactory progress toward the degree is eligible for financial support for a maximum of three years. A student who obtains an MA in English at OSU and then enters the PhD program is eligible for an additional four years of support.

If exceptional circumstances warrant, a student in the final year of financial support may petition the Head of the English Department for an additional year’s support. Such exceptional cases will be judged on an individual basis and in light of Departmental policies and staffing needs.
Ineligibility for the MA Degree

The Graduate Director may upon proper cause declare that a student is ineligible for a degree from the English Department at Oklahoma State University. Upon determining that such cause exists, the Graduate Director will immediately notify the student's adviser, who will discuss the matter with the student and respond to the Graduate Director within fifteen working days. Should the Graduate Director still believe that proper cause exists, he or she will write a letter to the student indicating the reasons for the decision. The student may then appeal to the Graduate Studies Committee within ten working days for a hearing.

The Graduate Studies Committee will review the appeal and report its findings to the Graduate Director, who will notify the student. The student may then appeal that decision to the full Graduate Faculty of the English Department. The decision of that group shall end Departmental appeals.

Appeals and Petitions

All appeals involving grades or charges of academic dishonesty or misconduct must be directed to the OSU Academic Appeals Board. Students should contact the Provost’s office (101 Whitehurst) for information and forms.

Petitions involving teaching assistantships must be directed to the Department Head.

All other petitions or appeals must be directed in writing to the Graduate Director, who will then forward the petition to the appropriate body, usually one of the following: the Graduate Studies Committee (for special requests as described within the English Graduate Guidelines), the English Graduate Faculty (for exceptions to English Department policy), or the Graduate Council (for exceptions to OSU policy). Students are urged to discuss matters with their advisers and with the Graduate Director before making a formal petition or appeal.

If the Graduate Director does not act upon a student’s written request within a reasonable amount of time, the student and/or adviser may appeal directly to the Department Head. If a student has exhausted all appeals procedures within the Department and is still not able to resolve the problem, he or she may appeal to the Graduate College.
Guidelines for the MFA in Creative Writing

The MFA in Creative Writing at Oklahoma State University allows students to focus on developing their abilities as poets and/or fiction writers, through a course of study emphasizing creative writing workshops, literature seminars, and electives in either of those areas or other areas in language and culture. In consultation with their advisory committees, students devise an individualized curriculum that reflects their own artistic and intellectual interests and prepares them to publish their artistic writing, enter a PhD program, or teach at the college level.

The MFA in Creative Writing consists of 42 credit hours, including twelve hours of thesis. In addition to these hours, students must present their creative work at a public reading following the completion of their thesis. A description of the degree requirements and regulations appears below.
Summary Checklist:

By the end of the second full semester of enrollment, you should have:

- chosen an adviser in your major area of study
- chosen your advisory committee
- met with your committee and discussed your plan of study
- filed your plan of study

By the end of the second full year (or twenty-four credit hours) of enrollment, you should have:

- submitted material for the second-year review to your advisory committee and received a successful evaluation

Before you are eligible to graduate, you must have:

- filed a Graduation Clearance form (and a revised plan of study, if applicable)
- filed a Diploma Application
- submitted the final draft of your thesis by the Graduate College deadline
- completed your Public Reading and turned in the signed Thesis/Dissertation Defense Results form to the English Graduate Office
- submitted the final copy of the thesis in accordance with the format guidelines at: [http://gradcollege.okstate.edu/student/thesis/default.html](http://gradcollege.okstate.edu/student/thesis/default.html)
Application and Admission

Admission to the MFA program in Creative Writing requires a Bachelor of Arts or Bachelor of Science degree from an accredited institution of higher learning. Other qualifications and application materials are listed below. Applicants should be mindful that meeting the minimum standards for admission does not guarantee admission.

Admission Qualifications and Application Materials

GPA
Applicants should have maintained an undergraduate grade-point average of 3.0 on a 4.0 scale, particularly in English and/or creative writing courses.

Undergraduate Major
Applicants for the MFA in creative writing usually have an undergraduate major in English, perhaps with an option or specialization in creative writing. Other undergraduate majors may be eligible for admission depending on the quality of the writing sample, but normally all applicants will have taken at least twelve hours of upper-division courses in English.

Recommendations
Applicants must submit two letters of recommendation.

Statement of Purpose
Applicants must submit a written statement of approximately 250 words, identifying the proposed area of emphasis (poetry or fiction), reasons for undertaking graduate study in this area, relevant experience, and future publication and/or work plans.

Writing Sample or GRE Scores
Applicants must submit a writing sample; either approximately 25 pages of fiction, or ten poems (not to exceed 20 pages in combined length).

GRE general area scores are optional.

English Language Proficiency (non-native speakers)
Applicants who are not native speakers of English must submit current scores from one of the following:

- TOEFL iBT
- TOEFL and TWE
- IELTS

Please see the English Department website for current score requirements.

Students are admitted into the Department of English as MFA candidates only.

If a student wishes to move from one degree program into another degree program, the student must submit a new application through the Graduate College.
Graduate College Rules and Regulations

There are many rules and regulations affecting graduate enrollment, tenure, examinations, theses, and dissertations that are made by the Graduate Faculty of Oklahoma State University rather than the English Department. Among the rules students should familiarize themselves with are those governing academic dishonesty or misconduct, especially those dealing with plagiarism. It is the student's responsibility to become informed about all English Department, Graduate College, and University regulations.

The Oklahoma State University Catalog should be read closely by all those who are thinking about, or participating in, graduate studies in English at Oklahoma State University. Copies are available free to all incoming graduate students at the Graduate College, 202 Whitehurst, or online at: http://www.okstate.edu/registrar.

Adviser and Advisory Committee

All graduate students select an individual adviser and an advisory committee to guide them in completing their degrees.

Adviser. Students should choose an adviser by the end of their first semester of course work, but if this is not possible, students should select an adviser by the end of their first year of graduate study. An adviser of an MFA student may be any member of the graduate faculty in creative writing.

Advisory Committee. The advisory committee will normally consist of the student's major adviser as committee chair and at least two additional members of the English Department's graduate faculty. Most MFA students' committees will include a member of the creative writing faculty in the student's genre (poetry or fiction) besides the adviser.

Changes. To change an adviser or advisory committee, a student must request the change in writing to the Graduate Director and provide reasons for the change. The Graduate Director will forward the request to the Graduate College for final approval.

Plan of Study

A plan of study is a listing of course work the student intends to take for completion of the degree, and an estimated time schedule. The student must develop the plan with their adviser and advisory committee. The Graduate College requires MFA students to file a plan of study with the Graduate College before completing the 17th hour of graduate credit.
Students may download a plan of study form and instructions from the English Graduate Forms web page or the Graduate College downloads page. The student should consult with their adviser to complete a draft version of the form.

**Planning Meeting.** Prior to enrolling in the 18th hour of graduate study, students should schedule a meeting with their advisory committee. During that meeting, the student and advisory committee will discuss the student's preparation, professional goals, and plans for graduate study. The student and committee should agree upon:

- A plan of study
- Tentative plans for the thesis or creative component

**Submitting the Plan of Study.** The student will finalize the typed version of the plan, obtain signatures from all members of the advisory committee, and file the signed form with the English Graduate Office. The Graduate Director will review and sign the form, and file the completed form with the Graduate College. The signed plan must be filed with the Graduate College before the student will be allowed to enroll in the 18th hour of graduate study.

**Changes.** Changes to the plan of study can be made with the approval of the advisory committee. A revised plan should be submitted to the Graduate College at the beginning of the intended semester of graduation. Students make revisions on a copy of the approved plan stamped by the Graduate College. Specific instructions are included with the downloaded the plan of study file.

**Ten-Year Rule.** A final plan of study may not include any course more than ten years old at the time of actual graduation.

### Checklist for Submitting a Plan of Study

- Minimum of 42 hours, including 12 hours of thesis, beyond baccalaureate degree
- Minimum of 15 hours of creative writing and 6 of literature
- At least 30 hours of course work at the 5000 or 6000 level at OSU
- No more than 9 hours of course work taken as a special student or transferred from another institution
- No course work may be used to complete requirements for another degree
- The plan of study must be signed by the adviser, committee members, and the Graduate Director
Course Requirements

The MFA program consists of 42 credit hours. The following requirements govern MFA course work:

**MFA in Creative Writing Curriculum**

**Craft and Forms: (three hours)**
- ENGL 5723 Craft and Forms of Poetry Writing
- ENGL 5763 Craft and Forms of Fiction Writing

**Graduate-Level Workshops: (twelve hours)**
- ENGL 5730 Seminar in Fiction Writing
- ENGL 5740 Seminar in Poetry Writing
- ENGL 6130 Studies in Fiction Writing
- ENGL 6140 Studies in Poetry Writing

**Graduate-level Literature Courses (six hours)**

**Electives: (nine hours)**
- XXXX xxxx creative writing, literature, methods course for teaching assistants, or other areas of language and culture

**Thesis: (twelve hours)**
- ENGL 5000 Thesis

**Methods Course for Teaching Assistants.** Teaching assistants must take an appropriate pedagogy course or courses in their first semester of teaching at Oklahoma State University. These hours may be counted as part of the elective hours of course work.

**Creative Writing Requirements.** As the defining focus of work towards the MFA degree, creative writing course work makes up the majority of credit hours, in a combination of: ENGL 5730: Seminar in Fiction Writing, ENGL 5740: Seminar in Poetry Writing, ENGL 6130: Studies in Fiction Writing, ENGL 6140: Studies in Poetry Writing, ENGL 5723: Craft and Forms of Poetry Writing or ENGL 5763: Craft and Forms of Fiction Writing, as well as thesis hours.

**Literature Course Work Requirement.** MFA students are required to take six hours of literature course work at the 5000 or 6000 level.

**Electives.** Students choose the remaining hours of course work in consultation with their advisory committees. Course selection should take into account the student's thesis genre, artistic interests, and academic and professional goals. For instance, students interested in going on to PhD work at Oklahoma State
University upon completion of the MFA would normally include courses to assist in preparing them for the first-year exam for PhD students.

**Required Hours at 5000/6000 Level.** All MFA students must complete their course work at the 5000/6000 level.

**Transfer Hours.** Students may transfer up to nine graduate hours from another university granting a Master's degree in English. No hours in creative writing may be transferred. A student's advisory committee shall determine the number of hours of transfer credit to be awarded. If a student uses the hours for a degree at the previous institution, the hours are not applicable to the MFA degree at OSU.

**Independent Study.** Independent Study courses may occasionally be arranged with an instructor when no regular graduate course on the desired topic is available during the student's expected tenure. Each of the two course numbers (*ENGL 5210* and *6210*) may be used for up to six credit hours per semester, and no more than nine hours total per course number. All students requesting an Independent Study course must hold a meeting with their advisory committee and receive approval by the members of the committee. Students who wish to enroll in independent study courses must submit an Independent Study Request form to the Graduate Office no later than the end of the first week of graduate enrollment prior to the semester in which the Independent Study course is taken. A student who has completed the 17th graduate credit hour in a degree program but who does not have an approved plan of study on file in the Graduate College may not arrange an Independent Study course.

The Graduate Studies Committee will evaluate applications for Independent Study in accordance with the following criteria and procedure:

1. Has the student's advisory committee approved the course?
2. Has the student taken regularly offered courses related to the subject?
3. Is the Independent Study unlikely to have a negative impact on enrollment in concurrent or immediately subsequent course offerings?
4. Does the Independent Study fill a gap in the student's curriculum? Or is the specific course content unlikely to be offered during the student's expected tenure?
5. Are the text materials clearly listed?
6. Is the work appropriate for the number of credit hours requested?
7. Is the list of assignments and percentages awarded to each clearly explained?
8. Is the schedule of conferences sufficiently specific?

If all eight questions may be answered affirmatively, the Graduate Director will send a written notice of acceptance to the proposed instructor, who will then inform the student.
If one or more questions cannot be answered affirmatively, the Graduate Director will contact the proposed instructor in an effort to clarify and/or resolve the problem(s). If no resolution can be reached, the Graduate Director will inform the proposed instructor of the denial and the reason(s) for the denial in writing. The proposed instructor will then inform the student.

**End-of-Semester Evaluations.** All graduate students will be evaluated in writing at the end of each semester by the professors with whom they have taken courses. These evaluations are kept on file in the English Graduate Office and are available for students to read.

**Grade of "Incomplete."** The following regulations apply to students who receive what at OSU is termed the “composite incomplete” grade (“IB,” “IC,” “ID,” or “IF”) for any of their course work within the English Department:

- Students must complete course work within one calendar year, after which time the preliminary grade (expressed by the second letter of the composite) becomes permanent in accordance with University policy. Individual faculty members, however, may establish a shorter time limit for completing course work. Faculty will identify time limits in the “remarks” dropdown of the electronic grade sheet.
- Teaching assistants or associates having more than three incomplete grades on their records will not be recommended for reappointment.
- Teaching assistants or associates having any incomplete grades on their records will not be recommended for summer employment.

Students should familiarize themselves with Section 6.2 of the University Academic Regulations found in the *University Catalog* for a full explanation of University policy governing incomplete grades.

**Second-Year Review**

Prior to the completion of their second full year (twenty-four credit hours) of enrollment, MFA candidates submit a portfolio of their creative work to their advisory committee which decides in advance the length of the portfolio and other specific requirements for its contents. Students must submit a Notice of Intent, signed by their committee, 30 days before the portfolio is due. The Notice of Intent will indicate the specific requirements for the portfolio. No review may be conducted during the summer.

**Prerequisites.** In order to submit a portfolio for review, students must:

- have a grade point average of at least 3.0 on all graduate work taken beyond the baccalaureate degree. All courses carrying graduate credit, including transfer hours on the approved plan of study, will be calculated in this grade point average.
have an approved plan of study on file with the Graduate College and with the Graduate Director.

- submit an Intent to Submit Portfolio form to the English Graduate Office 30 days before the portfolio is due.

**Format and Submission.** Students must submit a signed Notice of Intent to the Graduate Office no later than 30 days before the portfolio is due. The Notice of Intent will indicate the specific requirements for the portfolio. The student will submit at least one paper copy of the portfolio to the Graduate Office to be retained in their Graduate File. Additional paper or electronic copies will be submitted for committee review as specified in the Notice of Intent.

**Evaluation.** The portfolio will be evaluated by the student’s advisory committee. The readers will meet as a committee to discuss the portfolio, and will provide a rating of “Pass” or “Fail.”

**Notification of Results.** The Graduate Director will notify students of the results of their portfolio review no later than five weeks after the submission date. The English Graduate Office will mail the results to the student's home address and send a copy of them to the student's adviser.

**Resubmission.** Students may submit a portfolio for review only twice. When resubmitting a portfolio, students may modify all or part of the portfolio contents prior to the second review. Students must submit a revised Notice of Intent at least 30 days prior to the second review.

**Appeals.** Normally, a second “Fail” rating of a student’s portfolio will result in termination of the student's work toward the degree. However, when course work has been of exceptionally high quality, a student may, after a second failure, petition the Graduate Studies Committee for permission to submit the portfolio a third and final time. In order to petition, the student must have a grade point average of 3.50 or higher in graduate courses taken at OSU. In addition, the student's petition must be supported by favorable end-of-semester evaluations from at least three professors.

**Thesis**

The candidate for the MFA degree prepares original work in poetry, prose fiction, or creative non-fiction for the twelve hours of thesis credit. The thesis should be a serious effort of publishable quality.

**Thesis Committee.** Unless a student requests a change, the advisory committee serves as the thesis committee. Once constituted, a thesis committee may not be changed except for serious reasons stated in writing to the Graduate Director and then approved by the Graduate College.
**Reading Procedure.** The candidate and the committee members should agree upon a reading procedure for the thesis. Matters to be discussed in reaching this agreement might include whether each member of the committee needs to see individual poems, stories, or essays as they are completed, or revised, by the candidate; whether individual committee members wish to see the sections of the thesis serially or all at once; and how much time committee members will need to finish reading a section or the entire thesis. Under no circumstances should a completed thesis be submitted to any committee member for reading less than two weeks before the defense.

**Deadlines.** Students submitting theses must adhere to deadlines established by the Graduate College and by the Department of English.

**Style.** The student must write the thesis according to the guidelines in the current *Graduate College Style Manual*, available from the Graduate College or at: [http://gradcollege.okstate.edu/download/misc.htm](http://gradcollege.okstate.edu/download/misc.htm). A Graduate College staff member will be available for advice on formatting for binding and microfilming.

**Final Copy.** The final draft of the thesis should contain all of the original work in a completed form. All members of the student’s advisory committee must read and approve the thesis prior to the public reading. Committee members will not sign the thesis until they are satisfied with any revisions they have requested.

## Public Reading

The final exercise for the MFA degree will consist of a public reading of material from the student’s thesis. It will be no less than 45 minutes, but in many instances, it will be longer. The public reading occurs after the student has submitted a complete draft of the thesis to all committee members.

**Notice of Oral Defense Form.** Candidates will indicate their intent to give a public reading by filing a nonbinding Intent to Schedule Form with the Graduate Director no later than two weeks before the public reading. Each member of the committee will sign this form before it is filed with the Graduate Director. If a student does not conduct the reading in the semester when the form is filed, he or she should resubmit the form when he or she is prepared to reschedule the reading.

**Scheduling of Public Reading.** Under no circumstances should a completed thesis be submitted to any committee member for reading less than two weeks before the public reading. The English Graduate Office must be notified no less than two weeks before the public reading of the day, time, and location of the defense, and the title of the thesis. No public reading may be conducted during the summer.
Student Tenure

Students are expected to complete all requirements for the MFA degree within seven years from their first enrollment in courses for the MFA program. See the University Catalog for Graduate College Academic Regulations regarding time limits.

Length of Financial Support for Teaching Assistants

A teaching assistant who has not been placed on strict academic probation and who is making satisfactory progress toward the degree is eligible for financial support for a maximum of three years. A student who obtains an MFA in English at OSU and then enters the PhD program is eligible for an additional four years of support.

If exceptional circumstances warrant, a student in the final year of financial support may petition the Head of the English Department for an additional year's support. Such exceptional cases will be judged on an individual basis and in light of Departmental policies and staffing needs.

Ineligibility for the MFA Degree

The Graduate Director may upon proper cause declare a student ineligible for a degree from the English Department at Oklahoma State University. Upon determining that such cause exists, the Graduate Director will immediately notify the student's adviser, who will discuss the matter with the student and respond to the Graduate Director within fifteen working days. Should the Graduate Director still believe that proper cause exists, he or she will write a letter to the student indicating the reasons for the decision. The student may then appeal to the Graduate Studies Committee within ten working days for a hearing.

The Graduate Studies Committee will review the appeal and report its findings to the Graduate Director, who will notify the student. The student may then appeal that decision to the full Graduate Faculty of the English Department. The decision of that group shall end the Departmental appeal process.

Appeals and Petitions

All appeals involving grades or charges of academic dishonesty or misconduct must be directed to the OSU Academic Appeals Board. Contact the Provost's
Office (101 Whitehurst) for information and forms. Petitions involving teaching assistantships must be directed to the Department Head.

All other petitions or appeals must be directed in writing to the Graduate Director, who will then forward the petition to the appropriate body, usually one of the following: the Graduate Studies Committee (for special requests as described within the English Graduate Guidelines), the English Graduate Faculty (for exceptions to English Department policy), or the Faculty Council (for exceptions to OSU policy). Students are urged to discuss matters with their advisers and with the Graduate Director before making a formal petition or appeal.

If the Graduate Director does not act upon a student's written request within a reasonable amount of time, a student and/or adviser may appeal directly to the Department Head. If a student has exhausted all appeals procedures within the Department and is still not able to resolve the problem, he or she may appeal to the Graduate College.
Guidelines for the PhD in English

The English Department grants one doctoral degree, the PhD in English. Students may, however, emphasize in their courses, their exams, and their dissertations a variety of areas: all periods of British and American literature, Native American literature and language, creative writing, critical theory, screen studies, rhetoric and professional writing, composition and rhetoric, linguistics, and teaching English as a second language (TESL). They may also choose an interdisciplinary emphasis. In consultation with their advisory committees, students devise an individualized curriculum that reflects their own intellectual interests and professional goals.

The PhD degree consists of 60 credit hours beyond the Master’s degree. Fifteen to twenty of these hours are devoted to the dissertation. In addition to these hours, students must take the First-year PhD Exam; demonstrate reading knowledge of two languages other than English or mastery of one language; successfully complete PhD Qualifying Assessments in two areas; and pass an oral defense of the dissertation. A description of the degree requirements and regulations appears on the following pages.
Summary Checklist

By the end of the second full semester of enrollment, you should have:

- chosen an adviser in your major area of study
- chosen your advisory committee
- met with your committee and discussed your plan of study
- filed your plan of study
- taken *ENGL 5013: Introduction to Graduate Studies* or, for Screen Studies students, *ENGL 5363: Critical Approaches to Screen Studies: Theory and History*
- taken the First-year PhD Exam

Before taking PhD Qualifying Examinations, you must have:

- submitted to the English Graduate Office reading lists for two exam areas approved and signed by the student and all members of each subject area (in your 30th hour of course work)
- enrolled in your last semester of course work
- fulfilled the language requirement
- maintained a GPA of 3.5 or above on all graduate course work beyond the master's degree
- filed an approved plan of study with the Graduate College
- submitted a dissertation prospectus form to the English Graduate Office
- submitted an "Intent to Take Qualifying Examinations" form to the English Graduate Office at least three weeks before the examination

Before defending PhD Qualifying Papers, you must have:

- fulfilled the language requirement
- maintained a GPA of 3.5 or above on all graduate course work beyond the master's degree
- filed an approved plan of study with the Graduate College and English Graduate Office
- submitted to the English Graduate Office a proposal for a Qualifying Paper, approved and signed by the student and all members of the advisory committee, no later than the third week of the semester in which the paper is to be defended.
- submitted an "Intent to Defend a Qualifying Paper" form to the English Graduate Office no later than the third week of the semester in which the paper is to be defended
Before you are eligible to graduate, you must have

- successfully completed two Qualifying Assessments
- completed and filed the Admission to Candidacy form with the Graduate College
- filed a Graduation Clearance form (and a revised plan of study, if applicable)
- filed a Diploma Application
- submitted the defense copy (Final Draft) of your dissertation by the Graduate College deadline
- passed your oral defense (Final Examination) and turned in the signed Results of Final Defense form to the English Graduate Office
- submitted the final copy of the thesis/dissertation in accordance with the format guidelines at http://gradcollege.okstate.edu/student/thesis/default.html
Application and Admission

Admission to the PhD program in English requires a Master’s degree from an accredited institution. Students with baccalaureate degrees who wish to pursue a PhD must submit evidence of an MA degree, or be admitted first to the MA program. Other qualifications appear below. *Applicants should be mindful that meeting the minimum standards for admission does not guarantee admission.*

### Admission Qualifications and Application Materials

- **GPA**
  - Applicants should have maintained a GPA of 3.5 on a 4.0 scale in all graduate work.

- **Master’s degree**
  - Applicants should have a Master’s degree in a field related to their intended area of emphasis.

- **Recommendations**
  - Applicants must submit at least three letters of recommendation that discuss the student's potential for success in graduate school.

- **Statement of Purpose**
  - Applicants must submit a written statement of approximately 250 words that identifies a proposed area of study, reasons for undertaking graduate study in this area, relevant work experience, and future career plans.

- **Writing Sample or GRE Scores**
  - Applicants must submit one of the following:
    - **Writing Sample**: For students in Creative Writing, a short fiction manuscript (about 25 pages), seven to ten poems, or an appropriate excerpt of a longer genre. For students in Rhetoric and Professional Writing, a portfolio containing work-related documents or a paper (10-20 pages) recently written in a graduate seminar in English or a related area of study. For students in all other areas, a 10- to 20-page document recently written in a graduate seminar in English or a related area of study.
    - **GRE General and Subject Area Scores**

- **English Language Proficiency (non-native speakers)**
  - Applicants who are not native speakers of English must submit current scores from one of the following:
    - TOEFL iBT
    - TOEFL and TWE
    - IELTS

Please see the English Department website for current score requirements.
Students are admitted in particular areas of specialization. If a student wishes to move from one area of specialization to another, (such as from Literature to Rhetoric and Professional Writing); the student must submit an application to and receive approval for that change from the Admissions Committee. The application must include a new statement of purpose and a new writing sample, which will be considered along with the rest of the student’s graduate file. Since this application will be an internal English Department matter, students will not pay an application fee. If the Admissions Committee does not grant the request, the student will have the option of continuing in the area of specialization into which he or she was admitted.

If a student wishes to move from one degree program into another degree program, the student must submit a new application through the Graduate College.

**Provisional Admission.** PhD students are admitted provisionally and must take the First-year PhD Exam during the semester following their first semester of full-time enrollment. Students who do not take the First-year PhD Exam during the semester following their first semester of full-time enrollment become ineligible for a doctoral degree from the OSU English Department.

**Applicants with an English MA from OSU.** Students who have either a general MA in English or an MA in English with an option in TESL from OSU and who wish to pursue a PhD in English at OSU must request that the English Graduate Office submit an admissions dossier to the Admissions Committee. The dossier will include copies of the MA Qualifying Examination or the MA/TESL exam (the questions, student responses, and readers’ reports), and all end-of-semester evaluations by faculty who have taught the applicants in graduate courses. If the Admissions Committee decides to admit such students to the PhD program, they are admitted fully and do not have to take the First-year PhD Exam.

Students who have an MA in English with an option in Technical Writing or Professional Writing from OSU and who wish to pursue a PhD in English at OSU must, for admission purposes, follow the procedures for students with MA degrees from other institutions.

*Admission to the MA program at OSU does not guarantee subsequent admission to the PhD program.*

### Graduate College Rules and Regulations

There are many rules and regulations affecting graduate enrollment, tenure, examinations, theses, and dissertations that are made by the Graduate Faculty of Oklahoma State University rather than the English Department. Among the rules students should familiarize themselves with are those governing academic
dishonesty or misconduct, especially those dealing with plagiarism. It is the student's responsibility to become informed about all English Department, Graduate College, and University regulations.

The Oklahoma State University Catalog should be read closely by all those who are thinking about, or participating in, graduate studies in English at Oklahoma State University. Copies are available free to all incoming graduate students at the Graduate College, 202 Whitehurst, or online at: http://www.okstate.edu/registrar.

First-year PhD Exam

The First-year PhD Exam is a five-hour exam that is administered on a single day. It is given as necessary each September and February, on the sixth Saturday of the semester. Students must submit to the English Graduate Office a signed Notice of Intent to take this exam, including an election of the fields in which they will test, by the last day of the last week of classes (dead week) in their first semester of full-time enrollment. Students take the exam in the following semester on the Stillwater campus. Each new PhD student takes this exam once and only once.

Exam Format. The exam contains three questions in each area for which a Notice of Intent has been filed. Students must respond to a total of three questions in two areas. Failure to respond fully to three questions will be considered a failure of the entire exam.

The twelve possible exam areas include the following:

- British Literature: Old English to 1660 (including Milton)
- British Literature: 1660 to 1900
- American Literature: Colonial through 19th Century
- Literature in English post 1900
- Critical Theory
- Screen Studies
- Practical Poetics and Fictional Rhetoric
- Composition and Rhetoric
- Professional Writing
- General Linguistics
- Social and Psychological Approaches to Language
- Teaching English as a Second Language

Preparation. All exam questions are drawn from fifteen-question lists for each of the twelve subject areas. Students may obtain copies of these lists from the English Graduate Office. In preparing for the exam, students should consult with
faculty members in the appropriate areas about test-taking strategies and readers’ expectations.

**Evaluation.** Each question will be evaluated by three readers from the specific subject area covered by that section of the exam. Student anonymity will be maintained. If a student answers two questions in a single area, the readers in that area will evaluate each question separately. All readers evaluate exam questions individually before meeting as a committee to discuss student performances and provide a rating of “Pass” or “Fail” for each question.

**Notification of Results.** The Graduate Director will notify students of the results of the First-year PhD Exam no later than four weeks after the exam has been taken. The English Graduate Office will mail the exam results to the student's home address and send a copy to the student's adviser.

**Retakes.** There will be no retakes for this exam.

**Full Admission.** In any semester in which a student takes the First-year PhD Exam, the Graduate Studies Committee will meet to review the results of that student’s exam along with course grades to date, and end-of-semester faculty evaluations. The Committee will decide on the basis of these materials whether to grant that student full admission to the PhD program. Although the Graduate Studies Committee will evaluate a student's entire dossier, a rating of "Fail" on any question on the First-year PhD Exam will be a strongly negative indicator, which will have to be countered by highly positive course grades and end-of-semester evaluations in order for the student to be granted full admission to the PhD program. Any student who fails all three questions on the First-year PhD Exam will not be granted full admission to the PhD program. The Graduate Director will notify students of this decision by mail with a copy to the student's adviser.

**Adviser and Advisory Committee**

PhD students select an adviser and advisory committees that assist them in developing their plans of Study and guide them in writing their dissertations.

**Adviser.** Students should choose an adviser by the end of their first semester of course work, but if this is not possible, students should select an adviser by the end of their first year of graduate study. An adviser of a PhD student must be a member of the graduate faculty of the English Department from the subject matter area in which the student plans to write the dissertation.

**Advisory Committee.** The doctoral advisory committee will normally consist of the student's major adviser as committee chair, two or three additional members of the English Department's graduate faculty, and one member of the graduate faculty from outside the English Department. The committee, therefore,
consists of three or four members from the English Department and one from outside the Department. At least three of the members should have been chosen by the time of the Planning Meeting in the student’s second full semester of enrollment (see below).

**Changes.** To change an adviser or advisory committee, a student must complete a Committee Change Request form, to be signed by all committee members and the Graduate Director, and submitted to the Graduate College.

### Plan of Study

A plan of study is a listing of course work the student intends to take for completion of the degree, and an estimated time schedule. The student must develop the plan with their advisor and advisory committee. The Graduate College requires PhD students to file a plan of study with the Graduate College before completing the 28th hour of graduate credit.

Students may download a plan of study form and instructions from the English Graduate Forms web page or the Graduate College downloads page. The student should consult with their advisor to complete a draft version of the form.

**Planning Meeting.** Prior to enrolling in the 28th hour of graduate study, students should schedule a meeting with their advisory committee. During that meeting, the student and advisory committee will discuss the student's preparation, professional goals, and plans for graduate study. The student and committee should agree upon:

- A plan of study
- Fulfillment of the language requirement
- Tentative plans for the PhD Qualifying Assessments
- Tentative plans for the dissertation

**Submitting the Plan of Study.** The student will finalize the typed version of the plan, obtain signatures from all members of the advisory committee, and file the signed form with the English Graduate Office. The Graduate Director will review and sign the form, and file the completed form with the Graduate College. **The signed plan must be filed with the Graduate College before the student will be allowed to enroll in the 28th hour of graduate study.**

**Changes.** Changes to the plan of study can be made with the approval of the advisory committee. A revised plan should be submitted to the Graduate College at the beginning of the intended semester of graduation. Students make revisions on a copy of the approved plan stamped by the Graduate College. Specific instructions are included with the downloaded plan of study file.
Ten-Year Rule. A final plan of study may not include any course more than ten years old at the time of actual graduation.

Checklist for Submitting a Plan of Study

- Minimum of 60 hours beyond the master's degree
- At least 31 hours of course work at the 5000/6000 level, not including dissertation hours
- All courses (including 4000-level) must be taken for graduate credit
- Maximum of 30 transfer hours, with no more than 9 credit hours from a non-doctoral granting department
- No more than 9 hours may be taken as a special student
- Minimum of 15 hours and a maximum of 20 hours of dissertation, with no more than 9 dissertation hours in a single semester
- No course work may be used to complete requirements for another degree
- The plan of study must be signed by the adviser, committee members, and the Graduate Director

Course Requirements

The PhD program consists of 60 hours of credit beyond the 30 hours that satisfy the requirements for the MA. Of these 60 hours, a maximum of 20 hours are devoted to the dissertation. The following requirements govern PhD course work.

Introduction to Graduate Studies. ENGL 5013: Introduction to Graduate Studies (in Literature/Creative Writing, or in TESL/Linguistics/Composition/Rhetoric/Professional Writing), or, for Screen Studies students, ENGL 5363: Critical Approaches to Screen Studies, is required of all students during their first year in the doctoral program. Students who believe that they have already taken a course equivalent to ENGL 5013 or ENGL 5363 may petition the Graduate Director to have that requirement waived. The student's petition should include a letter asking for the waiver and containing reasons for the request, a copy of the syllabus from the previous course, and any papers or assignments done for that course. The Graduate Director will then pass the request to those professors teaching ENGL 5013 or ENGL 5363 for an evaluation and written recommendation. Upon receiving the recommendation, the Graduate Director will affirm or deny the petition and notify the student and the student's adviser. Each case will be judged on its own
merits, regardless of whether the same course number at the same institution has been recommended as an equivalent course before.

**Methods Course for Teaching Assistants.** Teaching assistants must take an appropriate pedagogy course or courses in their first semester of teaching at Oklahoma State University. These hours may be counted as part of the total hours of course work.

**Residency Rule.** The University requires that doctoral students be in residence for a minimum of one year of the last two years of course work, and that a minimum of 30 semester credits be taken in residence at Oklahoma State University (i.e., 30 semester hours of credit approved by the Board of Regents for resident credit). Students may do research for the degree in absentia by writing a letter asking approval from the adviser and Dean of the Graduate College (a copy of the letter is given to the Department's Graduate Director).

**Required Hours at 5000/6000 Level.** Doctoral students must complete at least 31 course hours at the 5000/6000 level. This total may not include dissertation hours.

**4000-Level Courses.** Only those 4000-level courses marked by an asterisk in the OSU University Catalog are available for graduate credit. All graduate course work should include a research paper or other appropriate project. In the instance of a 4000-level course that may not require such a paper or project, the student should, with the consent of the instructor involved, arrange for such a paper or project to supplement the assigned work. Because 4000-level courses are designed primarily for undergraduates, the English Department strongly suggests that all graduate courses be at the 5000/6000 level.

**Transfer Hours.** A student’s advisory committee will determine the number of transfer credit allowed (a maximum of 30 hours from another doctoral-granting department, a maximum of 9 hours from a non-doctoral-granting department). Hours used toward another degree are not transferable.

**Independent Study.** Independent study courses may be occasionally arranged with an instructor when no regular graduate course on the desired topic is available during the student's expected tenure. Each of the two course numbers (ENGL 5210 and 6210) may be used for up to six credit hours per semester, and no more than nine hours total per course number. All students requesting an Independent Study course must hold a meeting with their advisory committee and receive approval by all Departmental members of the committee. Special forms must be used by those who wish to enroll in such courses. Available from the English Graduate Office, these forms should be submitted no later than the end of the first week of graduate enrollment prior to the semester in which the Independent Study course is taken. A PhD student who has completed the 28th graduate credit hour in a degree program but who does not have an approved
plan of study on file in the Graduate College may not arrange an Independent Study course.

The Graduate Studies Committee will evaluate applications for Independent Study in accordance with the following criteria and procedure:

1. Has the student's advisory committee approved the course?
2. Has the student taken regularly offered courses related to the subject?
3. Is the Independent Study unlikely to have a negative impact on enrollment in concurrent or immediately subsequent course offerings?
4. Does the Independent Study fill a gap in the student's curriculum? Or is the specific course content unlikely to be offered during the student's expected tenure?
5. Are the text materials clearly listed?
6. Is the work appropriate for the number of credit hours requested?
7. Is the list of assignments and percentages awarded to each clearly explained?
8. Is the schedule of conferences sufficiently specific?

If all eight questions may be answered affirmatively, the Graduate Director will send a written notice of acceptance to the proposed instructor, who will then inform the student.

If one or more questions cannot be answered affirmatively, the Graduate Director will contact the proposed instructor in an effort to clarify and/or resolve the problem(s). If no resolution can be reached, the Graduate Director will inform the proposed instructor of the denial and the reason(s) for the denial in writing. The proposed instructor will then inform the student.

End-of-Semester Evaluations. All graduate students will be evaluated in writing at the end of each semester by the professors with whom they have taken courses. These evaluations are kept on file in the English Graduate Office and are available for students to read.

Grade of "Incomplete." The following regulations apply to students who receive what at OSU is termed the “composite incomplete” grade (“IB,” “IC,” “ID,” or “IF”) for any of their course work within the English Department:

- Students must complete course work within one calendar year, after which time the preliminary grade (expressed by the second letter of the composite) becomes permanent in accordance with University policy. Individual faculty members, however, may establish a shorter time limit for completing course work. Faculty will identify time limits in the “remarks” dropdown of the electronic grade sheet.
- Teaching assistants or associates having more than three incomplete grades on their records will not be recommended for reappointment.
• Teaching assistants or associates having any incomplete grades on their records will not be recommended for summer employment.

Students should familiarize themselves with Section 6.2 of the University Academic Regulations found in the University Catalog for a full explanation of University policy governing incomplete grades.

The Interdisciplinary Emphasis. Students who choose to study in a second discipline may do so according to the following guidelines.

• Approximately one-third (up to 13 hours) of the course work may be taken outside the English Department.
• Extra-departmental courses may be taken from departments that offer graduate study, preferably the PhD.
• The other discipline pursued by a student must be related to and used in the dissertation, and a faculty member from the related department(s) must be on the advisory committee.
• Students may not use another discipline as a Qualifying Exam area, but may submit a Qualifying Paper in another discipline.

Creative Writing Curriculum

Creative writing students may take nine to fifteen hours of workshop or directed study in creative writing and fifteen to twenty hours for the dissertation. The remaining hours must consist of other appropriate and required Departmental course offerings.

Literature Curriculum

To provide literature students the opportunity to focus on a specific area of literature or theory, and to ensure the breadth of knowledge that makes such specialization meaningful, the following distribution of courses is suggested, in addition to other degree requirements:

• nine hours in a primary area, leading toward the PhD Qualifying Examination and the dissertation
• nine hours in a second area, usually leading toward the PhD Qualifying Examination and related to the dissertation
• nine hours distributed among literature and theory courses not necessarily related to the PhD Qualifying Examination or the dissertation
• nine hours in different programs within the English Department—such as creative writing, film, rhetoric and professional writing, composition, linguistics, or TESL—or outside the department—such as history, philosophy, or sociology
Language Requirement

In order to fulfill the language requirement for the PhD, students must demonstrate either mastery of one language or reading knowledge of two languages other than English by either passing a translation test or taking course work. Students may choose from among the following languages: French, German, Greek, Italian, Latin, Old English, Russian, and Spanish. It is important that students complete their language requirements early in their course of study so that they may use international scholarship in their research. Students must fulfill the language requirement before completing the PhD Qualifying Assessments.

Petition for Alternative Language. Students may petition the Graduate Studies Committee for approval to fulfill the language requirement with languages other than those listed above. The petition must show that another language better serves the purposes of the research and dissertation proposed. This petition must have the support of the student's advisory committee. If the proposed language is the student's primary language, no translation test will be required.

Mastery may be demonstrated in any of the following ways:

- Mastery may be demonstrated by passing a translation test. The test shall consist of a total of three 250-300 word passages in the language, two from scholarly articles in the humanities and one from a primary literature text. For Latin, Greek, or Old English, the test will consist of three primary literature texts. With access to a dictionary, students must translate any two of the passages. The test for mastery must be completed within one and a half hours.

- Mastery may be demonstrated by taking six credit hours of upper-division undergraduate course work (two courses) in which the instruction and readings are primarily in the language or by taking six credit hours (two courses) of graduate language reading course work. Students must receive grades of “B” or better in all the specified courses to fulfill the requirement.

Reading Knowledge may be demonstrated in any of the following ways:

- Reading knowledge may be demonstrated by passing a translation test. The test shall consist of a total of three 250-300-word passages in the language, two from scholarly articles in the humanities and one from a primary literature text. For Latin, Greek, or Old English, the test will consist of three primary literature texts. With access to a dictionary, students must translate any two of the passages. The test for reading knowledge must be completed within three hours.
• Reading knowledge may be demonstrated by taking one three-credit-hour upper-division undergraduate course in which the instruction and readings are primarily in the language or by taking one three-credit-hour graduate language reading course. Students must receive a grade of “B” or better in the specified course to fulfill the requirement.

• A student who holds a Master’s degree from another university may fulfill the reading knowledge requirement by providing written proof that he or she has satisfactorily completed a language requirement for the Master’s degree at the awarding institution; the language must be acceptable under the current English Graduate Guidelines. This documentation should be in the form of either (a) a specific posting of the language requirement having been met on the student’s transcript or, (b) a letter from an appropriate official at the institution that awarded the degree.

• Students specializing in TESL, Linguistics, or Rhetoric and Professional Writing may use languages other than those specified above, if they can provide evidence of one of the following:
  • at least one year of residence and study in a country in which the language is spoken (not applicable to study in one’s native language)
  • at least six credit hours of course work in the language, in which the student received a grade of "B" or better

Scheduling the Translation Test. Translation tests are arranged by the English Graduate Director. They are offered three times a year, at the beginning of the fall, spring, and summer terms. Fall and spring tests typically are held the third Wednesday of the semester. Summer tests are held the Wednesday after the last day of the spring semester. Notices of Intent to take the test are due no later than two weeks prior to the test. The fee for the test is $30. This fee must be paid by check or money order (payable to the English Department) prior to the test date. Sample tests are available in the English Graduate Office.

PhD Qualifying Assessment

Students must complete two Qualifying Assessments. Students qualifying in Literature, Creative Writing, Critical Theory, and Screen Studies will sit for a five-hour exam for each subject area according to the procedures described in ‘PhD Qualifying Exam,’ below. Students qualifying in Composition and Rhetoric, Professional Writing, Linguistics, and/or TESL, will write, present and defend a qualifying paper for each subject area according to the procedures described in ‘PhD Qualifying Paper’, below.

Some students will take two exams, some will write two papers, and some will take one exam and write one paper, depending on their areas of interest. Papers
may be defended as soon as a student has fulfilled the language requirement. Exams may be taken no earlier than the last semester of course work.

**Assessment Areas.** The seventeen subject areas for the PhD Qualifying Assessment are:

- Old and Middle English Literature
- Renaissance British Literature (including Milton)
- Restoration & Eighteenth-Century British Literature
- Nineteenth-Century British Literature
- Early American Literature
- Nineteenth-Century American Literature
- Native American Language and Literature
- Modern Literature in English
- Contemporary Literature in English
- Critical Theory
- Screen Studies
- Practical Poetics and Fictional Rhetoric
- Composition and Rhetoric
- Professional Writing
- General Linguistics
- Social and Psychological Foundations of Language
- Teaching English as a Second Language

**Retakes.** Students may attempt each PhD Qualifying Assessment only twice. Students failing any Assessment will be reassessed in only the area failed. Students may not change the subject area when taking a PhD Qualifying Exam or defending a Qualifying Paper for the second time.

**Appeals.** Normally, a second failure on any part of the PhD Qualifying Assessments will result in termination of work toward the degree. However, when course work has been of exceptionally high quality, a student may, after a second failure, petition the Graduate Studies Committee for permission to attempt the Assessment a third and final time. In order to petition, the student must have a grade point average of 3.75 or higher in graduate courses taken at OSU. In addition, the student's petition must be supported by favorable end-of-semester evaluations from at least three professors.

**PhD Qualifying Examination**

PhD students qualifying in Literature, Creative Writing, Critical Theory, and Screen Studies will sit for a five-hour exam for each subject area. The exams are given each September and February, on the fifth and sixth Saturdays of the semester. Students must submit a signed notice of intent to take the examination
Exam Areas. The twelve subject areas for the PhD Qualifying Examination are:

- Early American Literature
- Nineteenth-Century American Literature
- Native American Language and Literature
- Old and Middle English Literature
- Renaissance British Literature (including Milton)
- Restoration & Eighteenth-Century British Literature
- Nineteenth-Century British Literature
- Modern Literature in English
- Contemporary Literature in English
- Critical Theory
- Screen Studies
- Practical Poetics and Fictional Rhetoric

Prerequisites. In order to take the PhD Qualifying Examination, students must

- have fulfilled the language requirement
- have a grade point average of at least 3.5 on all graduate work taken at OSU beyond the Master’s degree. Grades received for courses used to satisfy the language requirement are not included in computing this 3.5 grade point minimum; all other courses carrying graduate credit are included. The grades from transfer hours, which are included on the approved plan of study, will also be calculated in this grade point average.
- have an approved plan of study on file with the Graduate College and the English Graduate Office
- submit an Intent to Take Qualifying Examinations form to the English Graduate Office three weeks before the examinations begin.

Students must take the PhD Qualifying Examination before the oral defense of the dissertation and no earlier than their last semester of course work.

Examination Format and Preparation. Faculty subject area committees will determine the PhD Qualifying Examination format on a case-by-case basis. In preparing for this exam, students, in consultation with each member of the selected exam area committee, will compile reading lists that the committees will use to formulate exam questions. The reading lists will reflect the need for a student’s exam to be both comprehensive and specific to that student’s
individual research interests. In some cases, the faculty on a subject matter committee may choose to designate one or more of the committee members as mandatory readers for the exam. The committee should designate such readers at the time the reading list is formulated and should indicate this on the lists. The reading list(s) must be approved and signed by the student and all members of each subject area. The list(s) must be filed with the English Graduate Office by the last day of the last week of classes (dead week) of the semester in which a student registers for the 30th hour of graduate credit. The faculty thus assumes students will spend appropriate time preparing for these exams and submit their approved lists well in advance of the semester in which they will take their exams.

**Evaluation.** Three faculty members in each exam area will evaluate the PhD Qualifying Examination. The faculty readers will evaluate each answer individually before meeting as a committee to discuss a student’s overall performance and assign the exam a rating of "Pass with Distinction," "Pass," or "Fail."

**Notification of Results.** The Graduate Director will notify students of the results of their exams no later than four weeks after they have been given. The English Graduate Office will mail results to the student's home address and send a copy of them to the student's adviser.

**PhD Qualifying Papers**

PhD students qualifying in Composition and Rhetoric, Professional Writing, Linguistics, and/or TESL write, present, and defend two publishable-quality papers, each in a different subject area (see below). Students are strongly advised to discuss with their advisory committees the areas in which they intend to submit qualifying papers as early as possible, but no later than the initial meeting to discuss the plan of study. In general, students should take a minimum of three courses related to each qualifying paper area. The advisory committee will provide the student with feedback about the appropriateness and acceptability to the overall program of study of the proposed paper areas. Students must have the approval of the advisory committee in order to submit a qualifying paper in the specified area.

No later than the third week of the semester in which the paper is to be defended, students must submit a Proposal for a Qualifying Paper. This proposal will consist of a one-page abstract of the qualifying paper with an additional page of references. This proposal must be approved and signed by the student and all members of the advisory committee, no later than the third week of the semester in which the paper is defended.

In cases where the qualifying paper is in an area outside of the expertise of the members of the advisory committee, the Proposal for a Qualifying Paper must first be submitted to the advisory committee. The entire advisory committee
must approve of the proposed area or the student will be required to select an
alternative area. If the advisory committee approves the proposal, the Graduate
Director will forward the proposal to the appropriate Program Director, who will
appoint a committee of three faculty members to review it. If the appointed
faculty members approve the proposal, they will then constitute the defense
committee for that qualifying paper.

A signed Notice of Intent to defend a qualifying paper must be submitted to the
English Graduate Office no less than three weeks before the defense. Students
must defend papers on the Stillwater campus in the fall or spring semesters.

Subject Areas. The five subject areas for the PhD Qualifying Papers are:

- Composition and Rhetoric
- Professional Writing
- General Linguistics
- Social and Psychological Foundations of Language
- Teaching English as a Second Language

Prerequisites. In order to defend a PhD Qualifying Paper, students must:

- have fulfilled the language requirement
- have a grade point average of at least 3.5 on all graduate work taken at
  OSU beyond the Master’s degree. Grades received for courses used to
  satisfy the language requirement are not included in computing this
  3.5 grade point minimum; all other courses carrying graduate credit
  are included. The grades from transfer hours which are included on
  the approved plan of study will also be calculated in this grade point
  average.
- have received the approval of the advisory committee of the proposed
  subject area.
- have an approved plan of study on file with the Graduate College
- submit an Intent to Defend a Qualifying Paper form to the English
  Graduate Office three weeks before the defense.

Students must successfully defend both PhD Qualifying Papers before the oral
defense of the dissertation.

Preparation. The student consults with the advisory committee in determining
the specific topic, focus, and outline of the PhD Qualifying Papers, each of which
must reflect a different field from the subject areas list above. The student
submits a Proposal for a Qualifying Paper for each paper to the Committee; it
includes at least a statement of the problem, a brief review of the literature, an
abstract and outline, and a list of pertinent readings. The student and advisory
committee meet within three weeks after this written proposal has been
submitted, at which time the Committee may require revisions to any aspect of
the Proposal. When the committee accepts the Proposal, the student obtains the signatures of all committee members and submits a copy of the Proposal and a signed Notice of Intent to Defend to the English Graduate Office, no later than the third week of the semester in which the paper is defended. A draft of the Qualifying Paper should be submitted to the committee members no later than three weeks before the scheduled defense.

**Presentation and Evaluation.** The English Graduate office arranges and announces a defense of a PhD Qualifying Paper after the above prerequisites have been met and the student has requested a defense. The student makes a twenty- to thirty-minute presentation of the paper, and public comment and questions are permitted for ten to fifteen minutes. The meeting is then closed and the advisory committee continues to discuss the paper with the student. The Committee then deliberates in private and evaluates the PhD Qualifying Paper, assigning it a rating of "Pass with Distinction," "Pass," or "Fail."

**Notification of Results.** The advisory committee informs the student of the results of the evaluation immediately after its meeting, and the chair sends a written notice of the results to the English Graduate Office. The English Graduate Office will mail results of the defenses to the student's home address and send a copy of them to the student's adviser.

**Dissertation**

The candidate for the PhD degree prepares either a study embodying original research or a creative work for a maximum of 20 credit hours. Creative writing students present as their dissertations original works in poetry, prose fiction, or creative non-fiction. The dissertation should be a serious effort of publishable quality.

**Dissertation Committee.** Unless the student requests a change, the advisory committee serves as the Dissertation Committee. Once constituted, dissertation committees may not be changed except for serious reasons stated in writing to the Graduate Director and then approved by the Graduate College.

**Prospectus.** No later than the first semester for which students are enrolled in research hours (ENGL 6000) they should submit a 1000- to 1500-word formal prospectus for the dissertation, containing an explanation of the proposed argument of the dissertation along with an outline of the proposed chapters and a bibliography. The prospectus must be approved by the student’s Dissertation Committee. Committee members must be notified in writing if an approved prospectus differs significantly from the submitted dissertation (if, for example, the topic of the dissertation changes, the authors or texts to be treated are altered, or the number or character of the chapters changes). Students must provide a copy of the approved prospectus to the English Graduate Office.
Admission to Candidacy. Once students have filed an approved dissertation prospectus (see above), they are eligible for candidacy and should file the Graduate College “Admission to Doctoral Candidacy” form as soon as possible. The PhD degree requires at least ten dissertation hours after the filing of this form. If a student is admitted to candidacy before the midpoint of the semester, half that semester’s research hours will be considered to be candidacy hours.

Reading Procedure. At the time that the prospectus is approved, the candidate and the committee members should agree upon the reading procedure for the dissertation. Matters to be discussed in reaching this agreement might include which chapters each member of the committee needs to see as they are completed by the candidate; whether individual committee members want to see the chapters serially or all at once; and how much time committee members will need to finish reading a chapter or the entire dissertation. Under no circumstances should a completed dissertation be submitted to any committee member for reading less than three weeks before the defense.

Deadlines. Students submitting dissertations must adhere to deadlines established by the Graduate College and by the Department of English.

Style. The student must write the dissertation according to the guidelines in the current Graduate College Style Manual, available from the Graduate College or at: http://gradcollege.okstate.edu/student/thesis/default.html. A Graduate College staff member will be available for advice on formatting for binding and microfilming.

Defense Copy (Final Draft). The defense copy of the dissertation should contain all of the chapters in a completed form and full documentation.

Final Copy. If as a result of the defense, revisions to the dissertation are required, committee members will not sign the dissertation until they are satisfied with the revisions.

Final Examination: Dissertation Defense

The dissertation defense consists of a public, oral examination by the Dissertation Committee. The committee challenges the argument, credibility, and value of the work. The candidate can expect also to be questioned about the theoretical, literary, and/or cultural tradition of the dissertation subject. In the case of an interdisciplinary study, the student will be questioned in the related discipline(s) as well.

Intent to Defend Form. Candidates will file a nonbinding Intent to Defend form with the Graduate Director within the first three weeks of the semester in which they expect to defend the dissertation. Each member of the committee will sign this form before it is filed with the English Graduate Office. If a student does
not defend in a semester when the Intent to Defend form is filed, he or she should resubmit the form when he or she is prepared to defend.

**Scheduling of Defense.** Under no circumstances should a completed dissertation be submitted to any committee member for reading less than three weeks before the defense. The English Graduate Office must be notified no less than three weeks before the oral defense of the day, time, and location of the defense and the title of the dissertation. All dissertation defenses are to be held no later than *four weeks* prior to the deadline for submission of the final copy to the Graduate College. *No dissertation defense may be scheduled during the summer.*

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**Student Tenure**

Students must complete all requirements for the PhD degree within nine years from their first enrollment in classes after admission to the doctoral program. Students must complete at least ten credit hours after being admitted to candidacy (by filing an approved dissertation prospectus and Admission to Doctoral Candidacy form).

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**Length of Financial Support for Teaching Associates**

A teaching associate (PhD) who has not been placed on strict academic probation and who is making satisfactory progress toward the degree is eligible for financial support for four years, with an option for a fifth year. A student who obtains an MA in English at OSU and then enters the PhD program is eligible for a total of seven years of support.

If exceptional circumstances warrant, a student in the final year of financial support may petition the Head of the English Department for an additional year’s support. Such exceptional cases will be judged on an individual basis and in light of departmental policies and staffing needs.

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**Ineligibility for the PhD Degree**

The Graduate Director may upon proper cause declare that a student is ineligible for a degree from the English Department at Oklahoma State University. Upon determining that such cause exists, the Graduate Director will immediately notify the student's adviser, who will discuss the matter with the student and respond to the Graduate Director within fifteen working days. Should the Graduate Director still believe that proper cause exists, he or she will write a letter to the student indicating the reasons for the decision. The student may then
appeal to the Graduate Studies Committee within ten working days for a
hearing.

The Graduate Studies Committee will review the appeal and report its findings
to the Graduate Director, who will notify the student. The student may then
appeal that decision to the full Graduate Faculty of the English Department. The
decision of that group shall end the Departmental appeal process.

**Appeals and Petitions**

All appeals involving grades or charges of academic dishonesty or misconduct
must be directed to the OSU Academic Appeals Board. Students should contact
the Provost’s office (101 Whitehurst) for information and forms.

Petitions involving teaching assistantships must be directed to the Department
Head.

All other petitions or appeals must be directed in writing to the Graduate
Director, who will then forward the petition to the appropriate body, usually one
of the following: the Graduate Studies Committee (for special requests as
described within these Guidelines), the English Graduate Faculty (for exceptions
to English Department policy), or the Graduate Council (for exceptions to OSU
policy). Students are urged to discuss matters with their advisers and with the
Graduate Director before making a formal petition or appeal.

If the Graduate Director does not act upon the student's written request within a
reasonable amount of time, the student and/or adviser may appeal directly to
the Department Head. If a student has exhausted all appeals procedures within
the department and is still not able to resolve the problem, he or she may appeal
to the Graduate College.