
Graduate Program Personnel

Graduate Director William Decker	744-6222	308A	william.decker@okstate.edu
Assistant to Grad. Director Brenda Maxwell	744-9469	308	englishgrad@okstate.edu
English Department Head Richard Frohock	744-6140	205B	richard.frohock@okstate.edu
Associate Department Head Amanda Cobb Greetham	744-9466	409	amanda.cobb_greetham@okstate.edu

Program Directors

TESL/Linguistics Gene Halleck	744-6225	109D	gene.halleck@okstate.edu
Rhetoric & Professional Writing An Cheng	744-9470	302B	an.cheng@okstate.edu
Literature Linda Austin	744-7691	314C	linda.m.austin@okstate.edu
Creative Writing Lisa Lewis	744-6235	201A	lisa.lewis@okstate.edu
Screen Studies Robert Mayer	744-6232	314B	Robert.mayer@okstate.edu

Graduate Studies Committee

The Graduate Studies Committee consists of a representative from each of three areas:

Area A: Literature Amanda Cobb Greetham	744-6217	302A	amanda.cobb_greetham@okstate.edu
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Area B: TESL/Linguistics, Composition & Rhetoric Professional Writing An Cheng	744-9470	302B	an.cheng@okstate.edu
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Area C: Screen Studies, Creative Writing TBA			
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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/

Linda Austin, PhD linda.m.austin@okstate.edu University of Rochester	Cultural Studies in the Long 19th Century
Ron Brooks, PhD ron.brooks@okstate.edu University of Oklahoma	Composition, Rhetoric, Literacy
Toby Beauchamp tobyb@okstate.edu University of California, Davis	Gender and Women's Studies Cultural Studies
Nancy Caplow, PhD nancy.caplow@okstate.edu University of California, Santa Barbara	Linguistics-Phonetics & Phonology
Amanda Cobb Greetham, PhD amanda.cobb_greetham@okstate.edu University of Oklahoma	Native American Language and Literatures
Rebecca Damron, PhD rebecca.damron@okstate.edu Oklahoma State University	Writing Centers, Linguistics
William Decker, PhD william.decker@okstate.edu University of Iowa	19th-Century American Literature, Nonfiction
Randi Eldevik, PhD randi.eldevik@okstate.edu Harvard University	Early British Literature
Richard Frohock, PhD richard.frohock@okstate.edu University of California, Santa Barbara	18th-Century Studies , Transatlantic and Early American Literature
Toni Graham, MFA toni.graham@okstate.edu San Francisco State University	Creative Writing: Fiction
Elizabeth Grubgeld, PhD elizabeth.grubgeld@okstate.edu University of Iowa	British and Irish Literature Post 1900, Life Writing
Gene Halleck, PhD gene.halleck@okstate.edu Pennsylvania State University	TESL, Linguistics

<p>Katherine Hallemeier, PhD katherine.hallemeier@okstate.edu Queens University</p>	<p>Postcolonial Literature</p>
<p>Christopher Hallman, MFA jc.hallman@okstate.edu University of Iowa</p>	<p>Creative Writing: Nonfiction</p>
<p>Edward Jones, PhD edward.jones@okstate.edu Ohio University</p>	<p>Renaissance British Literature, Milton</p>
<p>Lisa Lewis, PhD lisa.lewis@okstate.edu University of Houston</p>	<p>Creative Writing: Poetry</p>
<p>Lynn Lewis, PhD lynn.lewis@okstate.edu University of Oklahoma</p>	<p>Visual Rhetorics, Literacies, Multimodal Composition, Critical Pedagogy and Technology</p>
<p>Robert Mayer, PhD robert.mayer@okstate.edu Northwestern University</p>	<p>18th Century British Literature, Screen Studies</p>
<p>Rose McLarney, MFA Warren Wilson College</p>	<p>Creative Writing: Poetry</p>
<p>Jeff Menne, PhD jeff.menne@okstate.edu Vanderbilt University</p>	<p>Screen Studies- American Cinema</p>
<p>Carol Moder, PhD carol.moder@okstate.edu University at Buffalo, The State University of New York</p>	<p>Linguistics, TESL</p>
<p>Timothy Murphy, PhD University of California, Los Angeles</p>	<p>Post 1900 Literature and Cultural Studies, Critical Theory</p>
<p>Seth Perlow, PhD Cornell University</p>	<p>American Poetry, Gender Studies</p>
<p>Dennis Preston, PhD dennis.preston@okstate.edu University of Wisconsin-Madison</p>	<p>Linguistics, Sociolinguistics, and Dialectology</p>
<p>Laurie Schick, PhD laurie.schick@okstate.edu University of California, Los Angeles</p>	<p>Language Socialization</p>
<p>Ravi Sheorey, PhD ravi.sheorey@okstate.edu University of Texas at Austin</p>	<p>TESL</p>

Lindsey Smith, PhD lindsey.c.smith@okstate.edu University of North Carolina at Chapel Hill	American and American Indian Literatures
Stacy Takacs, PhD stacy.takacs@okstate.edu Indiana University	American Cultural Studies, Television Studies
Greg Uhlin, PhD New York University	Screen Studies
Andrew Wadoski, PhD wadoski@okstate.edu University of Rochester	Renaissance Literature, Spenser
Jeffrey Walker, PhD jeffrey.walker@okstate.edu Pennsylvania State University	Colonial & 19th-Century American Literature, Film, Textual Editing
Martin Wallen, PhD martin.wallen@okstate.edu Vanderbilt University	Romanticism, Literary Theory

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*

First-year Teachers: Teaching assistants who have not previously taught English typically spend the first semester or 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. The form is submitted online and may be found at <http://english.okstate.edu/grad/forms/gradforms.htm>. 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 January 15 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 considering or participating in graduate studies in English at Oklahoma State University. Searchable text is available to all graduate students 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

Submitting the Plan of Study: No later than the beginning of the final semester of coursework, a student should complete a plan of study listing the courses intended to be used in earning the certificate. Students complete the plan of study online at the Graduate College website. The adviser and Graduate Director are then notified by email and sign the plan electronically.

Application for Certificate Completion: During the semester of anticipated certificate completion, the student must complete an Application for Certificate Completion, which is submitted to the Office of the Registrar. This action will cause the certificate to be recorded on the official transcript and a certificate will be printed, provided all requirements have been met. For a certificate to be awarded at the end of a fall or spring semester, this application must be received in the Registrar's Office by the Friday of finals week. The summer term deadline is the last day of the eight-week summer term. This application may be found at <http://registrar.okstate.edu/images/FORMS/certificateapplication.pdf>

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 Director 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
OR **ENGL 5313**: Internship in TESL

Sample Elective Courses

- ENGL 4083** Applied Linguistics
ENGL 4093 Language in America
ENGL 5120 Studies in TESL
ENGL 5123 Approaches to Language Acquisition
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 the Graduate Studies Committee (for special requests as described within the *English Graduate Guidelines*) or the English Graduate Faculty (for exceptions to English Department policy). The Graduate Director will notify students by mail

of the decision reached by the Graduate Studies Committee or the Graduate Faculty, with a copy to the student's adviser. For exceptions to university policy, the Graduate Director will forward the petition to the Graduate Council. 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

The MA in English allows students to develop expertise in a variety of areas: Anglophone Literatures, critical theory, screen studies, rhetoric and professional writing, linguistics, and teaching English as a second language. 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, which includes six hours of thesis. In addition to these hours, students must demonstrate reading knowledge of a language other than English, pass the MA Qualifying Examination (literature students do not take an exam), and successfully defend a thesis. A description of the degree requirements and regulations appears on the following pages.

Forms to File in 308 Morrill for the MA in English

Departmental Advisory Committee Form: by the end of the first year of graduate study

Plan of Study: before completing the 17th hour (filed online at the Graduate College website)

Notice of Intent to take Qualifying Exams (when applicable): by the end of the second week of classes in the semester in which exams will be taken

Thesis Prospectus: no later than the beginning of the first semester of thesis hours

Notice of Intent to defend a Thesis: by the end of the first three weeks of the semester in which the defense will take place

Results of Final Defense Form: immediately following defense

Summary Checklist

By the end of the second full semester of enrollment, you must have

- taken the appropriate *ENGL 5013: Introduction to Graduate Studies* or, for Screen Studies students, *ENGL 5363: Critical Approaches to Screen Studies: Theory and History*

By the end of the second full semester of enrollment you are encouraged to 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
- submitted an Intent to Take Qualifying Examination form to the English Graduate Office by the end of the second week of classes

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

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 and Graduate College
- submitted the final copy of the thesis in accordance with the format guidelines at <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

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 must have an undergraduate degree appropriate to the specialization they will follow. For the specialization in Literature, they must have a minimum of 24 hours in English (excluding freshman composition).
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	<p>Applicants must submit a writing sample: a 7- to 15-page paper written for an upper-level course in an appropriate area of study.</p> <p>The GRE Exam is not required, but students who have taken the exam are encouraged to submit their scores as part of their application.</p>
English Language Proficiency (non-native speakers)	<p>Applicants who are not native speakers of English must submit current scores from one of the following:</p> <ul style="list-style-type: none">• TOEFL iBT• TOEFL and TWE• IELTS <p>Please see the English Department website for current score requirements.</p>

Students are admitted in particular areas of specialization. If a student wishes to move from one area of specialization to another within the general MA (such as from Literature to Rhetoric and Professional Writing) or to move from one MA

degree program into another MA degree program (such as the MA in English to the MA with Option in 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.

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 considering, or participating in, graduate studies in English at Oklahoma State University. Copies are available 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 are encouraged to 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 English Graduate Program and 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.

The student should consult with his/her adviser to complete a draft version of the form, which is then submitted and signed electronically.

Planning Meeting: Prior to completing the 17th hour of graduate study, students must 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

Submitting the Plan of Study: Following the plan of study meeting, the student will complete and submit the plan of study online. The advisory committee and Graduate Director will sign electronically.

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 online.

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 (including six hours of thesis) 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 electronically by the adviser, committee members, and the Graduate Director

MA Degree Plan

Students take 30 semester hours (including six credit hours of thesis) and prepare either a traditional thesis embodying original research, or, for literature and screen studies students only, a portfolio reflecting scholarly development. The Graduate College describes both the traditional thesis and the portfolio as a "thesis." Literature students do not take Qualifying Exams.

Course Requirements

Required Courses: In order to provide the flexibility necessary for an individual MA 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 by email. 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 Linguistics Curriculum: In addition to other requirements, linguistics students are advised to take nine hours as a core on which to build further study. These courses include ENGL 5143 (Descriptive Linguistics), ENGL

5133 (Phonetics and Phonology), and ENGL 5153 (Syntax). Students who focus on applied linguistics normally include ENGL 5123 (Approaches to Language Acquisition) in their course work, and those who focus on Sociolinguistics normally include ENGL 5173 (Sociolinguistics). Students who have equivalent work in these areas at the undergraduate level need not duplicate it.

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 (if required).

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.

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 Literature Faculty strongly suggest that all graduate courses for students in the literature specialization 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 on the forms page of the English Graduate website, this form 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 by email 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

Methods of Demonstrating Proficiency: In order to fulfill the language requirement for the MA in English, students must demonstrate *reading knowledge of one language other than English* by passing a translation test, or taking course work, or submitting the departmental form on which the student's advisory committee affirms that the language is the student's primary language. Students who elect a translation test must choose from among the following languages: French, German, Greek, Italian, Latin, Old English, Russian, and Spanish. The language requirement must be fulfilled prior to taking the MA Qualifying Examination or defending the MA Thesis.

Petition for Alternative Method of Demonstrating Proficiency: Students may petition the Graduate Studies Committee for approval to fulfill the language requirement with demonstrable proficiency in a language other than English that they have gained through study and/or residence in an area where the language is spoken. This petition is completed by means of a departmental form and must have the support of the student's advisory committee.

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

- Reading knowledge can be demonstrated by passing a *translation test* in one of the languages listed above. The test shall consist of a total of three 250- 300-word passages in the language, two from scholarly articles and one from a primary text. For Latin, Greek, or Old English, the test will consist of three primary 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. Coursework may be completed after enrolling in the OSU English Department Graduate Program, or it may have been completed no more than five years prior to matriculation
- 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. 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 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 specializing in literature) 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 second 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 subject areas for the MA Qualifying Examination are

- Screen History
- Screen Theory
- Composition and Rhetoric
- Professional Writing
- General Linguistics
- Sociolinguistics
- 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
- submit a Notice of Intent to Take Qualifying Examinations form to the English Graduate Office before the end of the second week of classes

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.

Preparation: The *English Graduate Office* has reading lists for all areas. 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.

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 email notification of exam results to students and their advisers no later than five weeks after the exams were taken.

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. They must pass three questions in total, and the retaken questions combined with those questions originally passed must draw from 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.

Thesis

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 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
- submit a completed Intent to Defend form before the end of the first three weeks of the semester in which they intend to defend
- meet all Graduate College deadlines and requirements.

Literature and Screen Studies students may choose either the traditional thesis format or the Literature or Screen Studies 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 is expected to be approximately 50-60 pages long.

2. Literature or Screen Studies 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 for purposes of the defense.

The portfolio will consist of the following materials:

- Seminar papers, or the equivalent, from at least six courses (Literature) or three courses (Screen Studies) taken as part of the MA program.
- 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.

- A statement of approximately 1000 words which should discuss the questions, research strategies, and critical or theoretical thinking that have informed the student's work throughout his/her graduate career, as evidenced by the work presented in the portfolio. In discussing the revised essay, the student should explain its strengths and identify a target journal, providing a full justification for the choice and explaining what specific revisions have been done toward publication.

Thesis Committee: Unless a student requests a change, the advisory committee serves as the thesis committee. If it is necessary to change the committee, a new committee form must be completed and submitted to the English Graduate Office and the Graduate College.

Prospectus: MA candidates writing a traditional thesis should submit a prospectus (approximately 1000 words) no later than the first semester they are enrolled 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 or papers each member of the committee needs to see as they are completed by the candidate; whether individual committee members wish to see the thesis or portfolio sections 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 fewer 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>.

Defense Copy (Final Draft). The defense copy of the thesis should contain all of the chapters in a completed form with 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 fewer 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 scholarly, historical, and/or cultural backgrounds 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 or portfolio to all committee members.

Intent to Defend Form: Candidates will file a nonbinding Intent to Defend form with the Graduate Director before the end of 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. The date, time, and room must be arranged by the student. 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.

Defense: Under no circumstances should a completed thesis be submitted to any committee member for reading fewer 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. The English Graduate Office must be informed of any changes in the scheduled defense date, time, and location. 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 the Graduate Studies Committee (for special requests as described within the *English Graduate Guidelines*) or the English Graduate Faculty (for exceptions to English Department policy). The Graduate Director will notify students by mail of the decision reached by the Graduate Studies Committee or the Graduate Faculty, with a copy to the student's adviser. For exceptions to university policy, the Graduate Director will forward the petition to the Graduate Council. 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 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.

Forms to File in 308 Morrill for the MA in English with TESL Option

Departmental Advisory Committee Form: by the end of the first year of graduate study

Plan of Study: before completion of the 17th hour (filed online at the Graduate College website)

Notice of Intent to take Qualifying Exams: by the end of the second week of classes in the semester in which exams will be taken

Thesis Prospectus (when applicable): no later than the beginning of the first semester of thesis hours

Notice of Intent to defend a Thesis (when applicable): by the end of the first three weeks of the semester in which the defense will take place

Results of Final Defense Form (when applicable): immediately following defense

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
- submitted an Intent to Take Qualifying Examination form to the English Graduate Office by the end of the second week of classes

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	Applicants must submit a writing sample: a 7- to 15-page paper written in an upper-level course in English or a related area of study. GRE scores are not required, but students who have taken the test are encouraged to submit their scores as part of their application.
English Language Proficiency (non-native speakers)	Applicants who are not native speakers of English must submit current scores from one of the following: <ul style="list-style-type: none">• 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 TESL Option. If a student wishes to move from one MA degree program into another MA degree program (such as the MA with TESL Option to the general MA), 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.

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 considering, or participating in, graduate studies in English at Oklahoma State University. Copies are available 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 are encouraged to 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 at the Graduate College website. The student should consult with his/her adviser to complete a draft version of the form. The finalized plan must be submitted online.

Planning Meeting: Prior to completing the 17th hour of graduate study, students must 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 version of the plan and submit it online. Committee members and the Graduate Director will sign the form electronically.

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.

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** Approaches to Language Acquisition
- 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 5133** Phonetics and Phonology
- ENGL 5140** Seminar in Linguistics (various topics)
- ENGL 5153** Syntax
- ENGL 5173** Sociolinguistics
- 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 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 on the forms page of the English Graduate website, this form 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 email a 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 by email. 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 second 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.
- submit an "Intent to Take Qualifying Examination" form to the English Graduate Office by the end of the second week of classes.

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 email notification of exam results to students and their advisers no later than five weeks after they were taken.

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. If it is necessary to change the committee, a new committee form must be completed and submitted to the English Graduate Office and the Graduate College.

Prospectus: MA candidates writing a thesis should submit a prospectus (approximately 1000 words) no later than the first semester they are enrolled 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, 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 fewer 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>. 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.

Thesis Defense (optional)

For those students writing theses, the thesis defense will consist of a public, oral examination by the thesis committee. It will be no fewer 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 fewer 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. The English Graduate Office must be informed of any changes in the scheduled defense date, time, and location. *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 the Graduate Studies Committee (for special requests as described within the *English Graduate Guidelines*) or the English Graduate Faculty (for exceptions to English Department policy). The Graduate Director will notify students by mail of the decision reached by the Graduate Studies Committee or the Graduate Faculty, with a copy to the student's adviser. For exceptions to university policy, the Graduate Director will forward the petition to the Graduate Council. 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.

Forms to File in 308 Morrill for the MA in English with Professional Writing Option

Departmental Advisory Committee Form: by the end of the second semester of course work

Plan of Study: before completing the 17th hour (filed online at the Graduate College website)

Notice of Intent to take Qualifying Exams: by the end of the second week of classes in the semester in which exams will be taken

Thesis Prospectus (when applicable): no later than the beginning of the first semester of thesis hours

Notice of Intent to defend a Thesis (when applicable): by the end of the first three weeks of the semester in which the defense will take place

Results of Final Defense Form (when applicable): immediately following defense

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 by the end of the second week of classes

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** A portfolio of work-related documents **or** a 7- to 15-page paper written for an upper-level English course or related area of study.

The GRE Exam is not required, but students who have taken the test are encouraged to submit their scores as part of their application.

- 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 Professional Writing Option. If a student wishes to move from one MA degree program into another MA degree

program (such as the MA with Option in Professional Writing to the general MA), 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.

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 considering, or participating in, graduate studies in English at Oklahoma State University. Copies are available 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 are encouraged to choose an adviser before the end of their second 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.

Planning Meeting: Prior to completing the 17th hour of graduate study, students must 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 plan and submit it online at the Graduate College website. All members of the advisory committee and the Graduate Director will review and sign the form electronically.

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.

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 5560** Seminar in Professional Writing
- ENGL 6350** Topics in Rhetorical Theory
- ENGL 6500** Topics in Professional Writing

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 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 on the forms page of the English Graduate website, this form 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 email 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

Methods of Demonstrating Proficiency: In order to fulfill the language requirement for the MA in English, students must demonstrate *reading knowledge of one language other than English* by passing a translation test, or taking course work, or submitting the departmental form on which the student's advisory committee affirms that the language is the student's primary language. Students who elect a translation test must choose from among the following languages: French, German, Greek, Italian, Latin, Old English, Russian, and Spanish. The language requirement must be fulfilled prior to taking the MA Qualifying Examination or defending the MA Thesis.

Petition for Alternative Method of Demonstrating Proficiency: Students may petition the Graduate Studies Committee for approval to fulfill the language requirement with demonstrable proficiency in a language other than English that they have gained through study and/or residence in an area where the language is spoken. This petition is completed by means of a departmental form and must have the support of the student's advisory committee.

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).

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 and one from a primary text. For Latin, Greek, or Old English, the test will consist of three primary 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. Coursework may be completed after enrolling in the OSU English

Department Graduate Program, or it may have been completed no more than five years prior to matriculation

- 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. 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 second 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
- submit an "Intent to Take Qualifying Examinations" form to the English Graduate by the end of the second week of classes.

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 email notification of exam results to students and their advisers no later than five weeks after they were taken.

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. If it is necessary to change the committee, a new committee form must be completed and submitted to the English Graduate Office and the Graduate College.

Prospectus: MA candidates writing a thesis should submit a prospectus (approximately 1000 words) no later than the first semester they are enrolled 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, 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 fewer 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>.

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.

Thesis Defense (optional)

For those students writing theses, the thesis committee conducts a public, oral examination lasting no fewer than 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: 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 fewer than two weeks before the oral defense of the following: the day, time, and location of the defense, and the title of the thesis. The English Graduate Office must be informed of any changes in the scheduled defense date, time, and location. *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 the Graduate Studies Committee (for special requests as described within the *English Graduate Guidelines*) or the English Graduate Faculty (for exceptions to English Department policy). The Graduate Director will notify students by mail of the decision reached by the Graduate Studies Committee or the Graduate Faculty, with a copy to the student's adviser. For exceptions to university policy, the Graduate Director will forward the petition to the Graduate Council. 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.

Forms to File in 308 Morrill for the MFA in English

Departmental Advisory Committee Form: by the end of the first year of graduate study

Plan of Study: before completing the 17th hour (filed online at the Graduate College website)

Second Year Review: no fewer than thirty days prior to the scheduled review

Notice of Intent to defend a Thesis: no fewer than two weeks before the public reading

Results of Final Defense Form: immediately following the public reading

Summary Checklist:

By the end of the second full semester of enrollment, you are encouraged to 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>

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, fiction, or creative nonfiction), reasons for undertaking graduate study in this area, relevant experience, and future publication and/or work plans.
- Writing Sample** Applicants must submit a writing sample: either approximately 25 pages of fiction or creative nonfiction, or ten poems (not to exceed 20 pages in combined length).
- The GRE is not required, but students who have taken the test are encouraged to submit their scores as part of their application.
- 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 considering, or participating in, graduate studies in English at Oklahoma State University. Copies are available 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 are encouraged to 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 another member of the creative writing faculty in the student's genre 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 his/her 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.

Planning Meeting: Prior to completing the 17th hour of graduate study, students must 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 plan and submit it online at the Graduate College website. Members of the advisory committee and the Graduate Director will review and sign the form electronically.

Changes: Changes to the plan of study can be made with the approval of the advisory committee. A revised plan should be submitted electronically to the Graduate College at the beginning of the intended semester of graduation.

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

ENGL 5763 Craft and Forms of Prose

Graduate-Level Workshops: (twelve hours selected from the following courses)

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 6160 Studies in Creative Nonfiction

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 6160: Studies in Creative Nonfiction*, *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 used 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 email a 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. Students will submit 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 email notification of the results of the portfolio review to students and their advisers no later than five weeks after the submission date.

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. If it is necessary to change the committee, a new committee form must be completed and submitted to the English Graduate Office and 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 fewer 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>.

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 last no fewer 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 Defend form with the Graduate Director no fewer 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 fewer than two weeks before the public reading. The English Graduate Office must be notified no fewer 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 the Graduate Studies Committee (for special requests as described within the *English Graduate Guidelines*) or the English Graduate Faculty (for exceptions to English Department policy). The Graduate Director will notify students by mail of the decision reached by the Graduate Studies Committee or the Graduate Faculty, with a copy to the student's adviser. For exceptions to university policy, the Graduate Director will forward the petition to the Graduate Council. 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.