



ENGLISH GRADUATE GUIDELINES

MA IN ENGLISH

2024 - 2025

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English Graduate Guidelines: MA in English

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English Graduate Guidelines: MA in English

The general MA in English allows students to develop expertise in a variety of areas: Anglophone Literatures, Critical Theory, Screen Studies, Rhetoric and Writing Studies, Linguistics, and Applied Linguistics. In consultation with their advisory committees, students devise an individualized curriculum that reflects their own intellectual interests and prepares them to enter the PhD program or to teach at the college level.

The General 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 and successfully defend a thesis.

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

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.

Application Deadlines

- **Fall** – January 5 priority deadline with March 1 final deadline
- **Spring** – October 15th
- **Note:** Deadline for International students applying for Spring Admission is **August 1**.

All students will apply through the Graduate College website: <https://gradcollege.okstate.edu/apply/>. All of the required documents and materials will be uploaded to the electronic application.

Application Qualifications and Required Materials

- **GPA** Applicants should have 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 first year composition). Applicants must submit transcripts.
- **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 for an upper-level course in an appropriate area of study.

The GRE exam is not required but students who have GRE scores are encouraged to submit them.

English Proficiency (non-native speakers)

Please note: The English Department admission requirements are **HIGHER** than Graduate College admission requirements. ****We Do Not Accept Duolingo English Proficiency results.**

Applicants who are not native speakers of English must submit current scores from one of the following:

- **TOEFL ibt** – minimum overall score of 100, with minimum reading and writing subskill scores of 26
- **IELTS** - minimum overall score of 7.0, with minimum reading and writing band scores of 7.0

Please refer to the English Department website at:

https://cas.okstate.edu/english/graduate_studies/graduate_admissions.html, for more information.

Changing Areas of Specialization

Students are admitted to 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 Screen Studies) or to move from one MA degree program into another MA degree program (such as the General MA in English to the MA with Option in Professional Writing), the student must submit an application to the English Graduate Office 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 have to pay an application fee. If the Admissions Committee does not grant the request, the student will still 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: <https://registrar.okstate.edu/University-Catalog>.

MA Timeline

First Year

By the end of the second semester of enrollment (excluding summer sessions) the student 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.
- Chosen an **advisor** and **advisory committee** and submitted the Departmental Advisory Committee Form to the English Graduate Office (<http://english.okstate.edu/graduate-studies/graduate-forms>)
- Met with the committee and discussed the **plan of study**, which should then be filed online at the Graduate College (<https://gradcollege.okstate.edu/resources/current-student-resources.html>)

Second and Third Years

Before being eligible to graduate, students must have:

- Completed all required coursework, for a total of 24 credit hours (see "[Course Requirements](#)").
- Completed the **language requirement** (if not completed during the first year) and submitted appropriate documentation to the English Graduate Office. The language requirement must be completed before defending a thesis. (see "[Language Requirement](#)")
- Filed a revised Plan of Study (if applicable) at the beginning of the intended semester of graduation. <https://gradcollege.okstate.edu/resources/current-student-resources.html>
- Completed the **Thesis** (traditional or literature portfolio) and **Thesis Defense**.
 - MA candidates writing a traditional thesis should submit a prospectus (approx. 1000 words) to the English Graduate Office no later than the first semester they are enrolled in thesis hours.
 - Submit a completed Intent to Defend form before the end of the second week of classes in the semester in which the defense is to be held (<http://english.okstate.edu/graduate-studies/graduate-forms>). ***This is for traditional thesis AND portfolio options.***
 - Write and submit the thesis according to the format guidelines in the current Graduate College Manual (<https://gradcollege.okstate.edu/resources/current-student-resources.html>).
 - Submit the Results of Final Defense Form to the English Graduate Office and the Graduate College immediately following the defense (<http://english.okstate.edu/graduate-studies/graduate-forms>).
- Completed the Application for Graduation and Graduation Clearance Form (<https://gradcollege.okstate.edu/resources/current-student-resources.html>). If your graduation is delayed, you must fill out a Diploma Application Extension Form at <http://registrar.okstate.edu/Forms>.
- Meet all other Graduate College deadlines and requirements.

Advisor and Advisory Committee

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

Departmental Advisory Committee Form

After you have formed an advisory committee, submit the Departmental Advisory Committee Form (<http://english.okstate.edu/graduate-studies/graduate-forms>) to the English Graduate Office.

Advisor

Students are encouraged to choose an advisor by the end of their first semester of course work, but if that is not possible, students should select an advisor by the end of their first year of graduate study. An advisor of an MA student may be any member of the graduate faculty of the English Department; in most cases, the advisor 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 advisor as committee chair and at least two additional members of the English Department's graduate Faculty.

Committee Changes

To change an advisor and or advisory committee, go to: <https://gradcollege.okstate.edu/resources/current-student-resources.html> and then to the Plan of Study link.

Plan of Study

A plan of study is a listing of course work the student intends to take for completion of the degree and as estimated time schedule. The student must develop the plan with their advisor and advisory committee. The Graduate College requires MA students to file a plan of study with the Graduate College before completing the second semester of enrollment. A hold is automatically placed on the registration of any student attempting to enroll in the second semester who does not have a plan of study approved by the Graduate College.

Planning Meeting

Prior to the end of the second semester of full-time enrollment, students must schedule a meeting with their advisory committee. During that meeting, the student and their committee will discuss the student's preparation, professional goals, and the plans for graduate study. The student and committee should agree upon:

- A Plan of Study
- Fulfillment of the language requirement
- Tentative plans for the thesis (traditional or portfolio)

Submitting the Plan of Study

Following the plan of study meeting, the student will complete and submit the plan of study online at: <https://gradcollege.okstate.edu/resources/current-student-resources.html> and the advisory committee and the Graduate Director will sign electronically.

Plan of Study Changes

Changes to the plan of study can be made with the approval of the advisory committee. A revised plan should be submitted to the Graduate College *at the beginning of the intended semester of graduation*. Changes can be made here: <https://gradcollege.okstate.edu/resources/current-student-resources.html>.

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 Plan of Study

- Minimum of 30 hours (including 6 hours of thesis) beyond baccalaureate degree
- Minimum of 16 hours in English
- At least 21 hours of course work at the 5000/6000 level at OSU
- All courses must be taken for graduate credit
- No more than 9 hours of course work taken as a special student or transferred from another institution
- No course work may be included if it was previously used to complete requirements for another degree (with the exception of the TESOL Certificate).
- The plan of study must be signed electronically by the advisor, committee members and the Graduate Director.

Students are responsible for resident tuition for all courses taken in excess of this limit and for all fees.

Course Requirements

Required Courses

To provide the flexibility necessary for an individual MA student's emphasis in period or genre studies, Screen Studies, Linguistics/Applied Linguistics, or Composition/Rhetoric, the Department requires 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 they have already taken a course equivalent to ENGL 5013 or ENGL 5363 may petition the Graduate Director to get 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 pass the request to those professors teaching ENGL 5013 and 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 advisor 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 Courses 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 coursework.

Linguistics and Applied Linguistics Curricula

In addition to other requirements, students focusing on Linguistics/Applied Linguistics must 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 focusing on Applied Linguistics must take **ENGL 5143** (Descriptive Linguistics) and additional courses as required by their advisory committee.

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 and professional goals.

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. Approval of transfer hours should be discussed during the Plan of Study meeting.

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 5120 and ENGL 6120) 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. A Plan of Study form must be used by those who wish to enroll in such courses. The form is 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 period prior to the semester in which the Independent Study course is taken.*** A student who has completed their second semester in a degree program (excluding summer sessions) but does not have an approved plan of study on file in the Graduate College may not arrange an Independent Study.

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 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 the 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 the 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** found here: <https://registrar.okstate.edu/University-Catalog> for a full explanation of University policy governing incomplete grades.

Language Requirement

Methods of Demonstrating Knowledge

Students may fulfill the language requirement for the MA in English with demonstrable proficiency in a language other than English means of a departmental form (<http://english.okstate.edu/graduate-studies/graduate-forms>) on which the student's advisory committee affirms student has met the language requirement in one of the following ways:

- Native proficiency in a language other than English
- A language translation test
- A three-credit hour **upper division** undergraduate course
- A three-credit hour graduate language course
- Written proof of satisfactorily completing a language requirement for a master's degree at another institution
- A year of residence and study in an area where the language is spoken
- Alternative methods approved by the student's advisory committee

The language requirement must be fulfilled prior to defending a Thesis.

Guidelines for Demonstrating Knowledge

- Knowledge can be demonstrated by passing a translation test. The test shall consist of a total of three 250 – 300 word passages in the language, two from scholarly articles 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 must be completed within the three hour time limit. Students who elect to take a translation test must consult the Director of Graduate Studies for a list of approved languages.
- Knowledge can be demonstrated by taking one three credit hour **upper division** undergraduate course **or** by taking one three credit hour graduate language course. Students must receive a grade of "B" or better in the specified course to fulfill the requirement. See the Graduate Director for information regarding such courses. Coursework may be completed after enrolling in the OSU English Department Graduate Program.
- Knowledge can be demonstrated by providing written proof of satisfactorily completing a language requirement for a Master's degree at another institution. The 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.
- Knowledge can be demonstrated by providing evidence of a year of residence and study in an area where the language is spoken.
- Knowledge can be demonstrated by alternative methods. Students must have the support of the student's departmental advisory committee.

Scheduling the Translation Test

Translation tests are arranged by the English Graduate Office. They are offered three times a year, at the beginning of the fall and spring semesters (typically the third Wednesday of the semester) and the summer test is held the Wednesday after the last day of the spring semester.

Notices of Intent (NOI)

The NOI to take the test is due no later than the end of the first week of classes. The fee for the exam is \$40.00 and must be paid by check or money order (payable to the English Department) prior to the test

date. Sample exams are available in electronic format from the English Graduate Office.

Accommodations

If you have a disability and need accommodations, options are available. The Graduate Office will work with students and the Office of Student Accessibility Services to provide reasonable accommodations so that fair opportunities are available to perform on this exam. If you have not done so already, please advise the Graduate Office of any access needs and potential beneficial accommodations.

Houston-Truax-Wentz Graduate Language Scholarship

The Houston-Truax-Wentz Stipend Committee invites applications for financial support for graduate students who are learning a language other than English to fulfill the OSU English Department's requirement. Because the Houston-Truax-Wentz endowment was established to enhance literary studies at OSU, Literature program students will be prioritized, but applications from students in all programs are welcome and will be given thoughtful consideration. Applications should include the following:

- 1) A statement identifying language goals, with indication of how the student will use funds to meet the language requirement.
- 2) A copy of acceptance or registration to a language program or course
- 3) A statement of support from the student's academic advisor
- 4) A budget (tuition, fees)
- 5) CV
- 6) Unofficial OSU transcript

The stipend Selection Committee will consist of the Houston-Truax-Wentz Chair, the Literature Program Director, and the Graduate Coordinator. There will be two review cycles per year with deadlines of October 15th and February 15th for application materials (exceptions may apply). Each award will cover documented registration and/or tuition expenses up to \$750.

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 a student to convert a course paper of high quality to a thesis with additional research. Students prepare either a traditional thesis embodying original research, or, for Literature students or Rhetoric and Writing Studies *only*, a portfolio reflecting scholarly development. The Graduate College describes both traditional thesis and portfolio as a "thesis."

Prerequisites

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 course 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
- Have submitted a prospectus (if writing a traditional thesis) no later than the first semester they are enrolled in thesis hours.
- Submit a completed Intent to Defend form before the end of the second week of classes in the semester in which they intend to defend. (<http://english.okstate.edu/graduate-studies/graduate-forms>) ***This pertains to traditional and portfolio options**
- Meet all Graduate College deadlines and requirements

Literature or Rhetoric and Writing Studies students may choose either the traditional thesis format or the Literature Portfolio format.

Traditional Thesis Format

This consists of 24 hours of course work, plus six hours of ENGL 5000: Thesis, leading to a traditional

thesis and defense. The thesis is expected to be approximately 50-60 pages in length.

Literature and Rhetoric and Writing Studies Portfolio Format

This consists of 24 hours of course work, plus six hours of ENGL 5000: Thesis, leading to an academic portfolio and defense. Instead of the traditional 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 purpose of the defense.

The portfolio will consist of the following materials:

- Seminar papers, or the equivalent, from at least six courses taken as part of the MA program.
- 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 advisor. The paper should demonstrate full knowledge of the secondary work done in 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 in which should discuss the questions, research strategies, and critical or theoretical thinking that have informed the student's work throughout his or her graduate career, as evidenced by the work in the portfolio. In discussing the revised essay, the student should explain its strengths and identify a target journal, providing full justification for the choice and explaining what 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 electronically on the Graduate College website: <https://gradcollege.okstate.edu/resources/current-student-resources.html> and notification provided to the English Graduate Office.

Prospectus

MA candidates writing a thesis should submit a prospectus (approx. 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 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 English 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 an agreement might include which chapters and papers each member of the committee needs to see as they are completed by the candidate; whether the 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 the 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 Manual, available from the Graduate College or at: <https://gradcollege.okstate.edu/resources/current-student-resources.html> (thesis and dissertation guidelines).

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.

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 may 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 traditional thesis or portfolio to all committee members

Required Form (Intent to Defend)

Candidates will file a nonbinding Intent to Defend form (<http://english.okstate.edu/graduate-studies/graduate-forms>) with the Graduate Director before the end of the first two weeks of the semester in which they expect to defend the thesis (for traditional or portfolio). Each member of the committee will sign this form before it is filed with the Graduate Director. The date, time and room location 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 circumstance 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 informed of any changes in the scheduled defense date, time or location. The English Graduate Office must be notified no less than two weeks before the defense of the final date, time and location of the defense, as well as title of thesis.

No thesis defense will be held after the beginning of the summer session.

Required form (Results of Final Defense)

Turn in the signed Results of Final Defense Form to the English Graduate Office and the Graduate College: <https://gradcollege.okstate.edu/resources/student-resources.html>

Graduation

Before being eligible to graduate student must have:

- Fulfilled the language requirement
- Passed the oral defense of thesis/portfolio and turned in the signed Results of Final Defense Form to the English Graduate Office and the Graduate College.
- Updated the Plan of Study if needed
- Filed an Application for Graduation found here: <https://gradcollege.okstate.edu/resources/current-student-resources.html>
- Filed a Graduation Clearance form found here: <https://gradcollege.okstate.edu/resources/current-student-resources.html>
- Submitted the final copy of the thesis in accordance with the format guidelines at: <https://gradcollege.okstate.edu/resources/current-student-resources.html>.

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 and additional five 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 the 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 advisor, 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 Graduate Faculty, with a copy to the student's advisor. For exceptions to university policy, the Graduate Director will forward the petition to the Graduate Council. Students are urged to discuss matters with their advisors and 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 advisor 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.

According to OSU policy, appeals pertaining to program requirements, plans of study, research grades, creative components, qualifying and comprehensive exam procedures, thesis and dissertation defenses, and program dismissals may be considered only on grounds that the department has failed to adhere to its own published rules or regulations or to those of the Graduate College or University. Faculty and advisory committee scholarly assessments are not appealable.

Students are first encouraged to seek informal resolution with the involved parties. Next, the formal appeals process has two stages: 1. Consultation with the Graduate Coordinator (or, if the Graduate Coordinator is an involved party, then with the Department Head or Associate Head); and 2. Graduate Faculty Hearing.

Consultation with English Department Graduate Coordinator

Students must consult the Graduate Coordinator within 14 calendar days of the precipitating event to determine whether prima facie grounds for an appeal exist. Here a student needs to demonstrate a) that specific rules or regulations have been violated, and b) that such violations have harmed the student. Following this consultation, if the student wishes to continue with an appeal, the next step is a hearing by the English Department Graduate Faculty.

English Department Graduate Faculty Hearing

The English Department Graduate Coordinator will advise the student on preparation of a statement of appeal to be submitted within seven calendar days of consultation. Said document (no more than two pages, 12 point font, single spaced, 1" margins) should include information on the circumstances of the appeal, specific procedural issues involved, and remedial action sought; all supporting evidence is to be appended. The Graduate Coordinator will furnish the involved parties with the document, providing at minimum seven calendar days for their consideration before the matter is brought to the Graduate Faculty at its next scheduled meeting. The Graduate Faculty will decide the matter by a majority vote. The Graduate Coordinator will inform the student in writing about the outcome of the hearing. Involved faculty will be copied on this correspondence.

If this does not resolve the matter to the student's satisfaction, the student may appeal to the OSU Graduate College, per the OSU Graduate Student Appeals Policy.