Indiana University of Pennsylvania

Master of Arts in English Composition & Literature Program Handbook

Department of English

Handbook Updated *2019-2020*

Master of Arts in English Composition & Literature

Department of English
HSS 506, 981 Grant Street
Indiana, PA 15705
Phone: (724) 357-2263 | Fax: (724) 357-2265 | Email: grad-eng@iup.edu

Program Director: Michael T. Williamson
Office: Sutton Hall 350 | Phone: (724) 357-5913 | Email: mtwill@iup.edu

Program Website: http://www.iup.edu/english/grad/literature-ma/

Welcome 5
Indiana University of Pennsylvania 5
Indiana Community 5
IUP's Civility Statement 6
M.A. in English Composition & Literature Program Description 6
Library Resources 6
Scholarly Journals, Research Centers, Organizations, and Conferences 7
Faculty and Staff 7

Admission 10
Financial Assistance 11
Academic Advisement 12
Campus Resources & Student Support 12
IUP Email 12
Graduate Student Assembly 12

M.A. in English Composition & Literature Program and Degree 13
Program Requirements 13
Course Descriptions 14

Evaluation of Students 17

Degree Completion 17
M.A. Thesis Completion 17
Evaluation Outcome for M.A. Thesis 17

University Policy and Procedure (See Graduate Catalog www.iup.edu/graduatestudies/catalog/) 17
Academic Calendar 18
Academic Grade Appeal Policy 18
Academic Integrity 18
Academic Status and Satisfactory Academic Progress 18
Affirmative Action 18
Bereavement-Related Class Absences 18
Continuous Graduate Registration for Dissertation and Thesis 18
Graduate Fresh Start Policy 20
Graduation Graduate Residency Requirement Policy 21
Program Level Exams Appeal Policy 21
Reexamination Policy: Candidacy/Comprehensive Examination 21
Registration 22
Social Equity 22
Student Conduct 22
Time Limitation 22
Time-to-Degree Masters/Doctoral Dismissal Appeal Policy 22
Title IX Reporting Requirement 23
Transfer of Credits 23

Research Support 24

Department/Program Awards 25

Student Rights and Responsibility 26

Appendices 26
Housing 26
For Further Information 26

Signature Page 27

WELCOME

We wish to extend a warm welcome to you as a new member of our intellectually active and academically engaged community of scholars in the M.A. in English Literature program. Please visit our website at http://www.iup.edu/english/grad/literature-ma/.

Indiana University of Pennsylvania

With its original 1875 building still standing at the heart of campus, Indiana University of Pennsylvania has a long tradition of academic excellence. IUP has been recognized by numerous publications for its high academic standards and competitive costs. The university is consistently chosen by the Princeton Review for inclusion in its Best Universities publications. IUP was one of only five universities in Pennsylvania chosen for the 2007 Kiplinger's Personal Finance magazine's "Best Values in Public Colleges." IUP's Robert E. Cook Honors College is featured in Donald Asher's *Cool Colleges: For the Hyper-Intelligent, Self-Directed, Late Blooming, and Just Plain Different*. The University's mission, values, and vision further illustrate our commitment to high-quality education.

In 2006, the Middle States Commission on Higher Education awarded re-accreditation to IUP for the next twenty years, along with accolades from the University's "exemplary comprehensive self-study" and for its "outstanding faculty, student services and information technology." The Middle States Commission, based in Philadelphia, is the primary crediting body for all colleges and universities in Pennsylvania and the Middle Atlantic region of the U.S.

The University provides an intellectually challenging experience to more than 13,000 students at its campuses, all easily accessible from Pittsburgh and the Middle Atlantic region. IUP is the largest member institution of the Pennsylvania State System of Higher Education (PASSHE) and the only member authorized to confer doctoral degrees. IUP is classified by the Carnegie Commission on Higher Education as a Doctoral/Research University.

Academic offerings include 130 undergraduate majors with a variety of internship and study abroad programs and more than sixty graduate degree programs. The variety and quality of instruction are characteristic of a big university; yet at IUP, close, one-to-one relationships develop within the teaching framework, and a strong sense of community prevails.

The Indiana Community

IUP is located in Indiana, Pennsylvania, 55 miles northeast of Pittsburgh, in the foothills of the beautiful Allegheny Mountains. Indiana offers much of the best of both small town and city life. With a population of about 35,000, Indiana and its neighboring small towns are quiet and picturesque, and several nearby natural areas and state parks provide opportunities for hiking, camping, boating, and fishing. The Indiana area is rich in culture from its history of mining to its most famous son, Hollywood film legend Jimmy Stewart. The local economy is based primarily on energy resources, healthcare, education, finance, and other service industries.

The IUP campus hosts more than 200 cultural and entertainment events each year. Frank Lloyd Wright's world-famous Fallingwater is a 90-minute car trip from IUP, near some of the best whitewater rafting in the region. Nearby Pittsburgh offers students opportunities to enjoy all that a large, rejuvenated American city has to offer: from the Strip District, with its bustling, open-air warehouse food markets, to the Bohemian coffee shops, to fine and ethnic restaurants, to the internationally-known art museums, including the Carnegie Museum and the Andy Warhol Museum, to the John Heinz Museum of Regional History, to the music of the Pittsburgh Symphony and the jazz and small rock and roll clubs, to the collegiate and national sports teams, the Pittsburgh Steelers, Pirates, and Penguins. Pittsburgh is a cosmopolitan city that has not lost its multicultural and working-class ethnic heritage.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for Academic Success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community; myself, my university, the nation, and the world.

M.A. in English Composition & Literature Program Description

M.A. in English Composition and Literature program is designed for students who wish to get "the best of both worlds" by combining coursework and professional training in two primary fields of English – composition and literary studies. M.A. in Composition and Literature students develop research and presentation skills related to a variety of fields, including academic teaching at the community college, two-year college, and four year college levels; research related fields ranging from the humanities to businesses to environmental science; and doctoral level academic work. The M.A. in Composition and Literature program enables students to move between practical research and theoretical exploration and encourages students to translate their skills in ways that prepare them for the contemporary, multi-level job market. The program fosters a collaborative environment in which students become part of a community of scholars with deep and rich support networks. Our two scholarly journals, *Pennsylvania English,* and *Studies in the Humanities,* our Center for Digital Humanities, our Myth and Folklore Collaborative, and our Film Studies Program offer multiple opportunities for innovative and collaborative scholarship and learning. The program's specific course requirements have been developed to ensure students have a strong understanding of literature, theory, and criticism. The program requires **30 credit hours** (10 courses) with an additional 3 credit thesis option. As part of your professional training, you will engage in at least six (6) professional activities before you graduate. These activities can include conference presentations, academic community service presentations, and publications.

IUP's M.A. in English Composition and Literature offers courses in active summer sessions as well as during the academic year. It is possible for students to complete the program in one year if they take classes during the Fall and Spring semesters and in the Summer sessions. Completion of course work may be accomplished over the course of several summers, although certain courses required in some of the programs are offered only during the normal academic year. Students attending full-time can complete the M.A. in English Composition and Literature in as little as a single year or may spread their work out over two or three years. The program thus offers the double advantage of professional focus and personal flexibility.

Library Resources

Most directly important to our graduate students are the resources for research. IUP's Stapleton Library holds more than 850,000 volumes, 1.5 million titles in microform, and a large collection of scholarly journals. Stapleton Library's holdings are strong in composition, TESOL, and American

Literature, strengths enhances by its status as a select U.S. government and Pennsylvania state government depository. The library is also very strong in media and film study materials. Stapleton Library allows graduate students to check out books for sixty days, with two renewals. There are private Graduate Study rooms available in the library, and for graduate students working on theses or dissertations, individual study carrels are also available. Stapleton library participates as an associate member in the Chicago-based Center for Research Libraries, which makes available for indefinite loan any item from its vast resources that may be needed by scholars. In addition, IUP is within commuting distance of the University of Pittsburgh's Hillman Library, Carnegie Mellon University's Hunt Library, and the Carnegie Public Library, one of the largest public library in the U.S. The Folger Library and the Library of Congress are also only a few hours away in Washington, DC.

Scholarly Journals, Research Centers, Organizations, and Conferences

- Indiana University of Pennsylvania sponsors two peer reviewed **research journals** edited by English Department faculty members: *Studies in the Humanities*, edited by Dr. Reena Dube and *Pennsylvania English,* edited by Dr. Michael T. Williamson.
- The editorial and organizational board of the **Pennsylvania College English Association** is staffed by many IUP English faculty and M.A. students, and the organization's journal, *Pennsylvania English*, is housed at IUP. Students and faculty also regularly attend the national and international conferences.
- The **Center for Digital Humanities and Culture** (http://www.iupdhc.org/) supports scholarship, proof-of-concept explorations, and project applications of digital technologies in humanistic inquiry. It seeks to make connections between new technologies and traditional knowledge areas as the academy navigates the "print-to-digital" paradigm shift. Dr. Kenneth Sherwood serves as director.
- The **English Graduate Organization** (EGO) is a vibrant, graduate-student-run social and pre-professional group that hosts workshops, social outings, and an annual conference.
- The **Popular Culture Methodologies Organization (PCM)** is a graduate student and faculty group devoted to developing research and presentations related to literature, digital media, gaming narratives, conflict resolution, and other forms of popular culture
- The annual **IUP Graduate Scholars Forum** provides graduate students with an opportunity to showcase their original scholarship. It features a variety of forms of scholarship, including research posters and original works of art (http://www.iup.edu/gradscholars/default.aspx).
- The ***Graduate Literature and Criticism Program Newsletter*** is published each fall semester. The *Newsletter* is also available in .pdf format at http://www.iup.edu/page.aspx?id=96993.

Faculty

Resa Bizzaro, Ph.D. (University of North Carolina Greensboro)

Indigenous rhetorics; multicultural rhetorics; Native American literature and culture; Appalachian literature and culture; composition theories and practices; international literacies

Susan M. Comfort, Ph.D. (University of Texas)

Postcolonial and third-world studies (especially Anglophone South Asian and Caribbean literatures); feminist and queer ecologies; environmental justice

Chauna Craig, Ph.D. (University of Nebraska)

Creative writing (fiction and nonfiction); literature of the west; contemporary fiction;

pedagogy

Sharon Deckert, Ph.D. (University of Arizona)
Linguistics; discourse analysis; identity structure

David Downing, Ph.D. (State University of New York at Buffalo)
Critical theory and pedagogy; history and sociology of the profession; interdisciplinary cultural studies; American literature

Dana Driscoll, Ph.D. (Perdue University)
Transfer of learning; research methods; writing center research and administration; learning theories; composition pedagogy; writing assessment; writing program administration; writing across the curriculum; community service learning; grant writing; scholarship of teaching and learning

David Hanauer, Ph.D. (Bar Ilan University)
TESOL/TEFL methodology; American English grammar; second language teaching; second language literacy

Tanya Heflin, Ph.D. (University of Southern California)
American literature and culture (1848-present); women's literature, feminist theory, and gender studies; autobiography theory, diary, memoir, and life narrative; graphic memoir, outsider art, and women's hybrid narrative; narrative psychology, the unconscious, psychoanalytic and affect theories, and subjectivity; fairy tale, magical realism, myth, the fantastic, and the phantasmagoric; indigenous literature and critical race studies; archival research, manuscript and ephemera archives, and digital archives

Melanie Holm, Ph.D. (Rutgers University)
British literature of the long-eighteenth century and Early Modern period; women writers; satire; literature of conquest and travel writing; skepticism; Quixotism; Post-Colonialism; the European and transatlantic enlightenments; intellectual history; women's and gender studies; digital humanities

Christopher Kuipers, Ph.D. (University of California-Irvine)
Pastoral literature; classical literature; Bible as literature; history of the canon; anthologies; the graphic novel

Linda Norris, Ph.D. (University of Pittsburgh)
Teaching English in the secondary school

Christopher Orchard, D. Phil. (Oxford University)
Shakespeare; Renaissance literature; early modern British literature; transatlantic studies; adaptation studies; theory

Gian Pagnucci, Ph.D. (University of Wisconsin)
Composition; narrative inquiry; comics studies; academic leadership; technology; time management; technical writing

Gloria Park, Ph.D. (University of Maryland)
Language teacher identity; critical pedagogy; English language teaching and teacher education; qualitative research; narrative theory; teachers' narratives

Curtis Porter, Ph.D. (Pennsylvania State University)
Language pedagogy; critical pedagogy; cultural studies; curriculum theory; educational philosophy

Bennett A. Rafoth, Ed.D. (University of Georgia)
Composition theory and pedagogy; writing centers; research methods

Lilia Savova, Ph.D. (Sofia University)
Teacher education; methodology; second language teaching; linguistics; instructions design; technology

Michael Sell, Ph.D. (University of Michigan)
The avant-garde; 19th- and 20th-century world drama, theater, and performance; Black American literature, art, and culture; the Black Arts movement; critical theory; video games and gaming culture

Kenneth Sherwood, Ph.D. (State University of New York at Buffalo)
Modernist and Post-Modernist American poetry; oral literature; ethnopoetics; digital writing and literature; critical theory; creative writing

Thomas Slater, Ph.D. (Oklahoma State University)
Film theory; American silent film; women in film; war films

Mary Stewart, Ph.D. (University of California Davis)
Collaborative and interactive learning; composition pedagogy; online writing instruction; hybrid and online education; teaching with technology; digital and multiliteracies

Todd Thompson, Ph.D. (University of Illinois at Chicago)
18th- and 19th-century American literature and culture; political satire; humor studies; hemispheric American studies; poetry and poetics; New Historicism

Matthew Vetter, Ph.D. (Ohio University)
Digital rhetoric; critical literacy and theory; composition theory and pedagogy; internet culture; digital humanities; multimodal composition; creative writing; Wikipedia studies

Veronica Watson, Ph.D. (Rice University)
Literature of white estrangement/white life fiction; 19th- and 20th-centiry African American literature and culture; critical whiteness studies; 20th century American fiction; southern literary studies; 19th-century discourses on race and citizenship

Emily Wender, Ph.D. (University of Pittsburgh)
Response to literature; emotion and literacy; composition theory and pedagogy; inquiry and teacher education

Michael T. Williamson, Ph.D. (Rutgers University)
19th-century British literature; poetry (Classical, Romantic, Victorian, Modern, Hebrew, Yiddish, International); global literature; literary history and theory; Jewish literature and theory; travel writing; composition theory; Bible and literature; short story

Lingyan Yang, Ph.D. (University of Massachusetts at Amherst)
Asian America/diasporic cultural criticism/literature; critical theories; minority literature

Admission

Online application forms and links to the graduate admissions office are available on the Graduate Admissions website: http://www.iup.edu/admissions/graduate/. The School of Graduate Studies and Research notifies applicants of the admissions decision based on the recommendation of the English Department's MA in English Literature Admissions Committee. A graduate student is expected to assume full responsibility for knowing and fulfilling the graduate program and university requirements, procedures, and regulations. For general information about graduate applications to IUP, please visit the School of Graduate Studies admissions website (http://www.iup.edu/admissions/graduate/), call the School of Graduate Studies and Research at 724-357-2222, or e-mail graduate-admissions@iup.edu.

The M.A. in English Literature Admissions Committee considers each application within the guidelines of the School of Graduate Studies and Research. The Committee looks at the student's academic record, writing ability, letters of recommendation, and professional accomplishments. Candidates with strong academic records, but with backgrounds in other disciplines, should contact Dr. Michael T. Williamson at mtwill@iup.edu or Michael.Williamson2@iup.edu for advisement prior to applying. Applicants who indicate that they do not plan to work toward the degree but wish to enroll in one or two graduate courses for which they are qualified may apply to the School of Graduate Studies and Research for Special Graduate Standing. However, such enrollment does not constitute admission to the Program.

A formal application to the M.A. in English Composition & Literature includes:

1. An official transcript of undergraduate coursework for which a bachelor's degree has been awarded. Candidates are expected to have at least a 2.5 overall GPA (on a 4.0 scale). But, if your GPA is below a 3.0, we recommend that you also submit a critical writing sample (normally an essay of ten to twenty pages written for an upper-level English course or an excerpt from a senior thesis).
2. Two letters of recommendation from individuals qualified to assess the student's academic performance and potential for graduate studies.
3. The applicant's statement of goals. This goal statement is one of the most important documents to be considered in an application. Applicants should directly address ways in which the program chosen will help them meet their particular goals.
4. **A nonrefundable $50 application fee** (submitted upon completion of the online application).
5. International applicants are required to submit scores from the TOEFL, taken no more than one year prior to the expected date of enrollment. The School of Graduate Studies and Research will not process applications lacking TOEFL scores. Information about this examination is obtained by writing directly to: TOEFL, Educational Testing Service, Princeton, New Jersey 08540, U.S.A. The linguistic proficiency of an international student who received a degree outside the United States is assessed by examining all application materials: the recommendations, the applicant's statement of goals, and the presence of

content courses in English on the transcript, as well as the TOEFL scores. Students are advised to take the new written essay section of the TOEFL if available.

6. A writing sample, while not required, is strongly recommended as a part of the application.
7. Candidates are not required to take the Graduate Record Examination (GRE), but may submit it to bolster their applications.

Adherence to these deadlines will ensure that accepted students are able to register with continuing graduate students in the program.

Further Information for International Applicants

In addition to the academic prerequisites and procedures for admission given above, international students must complete an international student preliminary application form and present evidence to the School of Graduate Studies and Research of financial resources sufficient to meet the cost of living in Indiana, Pennsylvania, the cost of travel to and from the student's native country, and the cost of graduate education at Indiana University of Pennsylvania. Such evidence should be sent directly to: Dean, The School of Graduate Studies and Research, 101 Stright Hall, Indiana University of Pennsylvania, Indiana, Pennsylvania 15705, U.S.A., as a part of the application for admission. The School of Graduate Studies and Research notifies the University's Foreign Student Advisor of international student admissions; the Foreign Student Advisor mails general information about the University and issues certificates of eligibility, such as I-20s and IAP-66s, to admitted students. Questions about legal and visa matters should be addressed directly to: Foreign Student Advisor, Indiana University of Pennsylvania, Indiana, Pennsylvania, 15705, U.S.A. For more information for international students, please visit IUP's International Education website at http://www.iup.edu/international/.

Tuition and Fees

Please consult the most recent School of Graduate Studies and Research information bulletin on current costs for tuition and fees, or visit this website: www.iup.edu/page.aspx?id=17303.

Graduate Admissions: www.iup.edu/admissions/graduate/.

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/.

Financial Assistance

Graduate Assistantships

The number of assistantships available to the Graduate Programs at IUP are limited. The M.A. in English Literature program offers qualified students part-time assistantships (8 hours per week of duties), which carry a stipend (usually $1000) and a partial tuition waiver (usually $4000). For more information about graduate assistantships, visit the "Graduate Assistantships" page through the Graduate Admissions website: http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/. To be considered for a G.A. award, contact M.A. Coordinator Dr. Michael T. Williamson (mtwill@iup.edu).

Other Forms of Financial Aid

Other forms of financial aid, including loans and work study, are available. For information, please contact the Office of Financial Aid at 724-357-2218 or visit their website: www.iup.edu/financialaid.

Academic Advisement

Your academic advisor is the M.A. in English Literature Program Director, Dr. Michael T. Williamson (mtwill@iup.edu; 724-357-5913). Dr. Williamson will conduct an orientation for new students every semester, will meet with you to discuss scheduling at least once a semester, and will serve as your guide through the program. You are responsible for contacting Dr. Williamson to schedule appointments.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
IUP Campus Library: www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
Applied Research Lab: www.iup.edu/arl/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/itsupportcenter/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center: http://www.iup.edu/career/
IUP Parking Services and Visitor Center: http://www.iup.edu/parking/
University Police: http://www.iup.edu/police/ | 724-357-2141
Crisis Intervention 24/7 Hotline: 1-877-333-2470

IUP Email

IUP offers an email account to all active students. Your IUP email address is the primary means by with the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly. Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account.

For more information regarding University policy on email communication, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/.

The M.A. Program in Literature maintains a listserv for all students and faculty in the program. If for any reason you are not receiving emails from ma-lit@iup.edu, please let the Program Director, Dr. Michael T. Williamson (mtwill@iup.edu), and the Graduate Program Office (Grad-Eng@iup.edu) know so that we can add your name to the list. To facilitate communication, students should also update their current addresses at both the School of Graduate Studies and Research and the Registrar's Office if change occurs after application for admission.

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related to University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

M.A. in English Composition and Literature Program and Degree

Coursework

The M.A. in English Composition and Literature program requires the completion of 30 credit hours. Transfer credits from other programs or institutions are not accepted. Full-time enrollment is

three courses per semester. During summers, students may enroll for one or two courses for each of the two five-week summer sessions. Courses may also be scheduled during 1-week pre-sessions.

Program Requirements (30 credits)

A. THEORY AND METHODS COURSES **9 s.h.**

All three courses are required.

ENGL 632 Composition Theory and Practice
ENGL 674 Research Trends in English
ENGL 676 Critical Approaches to Literature

B. PEDAGOGY AND PRAXIS COURSES **6 s.h.**

Choose two courses from among the following:

ENGL 518 Adolescent Literature
ENGL 614 Critical Pedagogy
ENGL 730 Teaching Writing
ENGL 757 Digital Composition, Literature and Pedagogy
ENGL 760 Teaching College Literature

C. LITERATURE ELECTIVES **6 s.h.**

Choose two courses from among the following:

ENGL 757 Digital Composition, Literature and Pedagogy
ENGL 760 Teaching College Literature
ENGL 761 Topics in American Literature Before 1870
ENGL 762 Topics in American Literature After 1870
ENGL 763 Topics in British Literature Before 1660
ENGL 764 Topics in British Literature After 1660
ENGL 765 Topics in Literature as Genre
ENGL 766 Topics in Comparative Literature
ENGL 771 Topics in Postmodern Literature
ENGL 772 Topics in Women's Literature
ENGL 773 Topics in American or British Minority Literature

D. COMPOSITION ELECTIVES **6 s.h.**

Two courses from among the following:

ENGL 614 Critical Pedagogy
ENGL 705 Language and Social Context
ENGL 730 Teaching Writing
ENGL 734 Linguistics and the English Teacher
ENGL 742 Cross Cultural Communication
ENGL 754 World Englishes in Composition and Applied Linguistics
ENGL 767 Research on Writing Centers and Writing Program Administration

E. CAPSTONE COURSE **3 s.h.**

Choose one of two courses

ENGL 753 Literature as a Profession
OR
ENGL 698 Internship (for Post-baccalaureate English 7-12 Certificate)

F. MA THESIS (optional): With the approval of a thesis advisor and MA program director, a student may, as a part of this requirement, register from one to six hours of ENGL 795, MA thesis.

G. PROFESSIONAL REQUIREMENTS: Proof of attendance at 6 (six) professionalizing events.

Course Descriptions

All courses carry 3 semester hours (s.h.) of credit

ENGL 518 Young Adult Literature
An introduction to literature for and about young adults. The course emphasizes critical study of the literature and its classification as well as resources and rationales for using young adult literature (YAL) in the middle, secondary, and college classroom

ENGL 614 Critical Pedagogy in English Education
Offers students a broad range of theories that help to shape and inform pedagogy—and ultimately their classroom practice in the secondary English language arts. Topics can include an overview and introduction to critical theory, critical race theory, sociocultural theory, transactional theory, cultural theory, transformative learning theory, queer theory, social justice theory (including students with special needs), spatiality/hybridity theory, identity theory, constructivism, second language theory, feminism, and new literacy studies; and as new, cutting edge theories evolve, they may also be included. Students will explore myriad ways of turning theory into practice through course readings, activities, student teaching, discussions, and small- and large-group cooperative learning. This course is required for M.A./TE students and could be a master's elective with advisor consent for students seeking coursework in critical pedagogy.

ENGL 630 Research on the Teaching of Literacy and Literature
Examines theory and research in literacy, reading and responding to literature and other forms of writing, and the teaching of young adult and other relevant works of literature. Includes application of theory and research to classroom practices.

ENGL 632 Composition Theory and Practice
A study of current theories of composition and ways those theories might be enacted in the composition classroom for students who will teach on the postsecondary level. Time in the course will be spent on both discussion of readings of theoretical texts and development of teaching activities based upon those theories. The course will include an historical overview of the discipline, focusing on process and post process theories for teaching composition that have emerged since the publication of Peter Elbow's seminal *Writing without Teachers* (1973).

ENGL 674 Research Trends in English
Practical training in special methods and materials of research in English. Required in the Generalist and Literature options. Should be taken early in the program.

ENGL 676 Critical Approaches to Literature
Focuses on theoretical and applied approaches to literary criticism and literary analysis. Considers the history of various literary critical approaches to reading literature and literary history and explores current critical practices. Enables students to develop literary analytical skills related to literature, literary history, and research trends in English, including composition theory

ENGL 705 Language and Social Context

Introduces the study of language as a social phenomenon, including such topics as language varieties, stereotypes, and social identity; language planning and language policy; standard and nonstandard usage; censorship; discourse analysis; language attitudes; language, culture, and thought; communicative competence; small group communication; and classroom interactions.

ENGL 730 Teaching Writing
Studies characteristics of the writing process and of the basic writer, methods for the evaluation of writing, and approaches to the teaching of writing.

ENGL 734 Linguistics and the English Teacher
Examines four key topics: foundations of linguistic thought, applications of linguistics to the teaching of English, classroom discourse patterns, and language pedagogy.

ENGL 742 Cross-Cultural Communication
Investigates cultural behaviors, assumptions, values, and conflicts surrounding communication across cultures in the context of teaching English as a second or foreign language at all levels.

ENGL 753 Literature as a Profession
Focusing on the practical aspects of literature as a profession, this course covers a variety of topics, including the job market, publishing, defining a field of study, writing in relevant genres, and teaching. The purpose of this course is to provide a space in which students can engage in intensive work on the project or projects of their choice while situating that work within broader scholarly and professional communities.

ENGL 754 World Englishes in Composition and Applied Linguistics
An interdisciplinary approach to understanding issues around World Englishes (WE) scholarship where teachers, researchers, teacher educators, and administrators from composition, developmental writing, writing centers, ESL/EFL K-16 and teacher educations contexts come together to explore and critique how English(es) is/are positioned around the globe, and how that impacts learning and teaching.

ENGL 757 Digital Composition, Literature, and Pedagogy
This course introduces students to the issues at the intersection of composition, literary studies, pedagogy and emerging digital technologies. Addressing history, theory, and teaching practice, it explores the emerging conventions of writing for digital environments, giving students practice in conceiving, composing, and producing networked texts; extends traditional skills of literary interpretation to emergent, digital genres.

ENGL 760 Teaching College Literature
Examines current research on teaching college literature and involves ongoing observation and practice of teaching strategies. Special attention is given to the impact of critical theory and such issues as canon, race, class, and gender in specific classroom settings.

ENGL 761 Topics in American Literature Before 1870
Studies major figures, movements, or topics in American literature from the Colonial Period through 1870. The content of the course will be determined by the individual instructor and announced in advance.

ENGL 762 Topics in American Literature Since 1870

Studies major topics, authors, and movements in American literature from 1870 to the present. Specific course content is chosen by the instructor and announced in advance.

ENGL 763 Topics in British Literature Before 1660
Studies major figures, movements, or topics within the period. The specific content of the course is determined by the instructor and announced in advance.

ENGL 764 Topics in British Literature Since 1660
Studies major figures, movements, and topics in British literature within the period 1660 to the present. Content of the course will be determined by the instructor and announced in advance.

ENGL 765 Topics in Literature as Genre
Examines one literary genre (such as novel, drama, or film), its development, and its current practice and theories. The course also surveys the major recent critical approaches to the genre.

ENGL 766 Topics in Comparative Literature
Introduces the theory and methods of comparative literary analysis. Topics include the relationships between literatures of different countries, between literary genres, and between literature and other related fields. The specific course content is chosen by the instructor and announced in advance.

ENGL 767 Research on Writing Centers and Writing Program Administration
This course examines the history, theory, and every day practices that surround writing centers and writing programs, including advances in writing across the curriculum and writing in the disciplines. Students will read key books and articles and develop a research project suitable for publication and presentation.

ENGL 771 Topics in Postmodern Literature
Investigates the postmodern reaction to the modern literary tradition and the experimentation it engendered. Focuses on how postmodern critics and writers have responded to modernist manifestations of character, narrative, and theme and explores the critical, pedagogical, and philosophical implications and assumptions of postmodern literature, assessing its role in contemporary culture and thought.

ENGL 772 Topics in Women's Literature
Examines specific areas of literature by women within the entire range of literary production historically and geographically, with particular attention to women's literary traditions and feminist critical perspectives. The focus and subject matter of the course will be chosen by the faculty member and announced in advance.

ENGL 773 Topics in American or British Minority Literature
Examines the literature of one or more American or British minorities (for example, Native Americans, African Americans, Chicanos, immigrants). The focus and subject matter of the course will be chosen by the faculty member and announced in advance.

ENGL 795 Thesis
An additional non-required component to the M.A. in Composition & Literature program. Students may register for 1 to 6 hours.

ENGL 797 Independent Seminar

Selected readings and/or research in a specialized area of composition, criticism, and/or critical theory, literature, TESOL, linguistics, creative writing, cultural studies, literary translation, or literacy not normally covered by the curriculum in either track of the M.A. programs in English. In consultation with a designated faculty member in the semester prior to registration, a student submits a complete syllabus for study and assessment in one of the areas listed above. The syllabus must be approved first by the faculty member and then by the director of the appropriate graduate program. The course is delivered to individuals or small groups, either in residence or electronically, as determined by the instructor/program. May be repeated once with new content. Prerequisite: Permission of relevant program director(s) and instructor.

Evaluation of Students

For more information regarding School of Graduate Studies and Research Policy on grading, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Degree Completion

The M.A. in Composition and Literature degree is awarded upon successful completion of all requirements as described in this Handbook

For more information, view the view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/.

To access forms processed through the School of Graduate Studies and Research, click on "Current Students": http://www.iup.edu/graduatestudies/.

M.A. Thesis Completion

Thesis Defense Department Process or Protocol

In conjunction with an MA Thesis advisor from the English Department students must form a committee of two faculty members in addition to the advisor. Students must submit a committee approved Research Topic Approval Form to the SGSR and receive approval from the SGSR. Once an MA Thesis is submitted for defense, it will be evaluated by the committee and defended by the student.

Evaluation Outcome for M.A. Thesis

After consultation with the student's MA thesis committee members, The MA Thesis advisor assigns a letter grade for the MA Thesis: A, B, C, or F.

University Policy and Procedure

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact Dr. Williamson or the School of Graduate Studies and Research.

Academic Calendar

View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

Academic Grade Appeal Policy

For Information regarding the Grade Appeal policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Academic Integrity
For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
The Source: A Student Policy Guide: www.iup.edu/studentconduct/thesource/

Academic Status and Satisfactory Academic Progress
For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Affirmative Action
Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

Bereavement-Related Class Absences
For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Continuous Graduate Registration for Dissertation and Thesis
Admission effective fall 2017 and after
(Masters thesis, MFA thesis and Doctoral dissertation students beginning the program fall 2017 and thereafter, must adhere to the following Continuous Graduate Registration policy for Dissertation and Thesis)

Following completion of course work, including internship or practicum; (excluding comprehensive exam or qualifiers) **all** doctoral and masters thesis students must be continuously enrolled for at least one credit of dissertation or thesis each semester (Fall and Spring) annually, through the graduation of the student or until the time limit is exceeded. There is no separation between completions of course work, internship or practicum and initiation of dissertation or thesis credit registration.

Once the student has registered for the number of dissertation credits required by the program of study (typically nine or twelve), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one dissertation or one thesis credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master's students). For this period, the student will be considered a full-time doctoral or masters student.

All dissertation and thesis credits will be pass/fail credits. Students must complete the minimum number of dissertation or masters thesis credits required by their program, but may take additional dissertation or thesis credits as is necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and

may choose to pay the Wellness Fee.

Following completion of all course, language, and skill requirements and of the comprehensive examination requirement where applicable, doctoral and M.F.A. students must enroll for at least one credit of dissertation or thesis each semester (Fall/Spring).

Once the student has registered for the number of dissertation credits required by their program of study (typically nine or twelve), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one extended credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master's students). For this period, the student will be considered a full-time doctoral or M.F.A. student.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits, including the extended credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

Grades earned for dissertation and thesis credits will remain part of the cumulative grade calculation; however, grades posted for extended credit registration will be excluded from the cumulative grade calculation.

Note: The Continuous Dissertation policy has been in place since 1990. Students failing to register as directed by this policy will be registered by their program coordinator and billed accordingly. If it is the doctoral or M.F.A. student's intent to "quit" the program, he/she should schedule an appointment with the graduate coordinator as soon as possible to avoid any further registration and subsequent assessment.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on "Current Students": http://www.iup.edu/graduatestudies/

Graduate Fresh Start Policy

A graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a graduate program, and readmission to the program from which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

Conditions for a Graduate Fresh Start Application

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:

- he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;

- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

The graduate student must apply to the desired program through the standard Admissions process. Having reviewed the prior and intervening factors for evidence of potential for improved academic success, the program coordinator, after departmental review, may recommend to the Dean of Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and is not subject to appeal.

Conditions for a Graduate Fresh Start Record

All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University though the provisions of this policy only once.

Prior Record

The student's graduate record will be identified as a Graduate Fresh Start. No graduate credits earned from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought degree. Any other transfer credits must meet the IUP Transfer Credit Policy.

Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previously taken course from the program in which the student was dismissed and have it count towards improving the previous CGPA that was prior to readmission. Any course repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought and new cumulative GPA.

Academic Standards

A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by exceeded time-to-degree requirements may not be granted extensions of time-to-degree requirements.

Graduation Graduate Residency Requirement Policy

1. For master's students, at least 2/3 of the credits meeting program requirements must be taken from the University offering the degree.

2. Doctoral residency requirements are determined at the program level.

Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that will be allowed to transfer into a graduate program.-

Active-duty service members who are graduate students will be handled on a case by case basis. Exceptions are to be approved by the Office of the Chancellor's Division of Academic and Student Affairs.

Program Level Exams Appeal Policy

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the Dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the program /department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violations(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within **30** days of receipt of the outcome of the examination.

Upon receipt of the written appeal to the Dean of the SGSR, the Dean will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.**

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Reexamination Policy: Candidacy/Comprehensive Examination
No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research Dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research.

Registration
Please contact the M.A. in English Literature Program Director, Dr. Williamson (mtwill@iup.edu) before registering. Please also follow instructions at
http://www.iup.edu/registrar/students/registration/

For more information regarding registration and tuition billing, please contact the Office of the Bursar: www.iup.edu/bursar/

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on "Current Students": http://www.iup.edu/graduatestudies/

Social Equity
The Office of Social Equity: www.iup.edu/socialequity/

For more information regarding University policy, view the Graduate Catalog:
www.iup.edu/graduatestudies/catalog/

Student Conduct

Policies from the Office of Student Conduct: www.iup.edu/studentconduct/policies/
(IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.)

Time Limitations
Masters students must complete degree requirements no later than five years from the date of earning or transferring credit, unless the period is extended through student petition. Petitions are approved by the student's department and the dean of the School of Graduate Studies and Research.

Doctoral candidates must complete degree requirements no later than seven years after beginning IUP doctoral program course work. No time extensions are considered for doctoral students unless all degree requirements other than the dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy
A student dismissed from a program because of time-to-degree expiration (see Time Limitations policy) can appeal the decision to the Dean of the School of Graduate Studies and Research (SGSR), based on policy and/or procedural violations. The appeal can be based only on policy/procedural violations.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violations(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR **within 30 days** of receipt of the dismissal letter.

Upon receipt of the written appeal to the Dean of the SGSR will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.**

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will rescind the dismissal.

a. Masters student time limitation (see Time Limitations policy) may be extended through student petition to the Assistant Dean of the SGSR. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation to justify the request for the extension and the amount of time will be required by the Dean (or designee) of SGSR to support the request.

b. Doctoral candidate time limitation (see Time Limitations policy) may be extended through student petition. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation will be required to justify the requests for the extension and amount of time by the Dean (or designee) of the SGSR to

support the request.

No time extensions are considered for doctoral students unless all degree requirements other than dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy).

Title IX Reporting Requirement

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Transfer of Credits (Effective fall 2017) Policy

A student may transfer graduate credits from another institution, with Department approval, up to one third **(1/3)** of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.

Up to one third **(1/3)** graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program if: 1) the receiving department and 2) the School of Graduate Studies and Research both approve the credits as meeting degree requirements. These courses must have been completed within the past five years, and the grade earned must be a "B" or its equivalent or better.

The combination of transfer graduate credits earned at another institution and those earned at IUP may not exceed one third **(1/3)** of the total required graduate credits for the program.

To request transfer credits, the student must complete the Request for Graduate Transfer Credit Review form and follow the instructions listed on the form. A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned graduate credits must be provided by the school at which the credits were taken. To be considered official, the transcript must arrive in a sealed envelope bearing the official seal of the issuing institution. The request is reviewed in the School of Graduate Studies and Research and the academic department. After review, the student's program coordinator and the student are notified of the transfer decision.

It is strongly recommended that students seeking to transfer graduate credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from the School of Graduate Studies and Research and the academic department prior to enrolling in that course.

If graduate credits earned at another institution are approved for transfer, only the credit, not the grade or accompanying quality points, will appear on the student's IUP transcript.

Graduate credits earned at IUP that are approved for transfer to a second program will not be posted to the transcript a second time.

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

To access forms processed through the School of Graduate Studies and Research, click on "Current Students": http://www.iup.edu/graduatestudies/.

Research Support

Please see http://www.iup.edu/research/resources/funding-research/students/graduate/internal-iup-funding-for-graduate-student-research/ for applications and instructions. Direct all questions about these funding opportunities to grad-research@iup.edu.

Graduate Student Research Grant: This fund was created to encourage and support graduate students as they undertake research and creative projects that will contribute new insights to their chosen academic field. The maximum amount of the grant that students may receive in support of their research project, creative project, thesis, or dissertation research is $1,000 per year. Applications for support must reflect excellent academic scholarship and must carefully follow the proposal guidelines for funding consideration. The student must be enrolled at IUP during the term of the award. Two grant competitions are held annually; proposals are due the first Monday in November and the first Monday in February.

Funding for Graduate Student Travel to Present Papers: This fund supports graduate students currently enrolled in a Doctoral or Master's program who are presenting papers at professional meetings. Doctoral and Master's students may apply for up to $750 in funding for the fiscal year. Once approved, the student must pay expenses up front and is reimbursed for conference registration, travel, and hotel expenses through standard university procedures.

Graduate Student Professional Development Fund: Graduate students can apply for up to $300 to support their participation in scholarly and creative activities that add to professional development in a significant way. The graduate student must provide a clear description of the proposed activity and explain how it adds to his or her scholarly development. As part of the application, a faculty member must describe the importance of the activity as it relates to the student's scholarly goals and educational progress. Examples of eligible activities include serving as a moderator, discussant, or session chair at a disciplinary conference; presenting research methodology for feedback at a roundtable discussion at a conference; or leadership activities related to professional or disciplinary associations. Simply attending a conference, while a valuable learning experience, is not eligible for support. Support for individual students will not exceed $300 per academic year.

Graduate Student Outstanding Research Award: The School of Graduate Studies and Research recognizes graduate students who have completed what their academic departments believe to be outstanding research projects during the academic year. Three to five $100 awards are made, on a competitive basis, to graduate students each spring, following the review of a faculty nomination letter and a completed proposal. Awards are presented at the annual university-wide Research Awards Luncheon.

External Funding for Graduate Students: For information about online workshops for finding funding and writing grant proposals and sources of grants and fellowships for graduate students, visit http://www.iup.edu/page.aspx?id=65583.

The Graduate Program in Literature and Criticism has created the following awards to recognize and reward exceptional students in our programs. The awards are to be presented annually. The awards for which M.A. in English Literature students are eligible are as follows:

Applied Research Lab: www.iup.edu/arl/.

For more information, visit the website of the School of Graduate Studies and Research, click on *Research*: www.iup.edu/graduatestudies/.

Department/Program Awards

Outstanding Scholarship Award for a Master's Student

Award Description: This award honors the best scholarly production, such as refereed journal articles, edited journal issues, edited books, monographs, etc., published or accepted for publication, or presented at national or regional academic conferences in the past two years by a Master's student currently enrolled in our M.A. in English Literature and our M.A. in Composition and Literature Programs.

Nomination Process: Graduate faculty members may nominate graduate students of distinguished scholarly productions for either category by submitting completed nomination forms to the Awards Committee. Nominated students should submit a thin application file including:

- an application letter (1 page, single-spaced)
- a brief vitae, no longer than 3 pages, single-spaced
- a copy of the nominated scholarly productions (such as a copy of the journal issue in which the article is published, the edited journal issue, the edited book, the monograph, etc.), or a scholarly paper presented in a conference

The Awards Committee will review these materials, evaluate the quality of the work, and select a winner. The publications will be returned to the nominees after the awards are announced.

Outstanding Service and Citizenship Award

Award Description: This award honors positive, voluntary contributions made by a graduate student to the graduate programs, the English department, the University, and/or the greater Indiana community. The award is intended to recognize the importance of work that graduate students perform outside the classroom to improve quality of life and education for all graduate and undergraduate students at IUP. Such service must go beyond the student's duties and responsibilities related to participation in a class, a thesis or dissertation, a graduate assistantship, or any other type of paid employment.

Nomination process: Graduate faculty members may nominate students for this award by submitting completed nomination forms to the Awards Committee. Nominated students should submit application materials including:

- a brief application letter (1-2 pages, single-spaced) outlining his or her service work
- a brief vitae, no longer than 3 pages, single-spaced

The Awards Committee will review these materials and select a winner.

Student Rights and Responsibilities

For more information regarding student rights and responsibilities, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/.

Student Conduct

For more information related to policies from the Office of Student Conduct, please see www.iup.edu/studentconduct/policies/.

Dismissals

Regrettably, sometimes students must be dismissed from the M.A. in English Literature program. Reasons may include, but are not limited to, academic misconduct and grades below the required average. Students dismissed from the program will not be considered for re-admission.

Time-to-Degree Masters Dismissal Appeal Policy
A student dismissed from a program because of time-to-degree expiration (see Time Limitations policy) can appeal the decision to the Dean of the School of Graduate Studies and Research (SGSR), based on policy and/or procedural violations. The appeal can be based only on policy/procedural violations.

Filing a Complaint or Appeal
Graduate students should consult with the program director if challenges arise while enrolled in a graduate program. If a student is unable to resolve the issue with the program coordinator or department chairperson, they should then contact the Assistant Dean for Administration in the School of Graduate Studies and Research. Graduate students who want to appeal a decision made by the School of Graduate Studies and Research should contact the Assistant Dean for Administration in the School of Graduate Studies and Research, who will initiate an independent, third party review of the appeal. The decision rendered by the third party is final. Students should refer to the Graduate Catalog for specific information about policies such as Academic Integrity, Grade Appeal, and Research Misconduct.

Withdrawing from the Program
Our goal is to provide you with a high quality education to help you successfully earn your Master's degree. Unfortunately, despite everyone's best efforts, some students are unable to complete all of the degree requirements. While this is regrettable, we hope all students benefit from whatever time they spend in our program. Students at any stage wishing to withdraw from the M.A. in English Literature program should send formal notification to the program director.

Appendices

Housing
IUP maintains only limited housing for graduate students during the academic year. However, dormitory housing for graduate students during the summer session is available. Students interested in housing should contact IUP's Housing and Residence Life website: www.iup.edu/housing/.

For Further Information
For further information about the M.A. in English Literature program, contact the Program Director, Michael T. Williamson, at mtwill@iup.edu (724-357-5913) or the English Department, Humanities and Social Sciences Building, Fifth Floor (506), 981 Grant Street, Indiana University of Pennsylvania, Indiana, PA 15705, U.S.A. The telephone number of the Graduate English Office of Graduate is 724-357-2263. Our FAX number is 724-357-3056. The email address of the Graduate English Secretary is Grad-Eng@iup.edu. For general information about School of Graduate Studies and Research admission, the Indiana area, housing options, and financial aid, consult the current *School of Graduate Studies and Research Catalog*, available from: Dean, The School of Graduate Studies and Research, 101 Stright Hall, Indiana University of Pennsylvania, Indiana, Pennsylvania 15705, U.S.A. Phone 724-357-2222. See also http://www.iup.edu/english/grad/literature-ma/.

Signature Page

Dear M.A. in English Composition and Literature Student:

Congratulations on choosing to further your education here at IUP! The M.A. in English Composition and Literature Program's goal is your success. So that your experience in the graduate program is the best it can be, this document provides one location for information essential to you. Not only does it contain information regarding IUP policies and procedures, but it also offers helpful information pertinent to your successful progress towards your degree. In addition, IUP's Civility Statement and our statement of student rights and responsibilities provide the framework for your role as an IUP citizen and a member of our IUP family.

Signing below indicates that you acknowledge that you are responsible for the information outlined in this document.

_____ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

_____
Print Name

_____
Signature

_____
Date

Submit to Dr. Michael T. Williamson by September 15th

The Graduate English Office will keep this signed document on file.