

# English Graduate Program



## Student Handbook

## Table of Contents

Introduction.....	2
Brief Program Description .....	3
Graduate Program Timeline.....	4
Steps to Graduation .....	5
Graduate Forms .....	6
Graduation Writing Assessment Requirement (GWAR).....	10
Culminating Experience .....	10
• Thesis (Literature).....	11
• Comprehensive Examination (Literature) .....	13
• Comprehensive Examination (Creative Writing) .....	14
• Thesis ( <b>Composition, Rhetoric, and Professional Writing</b> ).....	15
• Comprehensive Examination (TESOL).....	16
Maintaining Satisfactory Progress .....	17
Graduate Curricula & Course Requirement .....	17
Certificates .....	18
Employment Opportunities.....	18
Leaves of Absence.....	19

## Introduction

The information in this handbook is primarily intended for students who have been admitted to the English Master of Arts program. It contains information that English MA students will find useful as they navigate through the program and proceed toward graduation.

For more information about admissions requirements, admissions procedures, curriculum requirements for the English MA, or the Teaching English to Speakers of Other Languages Master of Arts program, please visit our website at <https://www.csus.edu/college/arts-letters/english/graduate-program-ma.html>

Any further questions can be addressed to the English department staff or the Graduate Programs Coordinator (up-to-date contact information available at the Faculty Office Hours: <https://www.csus.edu/college/arts-letters/english/>).

Students should also be familiar with the Office of Graduate Studies for important forms and deadlines: <https://www.csus.edu/graduate-studies/current-students/forms.html>

Another helpful resource for graduate students is the student health center, which helps with anxiety, time management, depression and so on. Here is the link: <https://www.csus.edu/student-life/health-counseling/>

## Brief Program Description

The Master of Arts program in English is designed for the graduate student who has had substantial undergraduate preparation in English. Students pursuing an English MA can designate one of three emphases: Literature, Creative Writing, or Composition and Professional Writing. In addition, the department offers an MA in Teaching English to Speakers of Other Languages (TESOL).

The graduate program in English is of special value to students who expect to work toward the doctorate, who wish to further develop their creative writing talent, who plan to teach English in a community college, or who plan to teach English to non-native speakers in community colleges, in adult education programs, or abroad.

Because graduate students often work during the day, many graduate courses are scheduled during the late afternoon and evening hours. Go online to see the most up-to-date schedule of classes.

([http://web1.irt.csus.edu/class\\_schedule/](http://web1.irt.csus.edu/class_schedule/)) Also, a Course Description Booklet describing in detail upcoming undergraduate and graduate course offerings is available online several months prior to each semester. (<https://www.csus.edu/college/arts-letters/english/>) Graduate students are expected to consult the booklet, which contains detailed information on course offerings and other details about the graduate program.

Students should also join the English Department Canvas Page. Send your student id number to [english@csus.edu](mailto:english@csus.edu) and ask to be enrolled in "English Dept. Student Portfolios and Advising" canvas page.

# Graduate Program Timeline



C u l m i n a t i n g	Application for Graduation	E x p e r i e n c e
	Continuous Enrollment (if applicable)	
	Thesis Workshop (if applicable)	
	Permission to Enroll in English 500 form (1 semester after Advancement to Candidacy)	

Note: (if applicable)  
Petition for Multiple  
Degree Objectives should  
be submitted after  
graduation

Application for Certificate of Academic Achievement (if applicable)
Petition for Exception (if applicable)
Advance to Candidacy
Graduate-Level GVAR Requirement
Classification Application (if applicable) after admission conditions are met.

**APPLY TO SAC STATE**

**1st: University Application—  
Through CSUMentor**

**2nd: MA Application—  
MA Application + materials to  
the English Department.**

## Steps to Graduation

\*From the Graduate Studies Website

In preparation for graduation, The Office of Graduate Studies is providing you with some basic steps to ensure you have met all the requirements to successfully complete the Masters and Doctorate Program here at California State University, Sacramento.

1. Complete the GVAR Requirement.
  1. The GVAR Requirement is built into the English MA program. MA students will take one of the following Graduate Level Writing Intensive classes in the course of their program to complete the GVAR.
    1. ENGL 200A, ENGL200D, or ENGL 220A.
2. Submit an Advancement to Candidacy.
  1. Complete a Petition for Exception if you have made changes to initial Advancement to Candidacy.
  2. Complete a Petition for Currency if you have courses seven (7) years old or older on your Advancement to Candidacy.
  3. Fill out specific courses in section 10 and 11 of the form. Place your core courses in Section 10 and your concentration/elective courses in Section 11. Check either Thesis, Project or Exam in Section 12, then list ENGL 500 in Section 12A. You can submit this form once you have completed 12 units for the degree and have completed your GVI course. When submitting this form, you list all courses you have taken, all courses you are taking, and courses you plan to take in the next semester(s). Be sure to include semester and year of all these classes.
3. Check with your department to guarantee you have met all their graduation requirements.
4. Maintain Continuous Enrollment through the semester of graduation.
5. Complete Application for Graduation.
  1. Move Graduation Date (If changing your graduation date after initial submission of Application for Graduation.)
6. For students writing a thesis or doing a project: Register for and complete Thesis/Project Format Workshop (<https://www.csus.edu/graduate-studies/current-students/thesis-project-dissertation.html>)
7. For students writing a thesis or doing a project: Complete the thesis Culminating Review appointment (<https://www.csus.edu/graduate-studies/current-students/thesis-project-dissertation.html>)
8. For students writing a thesis or doing a project: Submit the signature pages of your Thesis/Project to your department for review and signatures.
9. For students writing a thesis or doing a project: Submit your Thesis/Project to The Office of Graduate Studies by following the instructions in the above Format Workshop.
10. Clear all holds from your student record.
11. For commencement requirements [www.csus.edu/commencement](http://www.csus.edu/commencement)

**As a reminder:** RP to CR grades will post 10-12 weeks after the semester conferral date, therefore degrees will post 10-12 weeks after semester conferral date.

## Graduate Forms

Throughout your career as a graduate student, you will need to complete and submit a number of forms for the Office of Graduate Studies. The following list details the most common of these forms, including information about who needs to fill them out, when they need to be completed, etc.

Most forms are available on the Graduate Studies website:

<https://www.csus.edu/graduate-studies/current-students/forms.html>

### **Classification Application**

Who needs it: Students who were admitted to the graduate program as “conditionally classified” who have since completed the conditions of their admission. This form is also used by students who want to change from one designated classification or program to another i.e. TESOL to English (and vice versa) or Literature to Creative Writing or Psychology to English; such a change may be subject to the approval of the department and Graduate Studies.

Purpose of the form: This form shows that the student has completed the conditions of her admission and is ready to become fully classified.

Attachments: Unofficial graduate CSUS transcripts proving conditions are met.

Signatures: Graduate Coordinator

When: Once conditions are satisfied, this application needs to be completed. Moreover, for the classification to be effective for the Fall semester, the form must be submitted to Graduate Studies by February 1<sup>st</sup>, for it to be effective for Spring, October 1<sup>st</sup>.

Where do you find it?

OnBase form: <https://www.csus.edu/graduate-studies/current-students/forms.html>

### **Application for Advancement to Candidacy Master’s Degree**

Also known as: Advancement to Candidacy

Who needs it: Fully classified graduate students who have completed the first step of their graduate-level GWAR and are preparing to begin their culminating experience (i.e. enroll in English 500).

Purpose of the form: This form shows that the student has completed most of their master’s degree requirements and is prepared to complete their culminating experience. This application documents all classes that will be applied to the degree.

Prerequisites: The student must be fully classified and have completed a minimum of 21 units.

Attachments: Unofficial graduate CSUS transcripts, and Classification Application (if applicable).

Signatures: First reader (for students completing a thesis or project) and Graduate Coordinator

When: Submit the form the semester BEFORE you plan to enroll in your Culminating Experience - English 500 (thesis, project or exam). For your Advancement to be effective for the Fall semester, the form must be submitted to Graduate Studies by February 1<sup>st</sup>, for it to be effective for Spring, October 1<sup>st</sup>. Please note, students whose status does not indicate their advanced status will be unable to enroll in English 500.

Where do you find it?

OnBase form: <https://www.csus.edu/graduate-studies/current-students/forms.html>

### **Petition for Exception**

Who needs it: Graduate students who need to make a change to their Advancement to Candidacy. Changes may include deletion of a course, a course substitution, a change in committee members, or a change in culminating experience (e.g. thesis to exam). This form is also necessary students hoping to apply courses completed as an undergraduate or with another academic institution i.e. summer arts or study abroad or university transfer credit to our program. For this latter option, only six units may be applied to the graduate program.

Purpose of the form: This form shows that the student has permission to make changes to her advancement to candidacy. It also indicates the allowance of outside

Attachments: Copy of Application for Advancement to Candidacy, unofficial graduate CSUS transcripts

Signatures: faculty advisor (for Creative Writing and Composition concentrations), Graduate Coordinator

Where do you find it?  
OnBase form: <https://www.csus.edu/graduate-studies/current-students/forms.html>

### **Permission to Enroll in English 500 – Comprehensive Exam (Literature)**

Also known as: Exam Sign-Off, previously Comprehensive Exam Sign-Off Sheet

Who needs it: English MA students in the Literature Program who have advanced to candidacy and need to enroll in English 500 to take the Comprehensive Exam.

Purpose of the form: Shows that the student is qualified and has permission to enroll in English 500 to take the Comprehensive Exam.

Attachments: none

Signatures: Graduate Coordinator

When: after your priority registration date but BEFORE the end of the second week of the semester in which you enroll in 500

Where do you find it?

E-copy: This PDF is emailed to all graduate students at the very end and the very beginning of each semester in an email with the subject line: Have You Filed Your Forms

### **Permission to Enroll in English 500 – Comprehensive Exam (Creative Writing)**

Who needs it: English MA students in the Creative Writing Program who have advanced to candidacy and need to enroll in English 500 to take the Comprehensive Exam.

Purpose of the form: Shows that the student is qualified and has permission to enroll in English 500 to take the Comprehensive Exam.

Attachments: none

Signatures: Creative Writing advisor, Graduate Coordinator

When: after your priority registration date but BEFORE the end of the second week of the semester in which you enroll in 500

Where do you find it?

E-copy: This PDF is emailed to all graduate students at the very end and the very beginning of each semester in an email with the subject line: Have You Filed Your Forms



### **Permission to Enroll in English 500 – Master’s Thesis/Project (Composition)**

Who needs it:	English MA students in the Composition Program who have advanced to candidacy, completed or are in the process of completing all graduate coursework with no more than one incomplete grade on your transcript and need to enroll in English 500 to complete their project.
Purpose of the form:	Shows that the student is eligible and has permission to enroll in English 500 to work on their project.
Attachments:	a contract drawn up between the student and their first reader (the first reader will design this contract—there is no set format)
Signatures:	First reader, second reader, and Graduate Coordinator
When:	after your priority registration date but BEFORE the end of the second week of the semester in which you enroll in 500
Where do you find it?	
E-copy:	This PDF is emailed to all graduate students at the very end and the very beginning of each semester in an email with the subject line: Have You Filed Your Forms

### **Permission to Enroll in English 500 – Master’s Literature Thesis**

Also known as:	Thesis Sign-Off, previously Prospectus Completion Form
Who needs it:	English MA students in the Literature program (only with 3.7+ GPA and approval of their prospectus by a committee and grad coordinator) who have advanced to candidacy and need to enroll in English 500 to write their theses.
Purpose of the form:	Shows that the student has completed her prospectus and has permission to enroll in English 500 to write her thesis.
Attachments:	copy of the prospectus, a contract drawn up between the student and her first reader (the first reader will design this contract—there is no set format)
Signatures:	First reader, second reader, and Graduate Coordinator
When:	after your priority registration date but BEFORE the end of the second week of the semester in which you enroll in 500
Where do you find it?	
E-copy:	This PDF is emailed to all graduate students at the very end and the very beginning of each semester in an email with the subject line: Have You Filed Your Forms

### **Continuous Enrollment Registration Form\*\***

Also known as:	Continuous Enrollment, English 599*
Who needs it:	English MA students who were registered for English 500 the previous semester to work on their <u>project</u> or <u>thesis</u> , who have completed all of their other required coursework, and who need to register for English 599 for additional time to complete their thesis or project.
	English MA students who were registered for English 500 the previous semester in order to take their <u>comprehensive exam</u> and who either decided to not take the exam or who did not pass the exam but received a grade of <b>RP</b> (reasonable progress) may register for English 599*. English 599 in this case acts as a placeholder until the student is ready to re-take the exam. The student would not need to re-enroll in English 500. Students who took the exam, did not pass, and received a grade of NC (no credit) are ineligible to enroll in 599. These students will need to re-enroll in 500 when they are ready to re-take the exam.

\* NOTE – Students may enroll in 599 only three times in a row, after which they are required to re-enroll in 500. Even with a grade of RP.

Purpose of the form: Shows that the student is eligible and has permission to enroll in English 599 to continue work on her project or thesis.

Attachments: none

Signatures: Graduate Coordinator

When: BEFORE the end of the first week of the semester in which you plan to enroll in 599

Where do you find it?  
E-copy: <https://www.csus.edu/graduate-studies/current-students/forms.html>

Cost: Refer to the office of Graduate Studies Website.

### **Application for Graduation**

Also known as: Graduation Application

Who needs it: Graduate students who are completing their culminating experiences and are ready to graduate from CSUS.

Purpose of the form: This form shows that the student has completed/is completing her requirements and is ready to graduate this semester.

Attachments: Receipt of payment from Student Financial Services Center for graduation and diploma fees.

Signatures: Graduate Coordinator

When: Fall Graduation – Before October 1<sup>st</sup>  
Spring/Summer Graduation – Before February 1<sup>st</sup>

Where do you find it?  
E-copy: <https://www.csus.edu/graduate-studies/current-students/forms.html>

## **Form F.A.Q's**

### **Getting the Graduate Coordinator's Signature and Submitting Your Form**

After you've completed a form and obtained all the other required signatures, submit it, along with all required attachments, to the English department Graduate Coordinator via email or through OnBase **depending on the form**. This can either be in person during the Graduate Coordinator's office hours, or to his mailbox in Calaveras 105. If everything is in order, your form will be signed, a copy filed with the English department office, and [unless otherwise noted] sent to the Office of Graduate Studies. Incomplete forms will be returned unsigned.

Nearly all these forms are currently being completed through OnBase and through Adobe Sign. Every semester graduate students will receive an email with the subject line: Have You Filed Your Forms. This email will provide students with specific instructions for each semester.

### **Deadlines**

The Office of Graduate Studies sets a master deadline for most forms each semester: February 1 in spring semester and October 1 in fall semester. To give the department enough time to process these forms, the Graduate Coordinator will announce an earlier department deadline each semester. Forms not submitted to the Graduate Coordinator by the department deadline may not be processed in time to meet the Office of Graduate Studies deadline.

### Further Questions

For questions about these or other graduate forms, contact the English department office or the Graduate Coordinator (up-to-date contact information available online at <https://www.csus.edu/college/arts-letters/english/meet-us/>).

## **Graduation Writing Assessment Requirement (GWAR)**

Each student who receives a degree from Sac State must fulfill the Graduation Writing Assessment Requirement (GWAR). To fulfill the GWAR, students beginning their graduate programs August 2010 or later must complete one of the following three options before advancing to candidacy: apply for a waiver based on specific standards, take a Graduate Writing Intensive (GWI) course in their graduate programs, or take the Writing Placement for Graduates (WPG) test.

For students in the English MA program, GWI courses are available that can help fulfill your GWAR. ENGL 200A is an example of an English GWI course and is a required course for students in the literature and creative writing concentrations. These students should not take the WPG and should plan to take this course early in their program before advancing to candidacy. Similarly, students in the composition concentration are required to take 220A, which is a GWI course, and students with a TESOL concentration are required to take 200D, also a GWI course rather than the WPG.

**For detailed information about the GWAR visit:** <https://www.csus.edu/undergraduate-studies/writing-program/graduate-gwar.html>

## **Culminating Experience**

The culminating experience is the last requirement graduate students will fulfill before completing their programs. Students will select a culminating experience based on their concentration and request permission to enroll in English 500 using the appropriate form (listed above) or by enrolling in 598T (TESOL MA). Listed below is information about the **five** possible paths to completing culminating experiences.

### **PATH ONE**

#### **Thesis (Literature)**

Students in the literature concentration with a 3.7+ GPA may choose to write a master's thesis.

The thesis is a scholarly essay of approximately 60-75 pages on a subject they have chosen in consultation with two faculty members who will serve as their readers. Before enrolling in English 500, each candidate must complete a written prospectus of the thesis.

The prospectus will provide a formal summary of the student's proposed study. More specifically, it will include the following:

- A clear sense of *focus* and *direction* for the proposed study. In this sense the student would do well to view the prospectus as an expanded thesis statement. Just as thesis statements offer focus and direction for an essay, the prospectus will provide potential readers with a clear idea of what the student's proposed subject and approach will be.

- A sense of the *scope* of the thesis. The prospectus will not only introduce readers to the issues at hand and any controversies or debate which may surround the student's topic but also delineate how many chapters the study will include and what material will be covered in those chapters.
- A *critical overview* of secondary materials pertinent to the writer's subject. The number of secondary sources will vary with each project; in the case of a heavily researched writer, Shakespeare or James Joyce, for instance, the student would be expected to refer to major studies or only those studies which bear directly on his or her particular approach. In the case of a figure for whom resources are limited, the student would be expected to demonstrate a familiarity with all or most of the sources.
- A bibliography of *primary and secondary sources* the writer has consulted. This bibliography must follow the format prescribed in the current edition of the *MLA Handbook*, copies of which are available in the bookstore.

With some revision, the prospectus might be the basis for or actually become the first chapter of the thesis. While there is no set length for a prospectus, writers should expect that a carefully prepared prospectus would typically range in length from 5- 10 double-spaced, typewritten pages.

After completing the prospectus, the student should present it to his or her two faculty advisors for their approval. The advisors should indicate their approval by signing a Permission to Enroll in English 500 – Master's Thesis form, which also requires the signature of the Graduate Coordinator. Once a student submits their prospectus and signed permission form to the department office, they will be enrolled in English 500.

The student should understand that the prospectus stands as a working agreement that defines the scope of the thesis. It is not a blueprint from which one never deviates; indeed, after more research, the student may find that substantial changes must be made, and he or she should discuss these with the readers involved. If, however, the student decides to embark on an entirely new topic, he or she must repeat the process of preparing a prospectus and securing the approval of their readers.

Students are strongly encouraged to review the thesis formatting guidelines on the Office of Graduate Studies website and to attend a thesis formatting workshop. These guidelines are very strict, and adherence to them is required for final thesis submission.

**Writing the Prospectus:** PLAN AHEAD! Begin writing the prospectus the semester before filing for English 500. Remember, students cannot enroll for a 500 online; this can only be done in the first two weeks of the semester by filing the appropriate paperwork with the department office. Attempting to write a prospectus and select a committee in that two week period is simply impossible. Talk to prospective first and second readers and begin writing a draft and submitting this to the committee long before ever filing for a 500-level class. Planning ahead cannot be stressed strongly enough!

**Choosing a Thesis or Project Committee:** The choice of a committee is the student's; however some fundamental procedures are strongly advised. Most importantly choose faculty with whom you have worked in class; this is especially important when choosing a first reader. Most faculty are reluctant to sponsor an exam or thesis with a student they have not worked with in the past. Also be advised of faculty members' areas of expertise and interest. For instance asking a specialist in Contemporary Fiction to sponsor a project in British Renaissance Drama is pointless. Similarly, asking a specialist in Rhetorics of Western Antiquity to sponsor a project on Portfolio Assessment Across the Curriculum is equally unadvisable. The same principles also apply to choosing a sponsor for independent study projects--focusing on faculty you have worked with in the past. Once again, most faculty will decline an invitation to sponsor an independent course of study with a student with whom they are unfamiliar. Students should also be aware that

since faculty receive no compensation for working on theses or projects, they are free to withdraw their participation at any point, for any reason.

### **Continuous Enrollment**

Students who do not finish their 500-level course in one semester may extend their work for **three additional semesters** in one of two ways: 1.) register for units and pay university fees for enrollment or 2.) register for Continuous Enrollment (English 599). If a student wishes to take additional classes, that student must pay regular university fees. However, if a student only wishes to continue working on the culminating requirement, Continuous Enrollment is probably the better option. The cost of Continuous Enrollment can be found on the Office of Graduate Studies Website. <https://www.csus.edu/graduate-studies/current-students/forms.html>

### **Application for Graduation**

To apply for Graduation a student must fill out the Office of Graduate Studies' (OGS) Application for Graduation form. Prior to submitting the form to the OGS the student must pay the Graduation Application Fee with the Student Financial Services Center. If you do not have an approved Advancement to Candidacy form on file with the OGS your application will be returned to you. Deadlines for turning in the Application for Graduation form are October 1<sup>st</sup> for fall graduates and February 1<sup>st</sup> for spring or summer graduates. You must be currently enrolled in the term you graduate. A Petition for Exception is also required if you have made any changes in any course work listed on your Advancement to Candidacy form. Subsequently, if you do not graduate the semester you specified on the application, then you must notify the Office of Graduate Studies, River Front Center, Room 215. An additional fee may be required.

**Commencement Participation:** If you wish to participate in commencement, please visit <https://www.csus.edu/president/commencement/faq.html> for more information and to register. Or you may contact the ASI Business Office located on the 3rd floor of the University Union (278-7916) at least one (1) month before commencement for cap and gown information.

## **PATH TWO**

### **Comprehensive Exam (Literature)**

Students within the Literature Emphasis will take a uniform comprehensive examination at the end of their coursework (with the exception of those few students who qualify for and opt to write a Master's Thesis). The purpose of the examination is to test the student's mastery of their special field of study in English. All literature students will follow an intensive study of a range of selected works of literature. The literature emphasis is patterned after programs offered at many universities granting the Ph.D. In addition to their work in English, students planning further graduate study are also strongly advised to study French, German, or Latin, since proficiency in two of these is usually required in doctoral programs. Students should also consider completing a course in contemporary critical theory.

This exam will be given twice a year—first in the spring and again in the fall—and will be administered by a revolving faculty committee which will devise a reading list and exam topics, and will act as readers for the exams. The reading list will be made available to all students early in the spring a year before the date of the exam. The scope of the exam will range through all historical periods of British and American literature and will be comprised of approximately 40 primary texts and 5 general critical works. It is understood that students should be consulting secondary articles and books on individual figures and works to strengthen their preparation. Students are also expected to study history of the time periods and the culture of the different time periods included in the exam. Students must also familiarize themselves with the different genres and literary periods.

Students will demonstrate mastery of the reading list by taking a one-week take-home written examination prepared and evaluated by the faculty examination committee. This examination will normally consist of a variety of questions concerning the material included in the master reading list. The reading list is located here in the box ENGLISH MA READING LISTS:

<https://www.csus.edu/college/arts-letters/english/graduate-program-ma.html>

Students submitted materials will not include their name as to be kept anonymous to the graders. Once exams are read, the Graduate Coordinator will inform students of their performance. All decisions are final and may not be appealed. In accord with University Policy, students are allowed two opportunities to take and pass the exam.

Students are encouraged to take their exams in the spring; therefore, if they fail it the first time, they will use the same book list for the fall exam. The university allows only two attempts at the exam.

### **Continuous Enrollment**

Students who do not finish their 500-level course in one semester may extend their work for **three additional semesters** in one of two ways: 1.) register for units and pay university fees for enrollment or 2.) register for Continuous Enrollment (English 599). If a student wishes to take additional classes, that student must pay regular university fees. However, if a student only wishes to continue working on the culminating requirement, Continuous Enrollment is probably the better option. The cost of Continuous Enrollment can be found on the Office of Graduate Studies Website. <https://www.csus.edu/graduate-studies/current-students/forms.html>

Students can enroll in ENGL 599 three times. If a student needs a fourth semester of extended work, the student must re-enroll in ENGL 500.

### **Application for Graduation**

To apply for Graduation a student must fill out the Office of Graduate Studies' (OGS) Application for Graduation form. Prior to submitting the form to the OGS the student must pay the Graduation Application Fee with the Student Financial Services Center. If you do not have an approved Advancement to Candidacy form on file with the OGS your application will be returned to you. Deadlines for turning in the Application for Graduation form are October 1<sup>st</sup> for fall graduates and February 1<sup>st</sup> for spring or summer graduates. You must be currently enrolled in the term you graduate. A Petition for Exception is also required if you have made any changes in any course work listed on your Advancement to Candidacy form. Subsequently, if you do not graduate the semester you specified on the application, then you must notify the Office of Graduate Studies, River Front Center, Room 215. An additional fee may be required.

**Commencement Participation:** If you wish to participate in commencement, please visit <https://www.csus.edu/president/commencement/faq.html> for more information and to register. Or you may contact the ASI Business Office located on the 3rd floor of the University Union (278-7916) at least one (1) month before commencement for cap and gown information.

## **PATH THREE**

### **Comprehensive Exam (Creative Writing)**

Students within the Creative Writing Emphasis will take a uniform comprehensive examination at the end of their coursework. The purpose of the examination is to test the student's mastery of their special field of study in English. All Creative Writing students will follow an intensive study of a range of selected works.

**Students in Creative Writing MUST attend orientation meetings about the Culminating Exam and must meet with the Coordinator of Creative Writing.** (Dr. McKinney [jmckinne@csus.edu](mailto:jmckinne@csus.edu))

The Creative Writing exam (ENGL 500 for Creative Writing students) will have two parts:

1. Students will produce a set amount of written work meeting the specifications as to the creative-writing genre and form set out by the examination committee and announced to the examinees prior to the exam date. This work is to be handed in at the exam.

2. Students will complete a one-week take-home exam that tests their understanding of historical and theoretical issues in their discipline.

Students in this new culminating experience will be evaluated as writers of imaginative writing specific to their genre, theorists of the craft of imaginative writing specific to their genre, and historians of the aesthetics of imaginative writing specific to their genre.

This exam will be given twice a year—first in the spring and again in the fall—and will be administered by a revolving faculty committee which will devise a reading list and exam topics, and will act as readers for the exams. The reading list will be made available to all students early in the spring a year before the date of the exam. The reading list is located here in the box ENGLISH MA READING LISTS:

<https://www.csus.edu/college/arts-letters/english/graduate-program-ma.html>

Students will demonstrate mastery of the reading list by taking a five-hour written examination prepared and evaluated by the faculty examination committee. This examination will normally consist of a variety of questions concerning the material included in the master reading list. Students submitted materials will not include their name as to be kept anonymous to the graders. Once exams are read, the Graduate Coordinator will inform students of their performance. All decisions are final and may not be appealed. In accord with University Policy, students are allowed two opportunities to take and pass the exam.

Students are encouraged to take their exams in the spring; therefore, if they fail it the first time, they will use the same book list for the fall exam. The university allows only two attempts at the exam. There are other components to this final project including: a public reading, evidence of having submitted work for publication, a commentary on possible places for publication, and so on.

### **Continuous Enrollment**

Students who do not finish their 500-level course in one semester may extend their work for **three additional semesters** in one of two ways: 1.) register for units and pay university fees for enrollment or 2.) register for Continuous Enrollment (English 599). If a student wishes to take additional classes, that student must pay regular university fees. However, if a student only wishes to continue working on the culminating requirement, Continuous Enrollment is probably the better option. The cost of Continuous Enrollment can be found on the Office of Graduate Studies Website. <https://www.csus.edu/graduate-studies/current-students/forms.html>

Students can enroll in ENGL 599 three times. If a student needs a fourth semester of extended work, the student must re-enroll in ENGL 500.

### **Application for Graduation**

To apply for Graduation a student must fill out the Office of Graduate Studies' (OGS) Application for Graduation form. Prior to submitting the form to the OGS the student must pay the Graduation Application Fee with the Student Financial Services Center. If you do not have an approved Advancement to Candidacy form on file with the OGS your application will be returned to you. Deadlines for turning in the Application for Graduation form are October 1<sup>st</sup> for fall graduates and February 1<sup>st</sup> for spring or summer graduates. You must be currently enrolled in the term you graduate. A Petition for Exception is also required if you have made any changes in any course work listed on your Advancement to Candidacy form. Subsequently, if you do not graduate the semester you specified on the application, then you must notify the Office of Graduate Studies, River Front Center, Room 215. An additional fee may be required.

**Commencement Participation:** If you wish to participate in commencement, please visit <https://www.csus.edu/president/commencement/faq.html> for more information and to register. Or you may contact the ASI Business Office located on the 3rd floor of the University Union (278-7916) at least one (1) month before commencement for cap and gown information.

## **PATH FOUR**

### **Thesis (M.A. in Composition, Rhetoric, and Professional Writing)**

The semester before enrolling in English 500, students must consult with their director regarding specific requirements for their project, then have the director sign their “Advancement to Candidacy Form” as the faculty advisor. At the beginning of the semester students plan to take English 500, they must submit a “Permission to Enroll in 500 – Master’s Project” form, signed by the director, second reader, and the Graduate Coordinator. This form is available in the English Department Office, and must be returned to the Department for enrollment. Students are unable to add themselves to English 500. For more information about the Composition Project, please contact the current Composition Coordinator. Contact information for this Coordinator is available on the English Department Website.

#### **Choosing a Thesis Committee**

In most cases, after completing ENGL 220D and drafting a thesis prospectus/proposal, select your thesis committee. This is comprised of two readers. The advisor/first reader acting as the director of the project, and the second reader acting as a supporting expert.

Students can select their own committee members within the following parameters:

- Select the advisor/first reader from the CRPW faculty
- Select the advisor/first reader prior to completing the “Advancement to Candidacy Form”
- If relevant, select the advisor/first reader prior to completing/submitting an IRB
- When possible, choose faculty whose methodologies and research interests/experience align with the project you are proposing.

Students should be aware that faculty are free to withdraw their participation at any point, for any reason.

#### **Forms and Permissions**

The semester before enrolling in English 500, students must consult with their advisor/first reader regarding specific requirements for their thesis, sign a MA Project contract, then have the advisor/first reader sign their “Advancement to Candidacy Form.”

Submit a completed “Permission to Enroll in 500 – Thesis” form before taking English 500. This form requires multiple signatures from faculty members and is available on the English Department Website under MA Forms. Students are unable to add themselves to English 500 without this form. For more information about the Composition, Rhetoric, and Professional Writing thesis, please contact your advisor/first reader.

#### **Thesis Components**

The Composition, Rhetoric, and Professional Writing thesis will include the following chapters:

- Chapter 1: Reflective Cover Essay
  - Contextualizes the thesis and discusses the exigence for the project
- Chapter 2: Personal Professional Philosophy
  - A discussion of how CRPW ideas and theory shape the student's approach to professional work, whether teaching or industry
- Chapter 3: Annotated Bibliography
  - Grounds the project in a thorough review of scholarly literature
- Chapter 4: Journal Article/Professional Genre Portfolio
  - Demonstrates thorough knowledge of a specific area of the field, as well as the student's ability to perform high-level work germane to their professional goals.

#### **Continuous Enrollment**

Students who do not finish their 500-level course in one semester may extend their work for **three additional semesters** in one of two ways: 1.) register for units and pay university fees for enrollment or 2.) register for Continuous Enrollment (English 599). If a student wishes to take additional classes, that



student must pay regular university fees. However, if a student only wishes to continue working on the culminating requirement, Continuous Enrollment is probably the better option. The cost of Continuous Enrollment can be found on the Office of Graduate Studies Website. <https://www.csus.edu/graduate-studies/current-students/forms.html>

Students can enroll in ENGL 599 three times. If a student needs a fourth semester of extended work, the student must re-enroll in ENGL 500.

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## **PATH FIVE**

### **Comprehensive Exam (TESOL)**

The M.A. TESOL program culminates in English 598T, a review of the field of TESOL in preparation for the M.A. Comprehensive Examination. English 598T is a seminar course which covers theoretical implications of linguistics for methods, course design, materials, and classroom approaches. Students will be required to complete abstracts of researched material, and will take the TESOL Comprehensive Examination at the end of the semester. See the current TESOL Comprehensive Exam Reading list. Students who have at least a 3.7 GPA in a minimum 21 units of graduate coursework may also petition to complete a project or a thesis. Contact the TESOL Coordinator for more information.

[TESOL@CSUS.EDU](mailto:TESOL@CSUS.EDU)

### **Continuous Enrollment**

Students who do not finish their 500-level course in one semester may extend their work for **three additional semesters** in one of two ways: 1.) register for units and pay university fees for enrollment or 2.) register for Continuous Enrollment (English 599). If a student wishes to take additional classes, that student must pay regular university fees. However, if a student only wishes to continue working on the culminating requirement, Continuous Enrollment is probably the better option. The cost of Continuous Enrollment can be found on the Office of Graduate Studies Website. <https://www.csus.edu/graduate-studies/current-students/forms.html>

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required if you have made any changes in any course work listed on your Advancement to Candidacy form. Subsequently, if you do not graduate the semester you specified on the application, then you must notify the Office of Graduate Studies, River Front Center, Room 215. An additional fee may be required.

**Commencement Participation:** If you wish to participate in commencement, please visit <https://www.csus.edu/president/commencement/faq.html> for more information and to register. Or you may contact the ASI Business Office located on the 3rd floor of the University Union (278-7916) at least one (1) month before commencement for cap and gown information.

## **MAINTAINING SATISFACTORY PROGRESS**

All graduate students must maintain satisfactory progress while working on their degrees. The minimum GPA for such status is a 3.0 overall, and in English students earn a C or better to receive degree credit for a course. Those earning a C- or lower must repeat that class. Students admitted as Conditionally Classified must fulfill the conditions of their admission within the year of residency in the program or may face academic dismissal from the English MA program. Unclassified students should complete their admission requirements before enrolling in 200-level courses; a classification application must be filed upon completion of admission requirements

## **FULL TIME AND PART TIME STATUS**

Full-Time = 8 or more units

Half-time = 4 - 7.9 units

Less than half-time = less than 4.0 units.

## **GRADUATE CURRICULA & COURSE REQUIREMENTS**

The English Department offers an M.A. in English with the opportunity for study in three separate areas of concentration—Literature, Composition, and Creative Writing. Also offered is an M.A. in TESOL. The choice of an area of study is obviously the student's, but be advised that graduation will be delayed if a student switches between programs or concentrations. Regardless of which program or concentration a student pursues, be advised that it is strongly encouraged that the appropriate section of English 200 (200A for English, 200D for TESOL) should be completed in one of the first two semesters in residence. Some requirements are specific to different areas of concentration. See the English Department website for a current list of course requirements for all M.A.'s <https://www.csus.edu/college/arts-letters/english/> printable worksheets are available.

## **CERTIFICATES**

The English Department also offers two certificate programs. As the CSUS Catalogue describes, "These are designed for individuals who seek formal recognition for completing an organized, integrated, specialized program of study. Upon successful completion of the designated course of study, a certificate is awarded." Students should understand, however, that a certificate is not a second degree or the equivalent of a Master degree and cannot be awarded by itself. (I.E A student must be an active M.A. Student in order to receive a certificate)

For information about the Teaching Composition Certificate Program or the TESOL Certificate B program please refer to the English Department website. Updated course requirements for both certificates as well as all M.A. programs are available online <https://www.csus.edu/college/arts-letters/english/>

## **EMPLOYMENT OPPORTUNITIES**

The English Department recruits for student positions near the end of each semester for appointments beginning the following semester. Watch for flyers/announcements approximately a month before the end of each semester. Additional information about the positions listed below as well as application materials can be found on the English Departments website. <https://www.csus.edu/college/arts-letters/english/employment.html>

## Leaves of Absence

The leave policy allows enrolled Sacramento State undergraduate and second baccalaureate students to maintain enrollment eligibility and rights to specified degree requirement options.\* Unclassified post baccalaureate students are allowed to maintain enrollment status while exploring goals away from the University. The policy also allows classified graduates (those enrolled in master's degree programs) to maintain status in their programs during an absence. Sacramento State students who will not be enrolled at Sacramento State may file for a Leave of Absence to receive these benefits. Forms to apply for a Leave of Absence are available from the Office of the University Registrar.

Sacramento State students studying abroad through independent programs should contact the Office of Global Education for information.

As required by law, regulations regarding admission eligibility, established by the California State University Board of Trustees, will apply to re-admission. Students dismissed due to academic deficiencies or disciplinary action are not eligible for Leaves of Absence. (However, students readmitted to Sacramento State after only one semester of non-enrollment maintain catalog rights.) Students enrolled only in Extension courses or as Auditors are not eligible for Leaves of Absence.

Leaves approved for graduate students do not extend the seven-year time limit for completion of graduate degree requirements established by Title 5, California Code of Regulations, Section 40510. Graduate students anticipating absence beyond such time limits must first seek approval through the Office of Graduate Studies, (916) 278-6470.

Enrolled Sacramento State students requesting leaves during a semester must follow withdrawal procedures. All contractual agreements (housing, financial aid, etc.) must be satisfactorily terminated.

\*Refer to Baccalaureate Degree Requirements/Catalog Rights.

### Types of Leaves

**Medical.** Requests must be accompanied by a statement from a medical doctor explaining why the student must interrupt enrollment. No limit exists on the number of semesters of absence allowed, except leaves for pregnancy, which are restricted to the semester of delivery and the one following. An application and fee are required at readmission following a leave of two or more semesters.

**Military.** Requests must be accompanied by a copy of military orders indicating induction or transfer date. Eight semesters absence is the maximum that can be approved. An application and fee are required at readmission for a leave of two or more semesters.

**Planned Educational Leave.** Students may petition for planned educational leaves to pursue educationally related activities that will enhance the prospect of successful completion of their academic programs but which may not require enrollment at Sacramento State or any other institution of higher education. A planned educational leave may be granted for a period of up to two years to students who apply while enrolled in a degree program at Sacramento State. If the leave is approved, the student retains degree catalog rights and may enroll as a continuing student provided the student notifies the Office of the University Registrar of her/his return and registers in the same semester indicated on the petition.

**Personal.** Students who for personal reasons are temporarily unable to continue their program of studies may request a leave of absence for a specific period of time not to exceed two semesters. After reaching the two semester limit, students who are requesting to extend their leave of absence status must file a request to extend on the Leave of Absence petition for no more than an additional two semesters. Four semesters of absence is the maximum that can be approved for personal reasons. If the leave is approved, the student retains degree catalog rights. The student may enroll as a continuing student provided the student notifies the Office of the University Registrar of her/his return and registers in the same semester as indicated on the petition. However, an application and fee are required for formal readmission for a leave of two or more semesters.

**One Semester Only.** Sacramento State students who are not enrolled for one semester at Sacramento State are considered as on a leave of absence. Students who return after being absent for one semester do not have to file for readmission or pay the application fee, keep their catalog rights for undergraduate students and maintain classified status for graduate students. (Exception: graduate students who have completed all coursework and have received an "RP" in their culminating experience are required to enroll in Continuous Enrollment. Further information is available at the Office of Graduate Studies.) Students who do not enroll for two consecutive semesters without filing for a Leave of Absence are not considered as continuing students. Students must reapply for admission and pay the application fee. All application deadlines must be followed for consideration for readmission.