



Department of English

MA HANDBOOK

California State University, Sacramento

AY 2025-2026



TABLE OF CONTENTS

Table of Contents	1
Welcome!	5
Department Chair and Program Coordinators, 2025-2026	5
Section 1 General Program Information.....	5
Section 2 MA in Composition, Rhetoric, and Professional Writing	6
2.1 CRPW MA Overview	6
2.2 CRPW MA Learning Outcomes	6
2.3 CRPW MA Faculty	6
2.4 CRPW MA Admissions Eligibility	7
2.5 CRPW MA Application Requirements.....	7
2.6 CRPW MA Curriculum.....	8
2.7 CRPW MA Recommended Sequence of Coursework	9
2.8 Descriptions of Required CRPW Courses.....	9
Engl 220A Teaching College Composition.....	9
Engl 220D Teaching and Composition Research.....	9
Engl 220P Professional Writing.....	9
Engl 220R Topics in Rhetorical Theory and Practice	9
Section 3 English MA with Concentrations in Literature and Creative Writing	10
3.1 English MA Overview.....	10
3.2 English MA Learning Outcomes.....	10
3.3 English MA Faculty	10
3.4 English MA Admissions Eligibility.....	11
3.5 English MA Application Requirements	12
3.6 Conditional Acceptance.....	12
3.7 Curriculum: English MA—Creative Writing Concentration (Current/Returning Students)	13
3.8 Recommended Course Sequence: English MA—Creative Writing (Current/Returning Students)	13
3.9 Curriculum: English MA—Literature Concentration	14
3.10 Recommended Course Sequence: English MA—Literature	14
3.11 Descriptions of English MA Required Courses.....	15

Engl 200A Methods and Materials of Literary Research.....	15
Engl 201D Contemporary Theory	15
Engl 220A Teaching College Composition.....	15
Engl 275 Seminar in Literary History.....	15
Section 4 Certificate Programs	16
4.1 Certificate in Professional Writing.....	16
Certificate in Professional Writing Course Requirements (19-20 Units)	16
4.2 Certificate in Teaching Composition.....	17
Certificate in Teaching Composition Course Requirements (16 Units)	17
4.3 Certificate in Teaching English to Speakers of Other Languages (TESOL)	17
Certificate in TESOL Course Requirements (16 Units)	17
4.4 Certificate in Writing for Film, Stage, and Television.....	18
4.5 How to Enroll in Certificate Programs	18
Section 5 Registration.....	19
Steps to Registration	19
Section 6 Advancing to Candidacy.....	20
Section 7 The Culminating Experience: ENGL 500.....	21
7.1 Eligibility to Enroll in ENGL 500	21
7.2 How to Enroll in ENGL 500.....	21
Thesis Students (CRPW, Literature).....	21
Comprehensive Exam Students (Creative Writing, Literature).....	22
7.3 The Thesis.....	22
7.4 The Thesis Committee.....	22
7.5 CRPW Thesis Components.....	22
7.6 The Thesis Prospectus	23
7.7 ENGL 500: The Comprehensive Exam in Creative Writing.....	23
7.8 ENGL 500: The Comprehensive Exam in Literature	24
7.9 Continuous Enrollment: ENGL 599	24
Section 8 Graduation.....	26
8.1 The Graduation Application.....	26
8.2 The Petition for Exception	26
8.3 Change in Graduation Date	26

8.4 OGS Culminating Experience Workshop.....	26
Section 9 Graduate Policies and Other Program Information	27
9.1 Maintaining Satisfactory Progress	27
9.2 Academic Probation	27
9.3 Academic Warning and Dismissal.....	27
9.4 Reinstatement	27
9.5 Academic Honesty.....	27
9.6 Independent Study	28
9.7 Graduation Writing Assessment Requirement (GWAR).....	28
9.8 Leaves of Absence	28
9.9 Applying courses taken during the BA toward the MA	28
9.10 Switching MA Concentrations	28
9.11 Seven-Year Course Currency	29
9.12 Employment Opportunities	29
Section 10 Additional Resources	30
10.1 The Office of Graduate Studies	30
Important OGS Links.....	30
10.2 Disability Access Center.....	30
10.3 Student Health and Counseling Services (SHCS).....	31
10.4 Crisis Assistance and Resource Education Support (CARES).....	31
10.5 The Pride Center.....	31
10.6 The MLK Center	31
10.7 The Multi-Cultural Center.....	32
10.8 The Dreamer Resource Center	32
10.9 The Veterans Success Center	32
10.10 The Asian Pacific Islander Desi American (APIDA) Student Center.....	32
10.11 The Serna Center	32
10.12 The Women’s Resource Center	33
10.13 International Students and Scholar Services	33
10.14 Financial Aid and Scholarships.....	33
10.15 Student Research Center and Research Symposium.....	33
10.16 Peer & Academic Resource Center (PARC).....	33

10.17 The Writing Center	33
10.18 Technology Resources	34
10.19 Career Center	34
10.20 Associated Students, Inc.....	34
Section 11 Guidelines for Success in the MA Program.....	35
11.1 Stay Informed	35
11.2 Know Your Program Requirements and Timeline	35
11.3 Succeed in Class.....	35
11.3 Get Involved	36
11.4 Apply for a Bazzanella Award	36
11.5 Be a Good Academic Citizen.....	36
Appendix A Advancement to Candidacy Template: CRPW MA.....	37
Appendix B Advancement to Candidacy Template: Creative Writing (Current/Returning Students)	39
Appendix C Advancement to Candidacy Template: Literature.....	41
Appendix D Permission to Enroll in ENGL 500—Thesis	43
Appendix E Permission to Enroll in ENGL 500—Comprehensive Exam.....	44
Appendix F ENGL 299 Petition.....	45

WELCOME!

Welcome to the graduate programs in the Department of English at California State University, Sacramento. Our MA programs provide students with advanced education in the fields of English Literature and Creative Writing, and in Composition, Rhetoric, and Professional Writing. During your studies, you will have the opportunity to engage with a diverse community of instructors and peers, to participate in rigorous, scholarly discussion, and to develop your own perspectives on writing and literature. The English Department faculty is committed to providing you with the guidance and support you need to succeed in this program and beyond. We look forward to working with you and helping you achieve your academic and professional goals.

DEPARTMENT CHAIR AND PROGRAM COORDINATORS, 2025-2026

Acting Department Chair: Torsa Ghosal, Ph.D., engl-chair@csus.edu

Graduate Coordinator: Jonas Cope, Ph.D., engl-grad@csus.edu

Composition, Rhetoric, & Professional Writing Program Coordinator: Hogan Hayes, Ph.D., hogan.hayes@csus.edu

Creative Writing Program Coordinator: Brett Williams MFA, s.b.williams@csus.edu

Literature Program Coordinator: Torsa Ghosal, Ph.D., torsa.ghosal@csus.edu

TESOL Program Coordinator: Reiko Komiyama, Ph.D., tesol@csus.edu

SECTION 1 GENERAL PROGRAM INFORMATION

The CSUS English Department offers these graduate degrees:

- MA in Composition, Rhetoric, and Professional Writing (CRPW)
- MA in English
- MA in Teaching English to Speakers of Other Languages (TESOL)

The Department also administers Certificate programs, which are available to matriculated CSUS MA students:

- Certificate in Professional Writing
- Certificate in Teaching Composition
- Certificate in Writing for Film and Television
- Certificate in TESOL

This handbook pertains to the MA in CRPW, the MA in English, and the certificate programs. For information on the MA in TESOL, please visit this website: https://www.csus.edu/college/arts-letters/english/internal/documents/tesol_student_handbook1.pdf.

SECTION 2 MA IN COMPOSITION, RHETORIC, AND PROFESSIONAL WRITING

2.1 CRPW MA OVERVIEW

The MA in Composition, Rhetoric, and Professional Writing (CRPW) is for students seeking to advance as writers in professional contexts or to teach at the high school or community-college level. The CRPW MA prepares students for careers in fields such as education, journalism, publishing, law, technical writing, advertising, arts administration, or civil service; or to pursue study at the doctoral level. Students in the program develop an understanding of writing as a process that requires critical analysis and inquiry, as well as self-reflection and metacognition. Students engage with research in the fields of composition, rhetoric, and professional writing. With that foundation, students design original research projects informed by appropriate conceptual and methodological frameworks. Students contribute original ideas to established bodies of knowledge and professional practice and demonstrate an ethically driven understanding of the ways in which all language is meaning-making, focusing especially within the contexts of academic and professional discourse communities.

2.2 CRPW MA LEARNING OUTCOMES

1. A working knowledge of praxis—the ways Rhetoric and Composition theory and practice inform one another
2. An ability to write clearly, effectively, and multimodally; to use rhetorical knowledge to inform writing process; to locate, evaluate, organize, and incorporate evidence effectively; and to examine explicitly writing and thinking processes
3. An ability to theorize and practice a variety of writing classroom pedagogies
4. An ability to conduct research in Rhetoric and Composition using appropriate methods and methodological frameworks
5. An ability to join an on-going scholarly conversation and contextualize an original contribution through primary and secondary research
6. An ability to articulate the sociopolitical and sociocultural implications of researching and teaching literacy, composition, and rhetoric.

2.3 CRPW MA FACULTY

<i>NAME</i>	<i>EMAIL</i>	<i>OFFICE</i>	<i>AREAS OF INTEREST</i>
Angela Clark-Oates, Ph.D.	clark-oates@csus.edu	Calaveras 163	Writing Studies, Composition and Rhetoric, and GVAR Coordinator
Hogan Hayes, Ph.D.	hogan.hayes@csus.edu	Calaveras 107	Writing Center & Writing Programs Coordinator

Amy Heckathorn, Ph.D.	amyheck@csus.edu	Calaveras 145A	Composition Studies
Angela Laflen, Ph.D.	angela.laflen@csus.edu	Calaveras 166	Professional Writing

2.4 CRPW MA ADMISSIONS ELIGIBILITY

To be eligible for admission to the CRPW MA, an applicant must have:

1. A baccalaureate degree
2. A minimum GPA of 3.0 in the last 60 units of all university level coursework OR a 3.0 GPA in courses in Communication Studies, Education, English, Philosophy, Political Science, or related major on the transcript from the degree-granting institution.
3. For applicants who earned a degree from an institution located in a nation where English is not the official language:
 - A TOEFL score of 600 or higher
 - OR a score of 250 or higher on the Computerized TOEFL
 - AND a score of 5 on the Test of Written English
 - Internet based TOEFL (IBT): 100, with a minimum of 25 on the writing section

2.5 CRPW MA APPLICATION REQUIREMENTS

Applications are submitted online through CalStateApply: <https://calstate.edu/apply>. A complete application consists of:

- A Department of English **Supplemental Application**. Found on the Cal State Apply platform, the supplemental application asks for a listing of the coursework in the major and/or related fields, such as Communication Studies or Education.
- A **personal statement** of no more than 300-500 words. The personal statement should discuss the applicant's interest in the program and the experiences (academic and non-academic) that have shaped this interest and prepared the applicant for graduate work in this field.
- A **writing sample** consisting of one of the following:
 - A ten-to-twelve-page academic writing sample (e.g. seminar or capstone project), one in which the applicant has integrated primary and/or secondary research to pursue an original claim or controlling idea. The writing sample should be accompanied by a brief

reflective component (250-500 words) articulating why the applicant has chosen this as their writing sample.

- Two or three samples of professional writing that demonstrate the applicant's preparation for the program. Genres from a variety of professions and fields are welcomed. The writing samples should be accompanied by a brief reflective component (250-500 words) articulating why the applicant has chosen these pieces.
- **Three letters of recommendation** (requested through CalStateApply).
- Unofficial **transcripts** from all colleges and universities attended, including all community colleges and colleges where credit was earned by the applicant as a high school student. Note: Once admitted to the program, students will be asked to furnish official copies of all transcripts.

2.6 CRPW MA CURRICULUM

A total of 30 units of coursework is required.

REQUIRED COURSES (16 UNITS):

-
- ☐ ENGL 220A | TEACHING COLLEGE COMPOSITION (4 UNITS)
 - ☐ ENGL 220D | TEACHING AND COMPOSITION RESEARCH (4 UNITS)
 - ☐ ENGL 220P | PROFESSIONAL WRITING (4 UNITS)
 - ☐ ENGL 220R | TOPICS IN RHETORICAL THEORY AND PRACTICE (4 UNITS)

SELECT ONE OF THE FOLLOWING (4 UNITS):

-
- ☐ ENGL 410A | WRITING CENTER THEORY AND PRACTICE: INTERNSHIPS (4 UNITS)
 - ☐ ENGL 410C | INTERNSHIPS (4 UNITS)
 - ☐ ENGL 410E | INTERNSHIP IN TEACHING WRITING (4 UNITS)
 - ☐ ENGL 410W | WRITING PROGRAMS INTERNSHIP (4 UNITS)

ELECTIVES: SELECT 8 TOTAL UNITS FROM THE FOLLOWING COURSES (8 UNITS):

-
- ☐ ENGL 220C | TOPICS IN COMPOSITION STUDIES (4 UNITS)
 - ☐ ENGL 215B | ESL WRITING/COMPOSITION (3 UNITS)
 - ☐ ENGL 210G | SECOND LANGUAGE ACQUISITION (3 UNITS)
 - ☐ ENGL 200A | METHODS AND MATERIALS OF LITERARY RESEARCH (4 UNITS)
 - ☐ ENGL 201D | CONTEMPORARY THEORY (4 UNITS)
 - ☐ ENGL 222 | UNDERSTANDING MULTIDISCIPLINARITY IN WRITING STUDIES (1 UNIT)
 - ☐ ANY COURSE FROM THE FOLLOWING SERIES: ENGL 230; ENGL 240; ENGL 250; ENGL 260; ENGL 275; ENGL 280 (4 UNITS)

Note: Up to four units of upper-division (100-level) coursework in the English department may be counted toward electives. Students taking a three-unit elective must also enroll in Engl 222, a one-unit course.

CULMINATING EXPERIENCE (2 UNITS):

-
- ☐ ENGL 500 | THESIS (2 UNITS)

2.7 CRPW MA RECOMMENDED SEQUENCE OF COURSEWORK

It is important that you plan your course of study in consultation with the Writing Programs Coordinator and/or the Graduate Coordinator. Many graduate courses are offered once a year only. Departing from the recommended sequence will likely delay your graduation.

For full-time CRPW students taking eight units a semester, the following sequence is recommended:

	Fall	Spring
Year 1	ENGL 220A ENGL 220R	ENGL 220D ENGL 410
Year 2	Elective Elective	ENGL 220P ENGL 500

2.8 DESCRIPTIONS OF REQUIRED CRPW COURSES

ENGL 220A | TEACHING COLLEGE COMPOSITION

Designed for prospective community college and university writing instructors. It focuses on theory and research in rhetoric, composition, and cognitive development and on practical, pedagogical classroom strategies. Students discuss a variety of theories and research studies and then apply writing theory to classroom strategies, design lessons, assignments, and syllabi, and practice analyzing and responding to student writing; and prepare a teacher portfolio.

Fulfills the Graduate Writing Intensive (GWI) requirement.

ENGL 220D | TEACHING AND COMPOSITION RESEARCH

Examines the history and current status of research methods and methodologies in Composition Studies. It explores both producing and consuming research -- studying how and why research has been conducted and how it has been understood and put to practical use by readers of composition research.

ENGL 220P | PROFESSIONAL WRITING

Examines theories that inform the practices of professional writers and applies theoretical principles to some common professional writing genres used in career fields ranging from business to public relations to nonprofit management. Focuses on how business or technical communication is different from academic styles and introduces students to the current writing challenges and practices in these fields.

ENGL 220R | TOPICS IN RHETORICAL THEORY AND PRACTICE

Designed to help students learn about and apply rhetorical theory. Its goal is to introduce graduate students to the history and theory of rhetorical movements after—or outside of—the rhetorics of Western antiquity. Evaluation will be based on weekly journal responses to readings, a major paper on rhetorical theories, and a course portfolio.

SECTION 3 ENGLISH MA WITH CONCENTRATIONS IN LITERATURE AND CREATIVE WRITING

3.1 ENGLISH MA OVERVIEW

The English MA enhances students' skills in critical reading, creative writing, and analysis of language, ideas, and texts. The degree offers preparation for students who aspire to teach writing or literary study in high-school or community-college settings; to teach English to adult learners and to students abroad; to pursue career opportunities in fields such as journalism, publishing, law, and creative writing, advertising, arts administration, or civil service; or to pursue study at the doctoral level. ****Note: the Creative Writing concentration of the English MA is temporarily suspended, although creative writing courses remain available to take. This concentration is not available to new admissions.****

3.2 ENGLISH MA LEARNING OUTCOMES

1. An ability to critically analyze and question knowledge claims in the specialized discipline
2. An ability to write clearly, effectively, and imaginatively, and to adjust writing style appropriately to the content and nature of the subject
3. An ability to conduct research projects and to articulate them within appropriate conceptual and methodological frameworks, and to locate, evaluate, organize, and incorporate information effectively
4. An ability to conduct advanced research and documentation in the discipline, including print and electronic forms of information retrieval
5. An ability to engage in the oral exchange of ideas with faculty and fellow students

3.3 ENGLISH MA FACULTY

NAME	EMAIL	OFFICE	AREAS OF INTEREST
Jonas Cope, Ph.D.	jonas.cope@csus.edu	Calaveras 157	Poetry, Close-Reading, Etymology, Grammar and Syntax, and 19 th Century Novels
Susan Fanetti, Ph.D.	sfanetti@csus.edu	Calaveras 153	English Education, American Literature, Popular Literature, and Culture/Genre Literature
Torsa Ghosal, Ph.D.	torsa.ghosal@csus.edu	Douglass 219	Creative Writing, Global Anglophone Literature, Narrative Theory, Critical theory, and Film Criticism
Jason Gieger, Ph.D.	gieger@csus.edu	Douglass 204	Film Studies
Hellen Lee, Ph.D.	hellen.lee@csus.edu	Calaveras 113	Late 19th and early 20th-century U.S. Literatures

Rosa Martinez, Ph.D.	rosa.martinez@csus.edu	Douglass 203	American Literature and Chicana/Latina/o Literature
Joshua McKinney	jmckinne@csus.edu	Douglass 201	Creative Writing, Poetry
Christine Montgomery, Ph.D.	montgomery@csus.edu	Douglass 202	African-American Literature and Neo- Slave Narratives
David Toise, Ph.D.	dwtoise@csus.edu	Calaveras 160	British Literature
Brett (Samuel) Williams, M.F.A.	s.b.williams@csus.edu	Calaveras 156	Creative Writing, Writing for Film, Television, and Stage
Kim Zarins, Ph.D.	zarins@csus.edu	Calaveras 159	Medieval Literature, British Literature, Children & Young Adult Literature, and Poetry

3.4 ENGLISH MA ADMISSIONS ELIGIBILITY

To be eligible for admission to the English MA with a concentration in Creative Writing, an applicant must have:

1. A baccalaureate degree
2. A minimum GPA of 3.0 in the last 60 units of all university level coursework or a 3.0 GPA in courses in the English major on the transcript from the degree granting institution
3. A minimum of 27 units of upper division courses in English
4. A minimum of 15 units of upper-division coursework in literature, including one course that addresses primarily British literature, and one that addresses primarily American literature
5. For applicants that earned a degree from an institution located in a nation where English is not the official language:
 - A TOEFL score of 600 or higher
 - OR a score of 250 or higher on the Computerized TOEFL
 - AND a score of 5 on the Test of Written English
 - Internet based TOEFL (IBT): 100, with a minimum of 25 on the writing section

3.5 ENGLISH MA APPLICATION REQUIREMENTS

Applications are submitted online through CalStateApply: <https://calstate.edu/apply>. A complete application consists of:

- A Department of English **Supplemental Application**. Found on the Cal State Apply platform, the supplemental application asks for a listing of the coursework in the major.
- A **personal statement** of no more than 300-500 words. The personal statement should discuss the applicant's interest in the program and the experiences (academic and non-academic) that have shaped this interest and prepared the applicant for graduate work in this field.
- For Creative Writing applicants: A **writing sample** of no more than 15 pages of prose or fiction, or of 5 or 6 poems.
- **Three letters of recommendation** (requested through CalStateApply)
- Unofficial **transcripts** from all colleges and universities attended, including all community colleges and colleges where credit was earned by the applicant as a high school student. Note: Once admitted to the program, students will be asked to furnish official copies of transcripts.

3.6 CONDITIONAL ACCEPTANCE

Applicants who meet the program eligibility requirements but who lack sufficient English or literature course units may in some circumstances be admitted to the MA as conditionally classified students. Conditionally classified students must complete additional upper-division (100-level) coursework, as specified at the time of admission. A student must lack no more than nine units of coursework to be eligible for conditional acceptance.

Conditionally classified students must complete their additional coursework in the first year of the MA program, and then must file a Classification Application with the Office of Graduate Studies:

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

3.7 CURRICULUM: ENGLISH MA—CREATIVE WRITING CONCENTRATION (CURRENT AND RETURNING STUDENTS ONLY)

A total of 30 units of coursework is required.

REQUIRED COURSES (16 UNITS):

- ENGL 200A | METHODS AND MATERIALS OF LITERARY RESEARCH (4 UNITS)
- ENGL 201D | CONTEMPORARY THEORY (4 UNITS)
- ENGL 220A | TEACHING COLLEGE COMPOSITION (4 UNITS)
- ENGL 275 | SEMINAR IN LITERARY HISTORY (4 UNITS)

CREATIVE WRITING CONCENTRATION COURSES (12 UNITS):

- ONE COURSE FROM THE 230 SERIES (4 UNITS)
- ONE COURSE FROM THE 130 SERIES OR 230 SERIES (4 UNITS)
- ENGL 230X | MASTER CLASS IN WRITING FICTION (4 UNITS)
- OR
- ENGL 230Y | MASTER CLASS IN WRITING POETRY (4 UNITS)

CULMINATING EXPERIENCE (2 UNITS):

- ENGL 500 | COMPREHENSIVE EXAM (2 UNITS)

3.8 RECOMMENDED SEQUENCE OF COURSEWORK: ENGLISH MA—CREATIVE WRITING

It is important that you plan your course of study in consultation with the Creative Writing Coordinator and the Graduate Coordinator. Many graduate courses are offered once a year only and departing from the recommended sequencing will likely mean a delay in your graduation.

For full-time Creative Writing students taking eight units a semester, the following sequence is recommended:

	Fall	Spring
Year 1	ENGL 200A ENGL 130 or 230	ENGL 201D ENGL 230X or 230Y
Year 2	ENGL 220A ENGL 230	ENGL 275 ENGL 500

3.9 CURRICULUM: ENGLISH MA—LITERATURE CONCENTRATION

A total of 30 units of coursework is required.

REQUIRED COURSES (16 UNITS):

- ENGL 200A | METHODS AND MATERIALS OF LITERARY RESEARCH (4 UNITS)
- ENGL 201D | CONTEMPORARY THEORY (4 UNITS)
- ENGL 220A | TEACHING COLLEGE COMPOSITION (4 UNITS)
- ENGL 275 | SEMINAR IN LITERARY HISTORY (4 UNITS)

CONCENTRATION COURSES (12 UNITS):

- ONE COURSE FROM THE ENGL 240 SERIES (4 UNITS)
- ONE COURSE FROM THE ENGL 250 OR 280 SERIES (4 UNITS)
- ONE COURSE FROM THE FOLLOWING SERIES: ENGL 100, 140, 141, 145, 150, 155, 160, 165, 180, 185, 170, 240, 250, 260, 265, 280; OR ONE OF THE FOLLOWING COURSES: 190Q, 299, 410F

CULMINATING EXPERIENCE (2 UNITS):

- ENGL 500 | COMPREHENSIVE EXAM OR THESIS (2 UNITS)

Note: A GPA of 3.7 or higher is required for eligibility to write a thesis.

3.10 RECOMMENDED SEQUENCE OF COURSEWORK: ENGLISH MA—LITERATURE

It is important that you plan your course of study in consultation with the Graduate Coordinator. Many graduate courses are offered once a year only; departing from the recommended sequence will likely mean a delay in your graduation.

For full-time Literature students taking eight units a semester, the following sequence is recommended:

	Fall	Spring
Year 1	Engl 200A Engl 240/250/280	Engl 201D Engl 240/250/280
Year 2	Engl 220A Engl 100 or 200 elective	Engl 275 Engl 500

3.11 DESCRIPTIONS OF ENGLISH MA REQUIRED COURSES

ENGL 200A | METHODS AND MATERIALS OF LITERARY RESEARCH

Acquaints students with principal sources and techniques of literary research. It also introduces students to contemporary critical approaches to literature. Students should take this course as early as possible in their graduate careers, preferably in the first semester. Students prepare an annotated bibliography and a paper employing a particular critical approach to one of a selection of anchor texts.

Fulfills the Graduate Writing Intensive (GWI) requirement.

ENGL 201D | CONTEMPORARY THEORY

Introduces students to the place of theoretical texts in literary studies and engages with theory through a survey of approaches and/or a thematic inquiry; examples of thematic approaches might include but are not limited to formalism and new formalism, critical race studies, theories of poetics, and the linguistic turn.

ENGL 220A | TEACHING COLLEGE COMPOSITION

Designed for prospective community college and university writing instructors. It focuses on theory and research in rhetoric, composition, and cognitive development and on practical, pedagogical classroom strategies. Students discuss a variety of theories and research studies and then apply writing theory to classroom strategies, design lessons, assignments, and syllabi, and practice analyzing and responding to student writing; and prepare a teacher portfolio.

ENGL 275 | SEMINAR IN LITERARY HISTORY

Literary history designed to introduce the graduate student to bibliographical materials necessary to the successful pursuit of advanced study in English. It will deal with the major historical periods of English and American literature and looks briefly at the major European traditions.

SECTION 4 CERTIFICATE PROGRAMS

The English Department offers a variety of certificate programs, each of which is designed for students seeking formal recognition for completing an organized, integrated, and specialized program of study. The certificate programs are open to matriculated CSUS students only. Please see below for instructions on how to enroll in a certificate program.

4.1 CERTIFICATE IN PROFESSIONAL WRITING

The Professional Writing Certificate prepares students to communicate as rhetorically effective and ethical writers in diverse workplace contexts. Students learn the theories that inform professional writing and gain hands-on experience by producing a variety of professional documents and completing an internship. Professional writing takes place within organizational and/or institutional contexts and includes workplace genres such as reports, correspondence, manuals, employment documents, grants, etc. Given the contexts in which professional writing takes place, there is a strong emphasis on writing in digital environments and using data effectively.

CERTIFICATE IN PROFESSIONAL WRITING COURSE REQUIREMENTS (19-20 UNITS)

REQUIRED COURSES (16 UNITS):

- ENGL 120P | PROFESSIONAL WRITING (4 UNITS)
- ENGL 120T | TECHNICAL WRITING (4 UNITS)
- ENGL 195W | WRITING PROGRAMS INTERNSHIP (4 UNITS)

SELECT ONE OF THE FOLLOWING COURSES (3-4 UNITS):

- ENGL 110J TRADITIONAL GRAMMAR AND STANDARD USAGE (3 UNITS)
- ENGL 120C TOPICS IN COMPOSITION (4 UNITS)
- ENGL 120E DIGITAL WRITING AND RHETORIC (4 UNITS)
- ENGL 120L COMMUNITY LITERACY AND PUBLIC RHETORICS (4 UNITS)
- ENGL 120Q TOPICS IN PROFESSIONAL WRITING (4 UNITS)
- ENGL 120R TOPICS IN RHETORIC (4 UNITS)
- ENGL 120S WRITING IN THE SOCIAL SCIENCES (4 UNITS)
- ENGL 130F WRITING FOR TELEVISION (4 UNITS)
- ENGL 130J WRITING FEATURE FILM SCRIPTS (4 UNITS)
- ENGL 130M ART OF AUTOBIOGRAPHY (4 UNITS)
- ENGL 130N CREATIVE NON-FICTION (4 UNITS)
- ENGL 195A WRITING CENTER THEORY AND PRACTICE: INTERNSHIPS (4 UNITS)
- ENGL 195C INTERNSHIP IN FIELD WORK (4 UNITS)

4.2 CERTIFICATE IN TEACHING COMPOSITION

The Certificate in Teaching Composition is recommended for those students preparing to teach writing at the community college level or for high school teachers seeking to update their knowledge of composition theory and practice.

Note: Courses for the Certificate must be completed with grades of "B" or better. This certificate is not recognized by the California Commission on Teacher Credentialing, and it does not meet the eligibility requirements to teach in K-12 California public schools.

CERTIFICATE IN TEACHING COMPOSITION COURSE REQUIREMENTS (16 UNITS)

REQUIRED COURSES (12 UNITS):

- ENGL 220A | TEACHING COLLEGE COMPOSITION (4 UNITS)
 - ENGL 410A | WRITING CENTER THEORY AND PRACTICE: INTERNSHIPS (4 UNITS)
 - ENGL 410E | INTERNSHIP IN TEACHING WRITING (4 UNITS)
- OR TEACHING ASSOCIATESHIP IN ENGLISH AT SACRAMENTO STATE

SELECT ONE OF THE FOLLOWING COURSES (4 UNITS):

- ENGL 220C TOPICS IN COMPOSITION STUDIES (4 UNITS)
- ENGL 220R TOPICS IN RHETORICAL THEORY AND PRACTICE (4 UNITS)
- ENGL 220P PROFESSIONAL WRITING (4 UNITS)

Note: Employment as a Teaching Associate in the English Department at Sacramento State may be substituted for Engl 410E, reducing total number of coursework units to 12.

4.3 CERTIFICATE IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

The certificate program in Teaching English to Speakers of Other Languages (TESOL) is designed for graduate students who want to teach ESL writing at the college level. The Certificate in TESOL is not a teaching credential but is recognized abroad as advanced training in language teaching. In conjunction with a BA or MA degree or a state teaching credential, it may also be helpful in obtaining employment as an ESL teacher in the United States. Courses for the Certificate must be completed with grades of "B" or better. Interested students should consult with the TESOL Coordinator.

CERTIFICATE IN TESOL COURSE REQUIREMENTS (16 UNITS)

REQUIRED COURSES (18 UNITS):

- ENGL 110A LINGUISTICS AND THE ENGLISH LANGUAGE (3 UNITS)
- ENGL 110P SECOND LANGUAGE LEARNING AND TEACHING (3 UNITS)
- ENGL 110Q GRAMMAR FOR ESL TEACHERS (3 UNITS)
- 215B ESL WRITING (3 UNITS)
- 410B ESL INTERNSHIP (3 UNITS)

ELECTIVES: SELECT ONE OF THE FOLLOWING COURSES (3-4 UNITS):

- ENGL 200E CURRICULUM AND ASSESSMENT DESIGN FOR LANGUAGE CLASSROOMS (3 UNITS)
- ENGL 210C TECHNOLOGY IN SECOND LANGUAGE TEACHING (3 UNITS)
- ENGL 215A READING/VOCABULARY ACQUISITION (3 UNITS)
- ENGL 215C PEDAGOGICAL GRAMMAR FOR TESOL (4 UNITS)
- ENGL 220A TEACHING COLLEGE COMPOSITION (4 UNITS)
- ENGL 220C TOPICS IN COMPOSITION STUDIES (4 UNITS)

Note: Engl 110A and Engl 110P are prerequisites for enrolling in any Engl 215 course. Engl 110Q is a prerequisite to enrolling in Engl 215C.

4.4 CERTIFICATE IN WRITING FOR FILM, STAGE, AND TELEVISION

Information coming soon for this new program!

4.5 HOW TO ENROLL IN CERTIFICATE PROGRAMS

Eligibility for certificate programs requires a student to be currently enrolled in a degree program at CSUS. To enroll in a certificate, please submit the following forms to the Office of Graduate Studies:

- Application for Certificate
- Academic Certificate Course Verification

To access these forms, visit the OGS website: <https://www.csus.edu/graduate-studies/current-students/forms.html> and select the forms from the OnBase menu.

SECTION 5 REGISTRATION

Registration takes place during designated dates in the semester before classes begin. Each student is assigned a registration-appointment date on which they can begin enrolling in classes through the Student Center on MySacState, which allows access to features including registration, wait listing, fee payment, financial-aid status, and holds.

STEPS TO REGISTRATION

- Obtain academic advising by visiting the Graduate Coordinator and/or your Program Coordinator. Consult the curriculum description for your discipline (see above in this handbook).
- Log onto MySacState to access your Student Center, where you will find your registration appointment.
- Before your registration appointment, be sure to clear any holds or outstanding fees. Continuing students register first and classes can fill quickly, so make sure you are ready to go before you register. Registration fees will not be due until after you enroll in classes.
- In your Student Center, select the courses in which you want to enroll. You will be immediately enrolled if there is a seat available in the class. If the section you request is full or cancelled, you may choose to register for the class wait list, if that option is available.
- The Late Registration and Change of Schedule period begins three weeks before the semester starts and continues through the second week of the semester.
- Note: Students cannot self-enroll in Engl 500. Please see [instructions in this handbook](#) for Engl 500 registration.

SECTION 6 ADVANCING TO CANDIDACY

Before you can enroll in ENGL 500 and begin your culminating experience, you must have an approved Advancement to Candidacy form on file with the Office of Graduate Studies (OGS). Only students who have completed the advancement requirements are eligible to begin the culminating experience.

The Advancement to Candidacy (ATC) form is available on the OGS website:

<https://www.csus.edu/graduate-studies/current-students/forms.html>. The form is routed automatically to the Graduate Coordinator and then to OGS through an online system called OnBase. On your ATC form, you will list all the required and elective courses that you have taken or plan to take in order to complete the 30 units necessary for the MA. Please follow the template for your program (see [the appendices of this handbook](#)).

Deadlines: The ATC form is typically due in the first week of the semester and must be submitted the semester before you plan to enroll in ENGL 500. The Graduate Coordinator is available to approve forms only during the academic year. Forms will not be processed during winter break, spring break, or over the summer.

Please note:

- To be eligible to advance to candidacy, you must have completed at least 12 units of your required MA coursework.
- Eligibility to advance to candidacy requires a minimum GPA of 3.0.
- You must fulfill your Graduate Writing Intensive requirement (GWI) before advancing (most students will fulfill the GWI by taking ENGL 200A or 220A and receiving a grade of “B” or higher).
- If you were admitted as a conditionally classified student, you must file a [Classification Application](#) with OGS prior to advancing to candidacy.
- Your ATC will not be approved if it includes courses for which you currently have a grade of Incomplete.
- No units with a grade lower than “C” can apply towards the degree.
- You must submit your ATC at least one semester before you plan to enroll in ENGL 500.
- Please note: your ATC form should list **all thirty units** required for the completion of the MA degree, including required core courses (16 units), concentration courses (12 units), and the culminating requirement (2 units). If your coursework ultimately deviates from the courses that you list on your ATC, you must submit a Petition for Exception.

SECTION 7 THE CULMINATING EXPERIENCE: ENGL 500

To complete your degree, you will enroll in a two-unit culminating experience course: ENGL 500.

COMPOSITION, RHETORIC, AND PROFESSIONAL WRITING (CRPW)—THESIS

Students in the CRPW MA will write a **thesis** for the culminating experience. The thesis is an independent project for which the student will undertake original research in composition under the supervision of a two-person faculty committee. It is the responsibility of the student to arrange the thesis committee.

CREATIVE WRITING—COMPREHENSIVE EXAM

The culminating experience for the Creative Writing concentration of the English MA is a **comprehensive examination**.

LITERATURE—COMPREHENSIVE EXAM OR THESIS

The culminating experience for the Literature concentration is ordinarily **the comprehensive examination**. Literature students who have earned a GPA of 3.7 or better in 21 units of graduate study may opt to fulfill the culminating experience requirement by writing a **thesis**, provided they have two faculty willing to read and direct the thesis. Students selecting the thesis option should be aware that most students take more than one semester to complete the thesis.

7.1 ELIGIBILITY TO ENROLL IN ENGL 500

Enrollment in ENGL 500 requires the following:

- An approved [Advancement to Candidacy](#) on file with the Office of Graduate Studies. Your transcript will indicate your Advancement to Candidacy after it has been officially approved.
- You must have completed, or be in the process of completing, all your graduate coursework during the semester in which you enroll in ENGL 500.
- Your transcript must include no more than one grade of Incomplete.

7.2 HOW TO ENROLL IN ENGL 500

To enroll in ENGL 500, you must first obtain permission from the English Graduate Coordinator, who will review your eligibility. Permission is obtained by submitting a “Permission to Enroll in 500” form to the Department. Once you submit the form, it will be routed to your thesis advisors for their signatures (if you are writing a thesis) and then to the Graduate Coordinator. Once the Graduate Coordinator approves your form, the Department staff will enroll you in ENGL 500.

Please note: the Graduate Coordinator is available to approve forms only during the academic year. Forms will not be processed during winter break, spring break, or over the summer.

Thesis Students (CRPW, Literature)

Please submit the “[Permission to Enroll in 500—Thesis](#)” form together with the following documents:

- A thesis contract, signed by two faculty advisors. Your first reader will furnish you with the contract, which sets out the expectations for completion of the thesis.
- A prospectus
- An unofficial copy of your CSUS transcript.

Note: Literature students must have a GPA of at least 3.7 to be eligible for the thesis option for ENGL 500.

Comprehensive Exam Students (Creative Writing, Literature)

Please submit the “[Permission to Enroll in 500—Exam](#)” form together with an unofficial copy of your CSUS transcript.

7.3 THE THESIS

The CSUS catalog defines the thesis as follows: “A thesis is the written product of the systematic study of a significant problem. It clearly identifies the problem; states the major assumptions; explains the significance of the undertaking; sets forth the sources for, and methods of gathering information; analyzes the data; and offers a conclusion or recommendation. The finished product must evidence originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation.” Many thesis projects in English are 60-75 pages in length, but you should consult with your faculty advisors on the length appropriate to your project.

Note: All CRPW students will write a thesis for the culminating experience. Literature students with a GPA of 3.7 or higher may elect to write a thesis or take the comprehensive exam for the culminating experience. The thesis option is not available to Creative Writing students.

7.4 THE THESIS COMMITTEE

Students completing a thesis for the culminating experience must arrange a committee of two faculty members who will serve as readers. The first reader will serve as the primary thesis advisor. Please consult both readers in advance as to their preferences for submission of drafts.

To locate advisors to serve on your thesis committee, please consult with the program coordinator for your discipline. Consider those faculty with whom you have taken courses and whose research and teaching interests align with your topic and methodology. Please note that thesis advising is an overload duty for which instructors receive no additional compensation. Your preferred advisor may not be available to serve on your thesis committee. Faculty advisors are also free to withdraw their participation from thesis supervision at any point, for any reason. Please also keep in mind that advisors typically are not available when the University is not in regular session. It is recommended that you begin seeking out advisors early in the program.

7.5 CRPW 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.

7.6 THE THESIS PROSPECTUS

The prospectus offers an overview of your proposed study for your thesis. Typically, a prospectus will discuss the following:

- The focus and direction for the proposed study.
- The scope of the thesis. The prospectus will offer an overview of the thesis subject matter, including controversies or debate which may surround the topic, and it will describe how the thesis will approach the topic. It should delineate how many chapters the thesis will include and what material will be covered in those chapters.
- A critical overview of pertinent secondary materials.
- A bibliography of primary and secondary sources.

With some revision, the prospectus might serve as the basis for the first chapter of the thesis. Please consult your thesis advisors as to the appropriate length for your prospectus.

You will compose your prospectus prior to enrolling in ENGL 500. Once your two faculty advisors have indicated their approval of your prospectus, you will submit it to the Graduate Coordinator along with your signed thesis contract and your “Permission to Enroll in 500—Thesis” form.

7.7 ENGL 500: THE COMPREHENSIVE EXAM IN CREATIVE WRITING (CURRENT/RETURNING STUDENTS ONLY)

To fulfill ENGL 500, Creative Writing MA students 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 preparation for the exam, Creative Writing students will conduct an intensive study of a range of selected works.

Students will be evaluated for imaginative writing specific to their genre, as theorists of the craft of imaginative writing specific to their genre, and as historians of the aesthetics of imaginative writing specific to their genre.

The Creative Writing Comprehensive Exam will be given once each semester. The exam is administered by a faculty committee, which will devise a reading list and exam topics, and will assess submitted exams. The reading list will be made available on the [English Department website](#) one year before the exam.

The Creative Writing Comprehensive Exam has two parts:

1. Students will produce a set amount of written work that meets the specifications as to the creative-writing genre and form set out by the 500 Examination Committee and announced to the examinees prior to the exam date. This work is to be submitted with the exam.
2. Students will complete a one-week take-home exam that tests their understanding of historical and theoretical issues in their discipline. The exam typically consists of a variety of questions concerning the material included in the master reading list.

In accordance with University Policy, students may attempt the exam a maximum of two times. Students who fail the exam on the first attempt may attempt it one additional time only. Creative Writing students who are enrolled in ENGL 500 must attend orientation meetings about the Culminating Exam and must meet with the Coordinator of Creative Writing.

7.8 ENGL 500: THE COMPREHENSIVE EXAM IN LITERATURE

To fulfill ENGL 500, most Literature students will take the Literature comprehensive examination (Literature students with a GPA of 3.7 or higher may opt to write a thesis instead). The purpose of the exam is to assess a student's mastery of their field of study in English.

The Literature Comprehensive Exam is administered in a take-home format once per semester. It typically consists of a set of essay prompts drawing from a list of literary and theoretical texts. Each semester's exam topics and rules are written by a faculty committee, which also assesses the submitted exams. The reading list is comprised of at least 40 primary texts and 5 theoretical or critical works and features works ranging across a wide span of historical periods of British and American literature. The reading list will be made available on the [English Department website](#) one year before the exam. Students should consult scholarly introductions—such as those included in the *Norton Anthology*—to gain basic familiarity with the authors and texts featured on the reading list. Students are expected to demonstrate an understanding of literary history and a knowledge of the historical and cultural contexts pertinent to texts included on the exam. Students also should familiarize themselves with the different genres and literary periods represented on the reading list.

Once a student submits the exam to the Graduate Coordinator, it will be assessed in a blind review by the Comprehensive Exam Committee. The Graduate Coordinator will inform students of the exam results. In accordance with University Policy, students may attempt the exam a maximum of two times. Students who fail the exam on the first attempt may attempt it one additional time only.

The Graduate Coordinator will hold meetings during the semester for students taking the Literature Comprehensive Exam.

7.9 CONTINUOUS ENROLLMENT: ENGL 599

Most students taking either the Literature Comprehensive Exam or the Creative Writing Comprehensive Exam complete ENGL 500 in a single semester. Literature students writing a thesis often take more than one semester to finish.

Once you begin your culminating experience, the university requires that you maintain continuous enrollment until your 500 requirement is complete. After one semester of ENGL 500, those students

who receive a grade of RP (reasonable progress) for the course can elect to enroll in ENGL 599 (Continuous Enrollment) at a reduced fee instead of registering again for ENGL 500. Students enrolled in ENGL 599 may not enroll in any other courses. After three sequential semesters enrolled in ENGL 599, a student must re-enroll in ENGL 500.

To see current fees and apply for continuous enrollment, please visit the OGS form website:

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

Thesis writers: If you do not complete your thesis during the semester in which you first register for ENGL 500, you can register for ENGL 599 if you have made “reasonable progress” on the thesis, as assessed by your thesis advisors.

Comprehensive-Exam Students: English MA students who elected not to take the exam during their first semester registered for ENGL 500 may subsequently register for ENGL 599. A student who takes but does not pass the comprehensive exam will receive a grade of NC (no credit) and must re-enroll in ENGL 500 when they are ready to take the exam a second time.

SECTION 8 GRADUATION

8.1 THE GRADUATION APPLICATION

MA students who are completing ENGL 500 (the culminating experience) and who plan to graduate at the end of the semester must file an Application for Graduation with the Office of Graduate Studies. OGS will review the application to ensure that the student will have completed the degree requirements by the end of the semester. The application form is located on the OGS website:

<https://www.csus.edu/graduate-studies/current-students/forms.html>. The deadline for filing the Graduation Application is typically early in the semester. Please note: the Graduate Coordinator is available to approve forms only during the academic year. Forms will not be processed during winter break, spring break, or over the summer.

Before graduating, you must clear any holds from your student record.

Note: Submitting the Graduation Application does not automatically register a student for participation in commencement. For commencement information, please visit this site:

<https://www.csus.edu/president/commencement/>.

8.2 THE PETITION FOR EXCEPTION

If your coursework has deviated from the specifications you listed in your Advancement to Candidacy, you must file a Petition for Exception with the Office of Graduate Studies after obtaining the approval of the Graduate Coordinator for the changes. Please consult with the Graduate Coordinator before submitting your Petition for Exception.

8.3 CHANGE IN GRADUATION DATE

If you file an Application for Graduation but then seek to change the semester when you will graduate, you must file a Change of Graduation Date form with the Office of Graduate Studies. Please be aware that thesis advisors may not be available to work with you for additional semesters; please consult with your advisors early about any changes to your course of study.

8.4 OGS CULMINATING EXPERIENCE WORKSHOP

All students who take a comprehensive exam or who finalize a thesis for ENGL 500 must also register for and complete a culminating experience workshop given by the Office of Graduate Studies. Click here for additional information: <https://www.csus.edu/graduate-studies/current-students/thesis-project-dissertation.html>.

SECTION 9 GRADUATE POLICIES AND OTHER PROGRAM INFORMATION

9.1 MAINTAINING SATISFACTORY PROGRESS

All graduate students must maintain satisfactory progress while working toward the MA degree. The minimum GPA for such status is a 3.0 overall, and in English students must earn a C or better to receive degree credit for a course. Those earning a C- or lower must repeat the course. Students admitted as Conditionally Classified must fulfill the conditions of their admission within the year of residency in the program or face academic dismissal from the 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.

9.2 ACADEMIC PROBATION

Students may be placed on Administrative Academic Probation for the following reasons: withdrawal from all or a substantial portion of their courses in two successive terms or in any three terms, repeated failure to progress toward a degree or other program objective, and/or failure to comply after due notice with an academic requirement or regulation. Students who do not meet the conditions for removal of Administrative Academic Probation may be subject to Academic Dismissal.

9.3 ACADEMIC WARNING AND DISMISSAL

A student whose GPA for a given semester falls below 3.0 will be placed on Academic Warning. If while on Academic Warning a student earns a semester GPA of less than 3.0, the student will be subject to Academic Dismissal. Academic Dismissal is sometimes referred to as “disqualification” because students who are subject to dismissal are ineligible to register at CSUS unless they are approved for reinstatement on an academic contract.

9.4 REINSTATEMENT

A student who has been subject to Academic Disqualification may apply for reinstatement by submitting a Reinstatement Request form, complete with a letter detailing the circumstances that interfered with past academic achievement and indicating how these have been remedied. The form can be found on the OGS website: <https://www.csus.edu/graduate-studies/current-students/forms.html>. A student seeking reinstatement should meet the Graduate Coordinator before submitting this form.

9.5 ACADEMIC HONESTY

All University policies pertaining to academic honesty apply to work you conduct during your graduate studies. You are responsible for knowing and abiding by these policies, so be sure to familiarize yourself with them by reviewing the University Policy Manual:

<https://www.csus.edu/umannual/studentpolicies.html>

9.6 INDEPENDENT STUDY

Students seeking credit for independent study can petition to enroll in ENGL 299. ENGL 299 coursework can be for a variable number of credits and is sometimes graded on a credit/no credit basis. You may include up to 4 units of ENGL 299 towards your Master's degree. See the Appendices of this handbook for the [ENGL 299 petition form](#).

9.7 GRADUATION WRITING ASSESSMENT REQUIREMENT (GWAR)

The University requires every MA student to fulfill the Graduation Writing Assessment Requirement (GWAR). In English and CRPW, MA students typically fulfill the GWAR requirement by taking one of the designated Graduate Writing Intensive (GWI) courses, Engl 200A or 220A. A student must receive a grade of "B" or higher in Engl 200A or 220A in order to satisfy the Graduation Writing Requirement. Please note that you must fulfill the GWAR requirement before you Advance to Candidacy.

9.8 LEAVES OF ABSENCE

Prior to enrolling in ENGL 500, an MA student can take a leave of up to one semester without filing a formal leave of absence request. For leaves that extend beyond a single semester, a leave request can be filed with the Office of Graduate Studies. Please visit the OGS form website for additional information: <https://www.csus.edu/graduate-studies/current-students/forms.html>.

9.9 APPLYING COURSES TAKEN DURING THE BA TOWARD THE MA

The University can confer graduate credit for coursework completed during the BA provided that all of the following conditions are met:

- The credits are in excess of what was required for the BA degree.
- No more than six units are applied to the MA degree.
- All the units were taken in the semester of graduation.

Any student who meets the above conditions and wants to request graduate credit for excess undergraduate courses should file a Petition for Exception with the Office of Graduate Studies.

Please note that the [seven-year currency rule](#) described below applies to undergraduate credit that is counted towards the MA.

9.10 SWITCHING MA CONCENTRATIONS

Once admitted to the English MA, students may switch concentrations from Literature to Creative Writing or vice versa, with the approval of the Program Coordinator and the Graduate Coordinator. It is also possible to switch from the CRPW MA to English or vice versa. A student considering such a switch must meet with the Graduate Coordinator and the Program Coordinator of the program to which they wish to switch. Please note that switching degrees or concentrations may considerably delay your graduation. After obtaining the appropriate approvals, the change is made official by filing a

Classification Application form, which can be found on the OGS website:

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

9.11 SEVEN-YEAR COURSE CURRENCY

Per University policy, course credit remains current for a period of seven years. In other words, all of the 30 units taken for the MA degree must be completed within the seven years prior to graduation. If your degree takes longer than seven years to complete, your course credits will begin expiring, and you will have to either retake them (for required courses) or take comparable courses (for electives).

9.12 EMPLOYMENT OPPORTUNITIES

The English Department recruits students for paid positions each semester for appointments beginning the following semester. Watch for 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 Department website: <https://www.csus.edu/college/arts-letters/english/employment.html>.

Employment opportunities for students interested in tutoring and peer instruction may also be available in the Peer & Academic Resource Center: <https://www.csus.edu/center/peer-academic-resource/>.

SECTION 10 ADDITIONAL RESOURCES

The University has many resources for graduate-student support. Below you will find links to some of these resources. You are encouraged to consult the Graduate Coordinator if you need additional information or assistance.

10.1 THE OFFICE OF GRADUATE STUDIES

The Office of Graduate Studies (OGS) provides support for all the graduate programs at CSUS. It is the role of OGS to provide administrative support for the application process, to monitor student progress in the degree, and to give final approval for students' eligibility for graduation. OGS also has a variety of resources that support graduate students, including a New Student Orientation that all new MA students should attend.

To contact OGS about your progress toward the degree or about administrative matters, please call (916) 278-6470 or email grad_degreeservices@csus.edu. For more information, visit the Office of Graduate Studies website: <https://www.csus.edu/graduate-studies/>.

IMPORTANT OGS LINKS

Information for Prospective and Newly Admitted Students: <https://www.csus.edu/graduate-studies/future-students/>

Information on How to Apply to the MA Program: <https://www.csus.edu/graduate-studies/future-students/application-information.html>

Forms and Manuals: this site contains links to forms including the Advancement to Candidacy, the Graduation Application, and the Classification Application: <https://www.csus.edu/graduate-studies/current-students/forms.html>.

Grad Slam: OGS hosts a competition in which graduate students present their research in a three-minute presentation. See this link for information on the Spring 2023 competition: <https://www.csus.edu/graduate-studies/spotlights/grad-slam.html>.

Graduate Student Events and Opportunities: https://www.csus.edu/graduate-studies/spotlights/_free_page.html

10.2 DISABILITY ACCESS CENTER

Working collaboratively with students, faculty, staff, and administrators, the Disability Access Center (DAC) provides a wide range of academic accommodations that ensure disabled students have equal educational access. For more information, visit <https://www.csus.edu/student-affairs/centers-programs/disability-access-center/> or call (916) 278-6955.

10.3 STUDENT HEALTH AND COUNSELING SERVICES (SHCS)

Student Health and Counseling Services (SHCS) offers medical, counseling, and wellness services to help you get and stay healthy during your time at CSUS. SHCS offers primary care medical services, including sexual and reproductive healthcare, transgender care, and immunizations; urgent care for acute illness, injuries, and urgent counseling needs; pharmacy for prescriptions and over-the-counter products; mental health counseling, including individual sessions, group counseling, support groups, mindfulness training, and peer counseling; athletic training for sports injury rehabilitation; wellness services, including nutrition counseling, peer-led health education and wellness workshops, and free safer sex supplies; violence and sexual assault support services. Most services are covered by the Health Services fee and available at no additional cost. For more information, please visit this website:

<https://www.csus.edu/student-life/health-counseling/> or call 916-278-6461.

10.4 CRISIS ASSISTANCE AND RESOURCE EDUCATION SUPPORT (CARES):

If you are experiencing challenges with food, housing, financial or other unique circumstances that are impacting your education, help is just a phone call or email away. The CARES office provides case management support for any enrolled student. Please email cares@csus.edu or visit this website:

<https://www.csus.edu/student-affairs/crisis-assistance-resource-education-support/> or call (916) 278-5138.

10.5 THE PRIDE CENTER

The PRIDE Center provides students looking for a connection to campus with programs and events, access to resources on campus and in the community, a welcoming hangout space, and opportunities for education about LGBTQIA communities and the intersections of many identities and experiences. The Center exists to create and maintain a campus environment that is open, safe, and supportive of student diversity in the areas of sexual orientation and gender identity/expression. For more information, visit the Pride Center website: <https://www.csus.edu/student-affairs/centers-programs/pride-center/>.

10.6 THE MLK CENTER

The MLK Center is a central hub for the exploration of African American heritage and culture. The overall Center is designed to foster an ethos of success that permeates the scholarly experience, the community and the world by setting a tone of change and lifelong improvement that inspires and fulfills the dream of Dr. Martin Luther King, Jr. Students.

The Center partners with local businesses and community organizations to assist students in making college and career connections. In addition, the MLK Center coordinates robust cultural programming to foster a sense of belonging, student inclusion, and cultural empowerment. For more information, visit the MLK website: <https://www.csus.edu/student-affairs/centers-programs/mlk-scholars/>.

10.7 THE MULTI-CULTURAL CENTER

The Multi-Cultural Center at Sacramento State supports the needs of diverse communities by providing educational programs and a welcoming space that helps students learn about themselves and others. By collaborating with campus and community partners to co-create diversity and social justice initiatives, the center responds to student needs, fosters social awareness and cultural understanding, and builds bridges between diverse communities. For more information, visit the Multi-Cultural Center website: <https://www.csus.edu/student-affairs/centers-programs/multi-cultural-center/>.

10.8 THE DREAMER RESOURCE CENTER

The Dreamer Resource Center seeks to make the dream of a college degree a reality for undocumented students and students with mixed-status families at Sacramento State. The goal of the center is to help students overcome the unique challenges that get in the way of achieving academic, personal and professional excellence. For more information, visit the Dreamer Resource Center website: <https://www.csus.edu/student-affairs/centers-programs/dreamer-resource-center/>.

10.9 THE VETERANS SUCCESS CENTER

The Veterans Success Center (VSC) aids students in accessing their VA Education benefits, the timely certifying of those benefits, and completing the admission application process. The VSC also helps students find veteran-related resources, provides leadership opportunities, peer-to-peer mentorship, and support in transitioning into a meaningful career. For more information, visit the VSC website: <https://www.csus.edu/student-affairs/centers-programs/veterans-success-center/>.

10.10 THE ASIAN PACIFIC ISLANDER DESI AMERICAN (APIDA) STUDENT CENTER

The Asian Pacific Islander Desi American (APIDA) Center is committed to educational equity. The Center promotes and affirms the experiences of students who identify as part of the Asian, Pacific Islander, and Desi diaspora. The Center educates and engages with students to foster holistic, academic, and personal development to raise cultural awareness and advocacy needs. Across Sacramento State and in the community, the Center is committed to holding space to cultivate collaboration to address the unique and diverse needs of APIDA students and issues impacting these communities. For more information, visit the APIDA Center website: <https://www.csus.edu/student-affairs/centers-programs/asian-pacific-islander-desi-american-student-center/>.

10.11 THE SERNA CENTER

The mission of the Serna Center is to promote, foster, and enhance leadership, empowerment, self-advocacy, and civic engagement among Chicanxs/Latinxs students, but also, students from other under-represented backgrounds at Sacramento State. Additionally, integrated into all programming are efforts that raise awareness of the social, political, economic, historical and cultural realities of Chicanxs/Latinxs populations. The center establishes a strong foundation that enriches cultural identity and develops a sense of familia within the campus. For more information, visit the Serna Center website:

<https://www.csus.edu/student-affairs/centers-programs/serna-center/>.

10.12 THE WOMEN'S RESOURCE CENTER

The WRC cultivates a safe space where students can be empowered and affirmed. We provide various resources and services to women-identifying students and allies. Our programming challenges sexism, socialized gender roles, and the patriarchy. We also focus on gender identity issues and offer a platform for discussions with a feminist lens. For more information, visit the WRC website:

<https://www.csus.edu/student-affairs/centers-programs/women-resource-center/>.

10.13 INTERNATIONAL STUDENTS AND SCHOLAR SERVICES

Sacramento State's International Student and Scholar Services (ISSS) office provides a wide range of services to newly admitted and continuing international (F-1 and J-1 visa) students and visiting scholars. The office coordinates new international student orientation, provides cultural and social events that allow our students to share their national heritage and get involved, immigration and cultural adjustment advising, tax preparation assistance, and information for on and off-campus resources. For more information, visit the International Students Services website:

<https://www.csus.edu/international-programs-global-engagement/international-student-scholar-services/>.

10.14 FINANCIAL AID AND SCHOLARSHIPS

For assistance, please visit the website: <https://www.csus.edu/apply/financial-aid-scholarships/>.

10.15 STUDENT RESEARCH CENTER AND RESEARCH SYMPOSIUM

The Student Research Center provides support for CSUS students conducting research. The SRS also hosts two student research symposia, one in the fall (a poster session) and another in the spring (oral presentations). English MA students have an impressive history of success at the spring symposium! More information can be found on the Student Research Center website:

<https://www.csus.edu/experience/innovation-creativity/student-research-center/>.

10.16 PEER & ACADEMIC RESOURCE CENTER (PARC)

Cost-free tutoring and college-success workshops are available at PARC, Lassen Hall 2200. For more information, visit the PARC website: <https://www.csus.edu/student-affairs/centers-programs/peer-academic-resource/>.

10.17 THE WRITING CENTER

Free, one-on-one help with your writing is available through the University Reading and Writing Center. The Writing Center can help you at any stage in your reading and writing processes: coming up with a topic, developing and organizing a draft, understanding difficult texts, or developing strategies to become a better editor. For current Writing Center hours and more information, visit the web site at

<https://www.csus.edu/undergraduate-studies/writing-program/reading-writing-center.html>.

10.18 TECHNOLOGY RESOURCES

Need Assistance with Canvas or Zoom?

Visit the [University Remote Learning Resources](#) website. You can find instructions on accessing Canvas, Zoom, Microsoft 365 (with word-processing software), and mobile app versions of our software.

Need Wifi?

The University offers free wifi on campus. Click this link for details: <https://www.csus.edu/information-resources-technology/networking-infrastructure/wireless.html>.

Need a Laptop?

The University has computers available for free check-out. Students must ask a faculty member to request a laptop on their behalf. If you would like to check out a laptop, please email the Graduate Coordinator with the following information:

- Item(s) requested
- Your first and last name
- Your email address
- Your phone number

The Graduate Coordinator will submit your information to the IRT Service Desk, and they will contact you when the laptop is ready for pickup.

Need Help Navigating Canvas or Online Classes?

Take [Hornet Learning Online 101](#)--a short course that will get you started with online learning.

10.19 CAREER CENTER

For career counseling, assistance with job letters and resumes, and interview help, please visit the [University Career Center](#).

10.20 ASSOCIATED STUDENTS, INC.

Our campus student organization, Associated Students, Inc. (ASI) offers diverse recreational programs and support resources, including the Children's Center and Food Pantry. For more information, visit the ASI website: <https://asi.csus.edu>.

SECTION 11 GUIDELINES FOR SUCCESS IN THE MA PROGRAM

To be admitted to the MA programs in the English Department, a student must have demonstrated strong potential for success in their prior academic work. Nevertheless, many students find graduate-level study significantly more challenging than their undergraduate work. Classes are generally smaller, workloads heavier, and expectations higher than you may have encountered while working toward your BA. The guidelines that follow can help you navigate your role as a graduate student.

11.1 STAY INFORMED

Be sure to check your CSUS email on a regular and frequent basis for announcements, updates, and information about impending milestones, including advancing to candidacy, enrolling in ENGL 500 (the culminating experience), and applying to graduate. The English Department is also on [Facebook](#) and [Instagram](#).

11.2 KNOW YOUR PROGRAM REQUIREMENTS AND TIMELINE

Familiarize yourself with the coursework and the administrative requirements that you must complete to obtain your degree. Be aware of the deadlines by which you must complete milestones such as advancing to candidacy and enrolling in ENGL 500, the culminating experience.

Plan to check in with the Graduate Coordinator and the Program Coordinator for your discipline every semester. The faculty will not have time to track you down; take responsibility for your advising by making an appointment or visiting office hours.

11.3 SUCCEED IN CLASS

1. Cultivate intellectual curiosity. Think of classes and assignments not as to-do items to be checked off a list, but as opportunities to develop as a scholar.
2. Read your course syllabi carefully. Mark due dates on your calendar.
3. Maintain excellent attendance. Don't come to campus if you are ill or have tested positive for covid-19, but otherwise (emergencies or exigent circumstances excepted) attend every class session.
4. Come to class prepared. Complete your reading assignments, bring your texts to class, and be ready to discuss content and to ask questions.
5. Find your voice. In most graduate seminars, you will be expected to participate actively and to listen thoughtfully. While this may come easily to a few students, many will need to practice striking a good balance of speech and listening.
6. Manage your time carefully. Block out space on your calendar each week for reading and plan ahead for writing assignments, presentations, and other exercises.
7. Find a reliable study space. Graduate work entails a lot of reading and writing. Locate a space where you can focus and be most productive.
8. Visit instructor office hours.

11.3 GET INVOLVED

There are many opportunities to develop connections with peers and faculty during your graduate studies, including:

- Attend events and talks held by the English Department.
- Submit to *Calaveras Station* or join its staff. *Calaveras Station* is the CSUS student-edited literary journal.
- Participate in the CSUS Student Research Symposium. Every spring semester, the [Student Research Center](#) holds an oral presentation symposium event. English students have frequently won awards at this event and even been invited to the statewide CSU Symposium.
- Participate in the [Grad Slam](#) event hosted by the Office of Graduate Studies. Prepare a one-minute “elevator talk” presentation about your research. Cash awards are given for the top presentations.
- Join [Protected Writing Time](#). Hosted by the Office of Graduate Studies, Protected Writing Time offers cost-free workshops on writing tailored for graduate students.
- Join Sigma Tau Delta, the International English Honor Society. Members are encouraged to apply for annual scholarships and publication in Sigma Tau Delta's two journals, *The Rectangle* and *The Sigma Tau Delta Review*, to take part in community service activities, and attend the annual convention for a chance to meet and network with other members. For more information, see the [English Department website](#).
- Attend conferences. Look for Calls for Papers on listservs and websites pertinent to your discipline. A good place to start is the [University of Pennsylvania CFP](#) site.

11.4 APPLY FOR A BAZZANELLA AWARD

Offered each year by the English Department, the Bazzanella Awards program highlights excellence in writing across multiple mediums including poetry, short fiction, creative non-fiction, and critical analysis. Watch for information posted on the [English Department website](#).

11.5 BE A GOOD ACADEMIC CITIZEN

Good academic citizenship entails professionalism, preparedness, and collegiality with your peers, instructors, and department staff. Some tips:

- Unless instructors invite you to do otherwise, address them by their title and last name (Prof. So-and-So, Dr. So-and-So).
- Keep emails to instructors and staff brief and succinct. Identify your reason for writing and the information or action that you are seeking.
- Collaborate with your peers. Offer to swap rough drafts for preliminary feedback; compare notes from class sessions; hold mock job talks.
- Don't dominate classroom conversations; but don't sit passively either. Engage thoughtfully and respectfully with your peers and instructors.

APPENDIX A ADVANCEMENT TO CANDIDACY TEMPLATE: CRPW MA

See the English Department website for a fillable-PDF version of this template.



Department of English
MA in Composition, Rhetoric, and Professional Writing
Advancement to Candidacy Template

Instructions: Use this template to prepare the information that you will submit on your Advancement to Candidacy form. To submit your ATC, please visit <https://www.csus.edu/graduate-studies/current-students/forms.html> during the filing period and select the Advancement to Candidacy form for MA students. The link will open a form in the OnBase platform (note the form is only available during the filing period, prior to the deadline). Once you submit the form, it will be routed to the Graduate Coordinator and then to the Office of Graduate Studies.

Deadlines: Sept. 28 (for spring advancement)/Jan. 30 (for fall advancement). You must obtain the signature of the Graduate Coordinator by submitting your form in OnBase before the deadline. Please note that the Department deadlines are *earlier* than the OGS deadlines. **Late forms will not be approved; extensions are not available.**

Please note:

- ☐ You become eligible to file your ATC after completing 12 units toward the MA degree.
- ☐ You should submit your ATC at least one semester before you plan to enroll in ENGL 500. Your ATC must be approved by OGS before you can register for ENGL 500.
- ☐ You must fulfill your Graduate Writing Intensive requirement (GWI) before advancing (most CRPW students will fulfill the GWI by receiving a grade of "B" or higher in ENGL 220A).
- ☐ If you were admitted as a conditionally classified student, you must file a [Classification Application](#) with OGS prior to advancing to candidacy.
- ☐ Your ATC will not be approved if you currently have any grades of Incomplete on your transcript.
- ☐ No units with a grade lower than "C" can apply towards the degree.
- ☐ Your GPA must be at least 3.0 before you can advance to candidacy.
- ☐ If your coursework ultimately deviates from the courses that you list on your ATC, please submit a Petition for Exception.

The OnBase form will ask for the following information:

Student Information

Student ID: _____	Semester/ Year: _____
First Name: _____	Last Name: _____
Phone: _____	Email: _____
Degree Program: _____	Concentration: _____
Catalog Year: _____	Writing Requirement Met? Yes <input type="radio"/> No <input type="radio"/>
Returning from break in enrollment? Yes <input type="radio"/> No <input type="radio"/>	
Advisor: _____	
Committee Members:	
1. _____	
2. _____	
3. _____	

Note: Please list the Graduate Coordinator as your advisor. List your Thesis readers under Committee Members. If you need to change members at a later date, please submit a Petition for Exception. Your Writing Requirement has been met if you have completed ENGL 220A with a grade of "B" or better.

(template continues next page)

CRPW ATC Template

Revised 2023.03.16

List CORE courses needed for the Master's program ONLY

Note: Fill in the information here for the four core required courses. If your coursework deviates from the courses listed below, please submit the written approval of the Graduate Coordinator with your OnBase form.

Subject	Course Number	Course Title	School	Instructor	Semester	Year	Units	Grade
ENGL	220A	Teaching College Composition	CSUS				4	
ENGL	220D	Teaching and Composition Research	CSUS				4	
ENGL	220P	Professional Writing	CSUS				4	
ENGL	220R	Topics in Rhetorical Theory and Practice	CSUS				4	

List courses for concentration and/or electives

Note: List all other courses that will count toward your degree here. CRPW students must include at minimum one 410 course and two 4-unit electives (see the catalog or curriculum worksheets for available electives).

Subject	Course Number	Course Title	School	Instructor	Semester	Year	Units	Grade
ENGL			CSUS					
ENGL			CSUS					
ENGL			CSUS					
ENGL			CSUS					
ENGL			CSUS					
ENGL			CSUS					
ENGL			CSUS					

Culminating Experience

Note: All CRPW MA Students must complete a thesis.

Check one: Thesis@ Project **Q** ExamQ

Subject	Course Number	Course Title	School	Instructor	Semester	Year	Units	Grade
ENGL	500	Culminating Experience	CSUS				2	

Attach Supporting Documents

When you submit your form in OnBase, attach a pdf copy of your unofficial transcript and a copy of your classification application (if applicable). If your coursework deviates from the requirements, you must seek the prior permission of the Graduate Coordinator.

Submit your ATC form through OnBase prior to the Jan. 30 or Sept. 28 deadline. Late forms will not be approved. If you have questions, please contact the Graduate Coordinator at enql-grad@csus.edu.

APPENDIX B ADVANCEMENT TO CANDIDACY TEMPLATE: CREATIVE WRITING

See the English Department website for a fillable-PDF version of this template.



Department of English
English MA—Creative Writing
Advancement to Candidacy Template

Instructions: Use this template to prepare the information that you will submit on your Advancement to Candidacy (ATC) form. To submit your ATC, please visit <https://www.csus.edu/graduate-studies/current-students/forms.html> during the filing period and select the Advancement to Candidacy form for MA students. The link will open a form in the OnBase platform (note the form is only available during the filing period, prior to the deadline). Once you submit the form, it will be routed to the Graduate Coordinator and then to the Office of Graduate Studies.

Deadlines: Sept. 28 (for spring advancement)/Jan. 30 (for fall advancement). You must obtain the signature of the Graduate Coordinator by submitting your form in OnBase before the deadline. Please note that the Department deadlines are *earlier* than the OGS deadlines. **Late forms will not be approved; extensions are not available.**

Please note:

- ☐ You become eligible to file your ATC after completing 12 units toward the MA degree.
- ☐ You should submit your ATC at least one semester before you plan to enroll in ENGL 500. Your ATC must be approved by OGS before you can register for ENGL 500.
- ☐ You must fulfill your Graduate Writing Intensive requirement (GWI) before advancing (most English MA students will fulfill the GWI by receiving a grade of "B" or higher in ENGL 200A or 220A).
- ☐ If you were admitted as a conditionally classified student, you must file a [Classification Application](#) with OGS prior to advancing to candidacy.
- ☐ Your ATC will not be approved if you currently have any grades of Incomplete on your transcript.
- ☐ No units with a grade lower than "C" can apply towards the degree.
- ☐ Your GPA must be at least 3.0 before you can advance to candidacy.
- ☐ If your coursework ultimately deviates from the courses that you list on your ATC, please submit a Petition for Exception.

The OnBase form will ask for the following information:

Student Information

Student ID: _____	Semester/ Year: _____
First Name: _____	Last Name: _____
Phone: _____	Email: _____
Degree Program: _____	Concentration: _____
Catalog Year: _____	Writing Requirement Met?: Yes <input type="radio"/> No <input type="radio"/>
Returning from break in enrollment? Yes <input type="radio"/> No <input type="radio"/>	
Advisor: _____	
Committee Members:	
1. _____	
2. _____	
3. _____	

Note: Please list the Graduate Coordinator as your advisor. Leave the "Committee Members" section blank. Your Writing Requirement has been met if you have completed Engl 200A or Engl 220A with a grade of "B" or better.

(template continues next page)

English MA-Creative Writing

Revised 2023.03.16

List CORE courses needed for Master's program ONLY

Note: Fill in the information here for the four core required courses. If your coursework deviates from the courses listed below, please submit the written approval of the Graduate Coordinator with your OnBase form.

Subject	Course Number	Course Title	School	Instructor	Semester	Year	Units	Grade
ENGL	200A	Methods and Materials	CSUS				4	
ENGL	201D	Contemporary Theory	CSUS				4	
ENGL	220A	Teaching College Composition	CSUS				4	
ENGL	275	Seminar in Literary History	CSUS				4	

List courses for concentration and/or electives

Note: List all other courses that will count toward your degree here. Creative writing students must include at minimum 230X OR 230Y, a 230 election, and an additional 4-unit 130 or 230 elective (see the catalog or curriculum worksheets for available electives).

Subject	Course Number	Course Title	School	Instructor	Semester	Year	Units	Grade
ENGL			CSUS					
ENGL			CSUS					
ENGL			CSUS					
ENGL			CSUS					
ENGL			CSUS					
ENGL			CSUS					
ENGL			CSUS					

Culminating Experience

Note: All MA students in Creative Writing must take the Creative Writing Comprehensive Exam.

Check one: ThesisQ ProjectQ Exam@

Subject	Course Number	Course Title	School	Instructor	Semester	Year	Units	Grade
ENGL	500	Culminating Experience	CSUS				2	

Attach Supporting Documents

When you submit your form in OnBase, attach a pdf copy of your unofficial transcript and a copy of your classification application (if applicable). If your coursework deviates from the requirements, you must seek the prior permission of the Graduate Coordinator.

Submit your ATC form through OnBase prior to the Jan. 30 or Sept. 28 deadline. Late forms will not be approved. If you have questions, please contact the Graduate Coordinator at encl-grad@h.sus.edu.

APPENDIX C ADVANCEMENT TO CANDIDACY TEMPLATE: LITERATURE

See the English Department website for a fillable-PDF version of this template.



Department of English
English MA—Literature
Advancement to Candidacy Template

Instructions: Use this template to prepare the information that you will submit on your Advancement to Candidacy (ATC) form. To submit your ATC, please visit <https://www.csus.edu/graduate-studies/current-students/forms.html> during the filing period and select the Advancement to Candidacy form for MA students. The link will open a form in the OnBase platform (note the form is only available during the filing period, prior to the deadline). Once you submit the form, it will be routed to the Graduate Coordinator and then to the Office of Graduate Studies.

Deadlines: Sept. 28 (for spring advancement)/Jan. 30 (for fall advancement). You must obtain the signature of the Graduate Coordinator by submitting your form in OnBase before the deadline. Please note that the Department deadlines are *earlier* than the OGS deadlines. **Late forms will not be approved; extensions are not available.**

Please note:

- ☐ You become eligible to file your ATC after completing 12 units toward the MA degree.
- ☐ You should submit your ATC at least one semester before you plan to enroll in ENGL 500. Your ATC must be approved by OGS before you can register for ENGL 500.
- ☐ You must fulfill your Graduate Writing Intensive requirement (GWI) before advancing (most English MA students will fulfill the GWI by receiving a grade of "B" or higher in ENGL 200A or 220A).
- ☐ If you were admitted as a conditionally classified student, you must file a [Classification Application](#) with OGS prior to advancing to candidacy.
- ☐ Your ATC will not be approved if you currently have any grades of Incomplete on your transcript.
- ☐ No units with a grade lower than "C" can apply towards the degree.
- ☐ Your GPA must be at least 3.0 before you can advance to candidacy.
- ☐ If your coursework ultimately deviates from the courses that you list on your ATC, please submit a Petition for Exception.

The OnBase form will ask for the following information:

Student Information

Student ID: _____	Semester/ Year: _____
First Name: _____	Last Name: _____
Phone: _____	Email: _____
Degree Program: _____	Concentration: _____
Catalog Year: _____	Writing Requirement Met? Yes <input type="radio"/> No <input type="radio"/>
Returning from break in enrollment? Yes <input type="radio"/> No <input type="radio"/>	
Advisor: _____	
Committee Members:	
1. _____	
2. _____	
3. _____	

Note: Please list the Graduate Coordinator as your advisor; if you plan to take the 500 exam, leave the section for Committee Members blank. If you will write a thesis, please indicate your two readers as Committee Members. If you need to change members at a later date, please submit a Petition for Exception. Your Writing Requirement has been met if you have completed Engl 200A or Engl 220A with a grade of "B" or better.

(template continues next page)

English MA--Literature

Revised 2023.03.16

List CORE courses needed for the Master's program ONLY**Note:** List the information here for the four core required courses.

Subject	Course Number	Course Title	School	Instructor	Semester	Year	Units	Grade
ENGL	200A	Methods and Materials	CSUS				4	
ENGL	201D	Contemporary Theory	CSUS				4	
ENGL	220A	Teaching College Composition	CSUS				4	
ENGL	275	Seminar in Literary History	CSUS				4	

List courses for concentration and/or electives**Note:** List all other courses that will count toward your degree here. Literature students must include at minimum a 240 course, a 250 or 280 course, and a 4-unit elective (see the catalog or curriculum worksheets for available electives).

Subject	Course Number	Course Title	School	Instructor	Semester	Year	Units	Grade
ENGL			CSUS					
ENGL			CSUS					
ENGL			CSUS					
ENGL			CSUS					
ENGL			CSUS					
ENGL			CSUS					
ENGL			CSUS					

Culminating Experience**Note:** MA Students in Literature with a GPA of 3.7 or better have the option of writing a thesis; all other Literature students must take the Comprehensive Exam.

Check one: ThesisQ ProjectQ ExamQ

Subject	Course Number	Course Title	School	Instructor	Semester	Year	Units	Grade
ENGL	500	Culminating Experience	CSUS					

Attach Supporting Documents

When you submit your form in OnBase, please attach a pdf copy of your unofficial transcript and a copy of your classification application (if applicable).

Submit your ATC form through OnBase prior to the Jan. 30 or Sept. 28 deadline. Late forms will not be approved. If you have questions, please contact the Graduate Coordinator at enql-grad@h.sus.edu.

APPENDIX D PERMISSION TO ENROLL IN ENGL 500—THESIS

[Click here to generate and submit the 500-Thesis form via the Adobe Platform.](#)

Permission to Enroll in Engl 500 Thesis CSUS Department of English

Eligibility: Permission to enroll in the culminating experience (Engl 500) requires the following:

1. You must have an approved Advancement to Candidacy on file with the Office of Graduate Studies. Please review your transcript, which will indicate your Advancement to Candidacy after it has been approved.
2. You must have completed, or be in the process of completing, all graduate coursework during the semester in which you enroll in English 500.
3. Your transcript must include no more than one grade of Incomplete.
4. You must have established a thesis committee consisting of two faculty readers.
5. Literature MA students must have a GPA of at least 3.7 to be eligible to write a thesis.
6. Creative Writing MA students are not eligible for the thesis and must take the comprehensive exam.

Deadline: Submit this form and all attachments prior to the end of the second week of the term in which you seek to enroll in Engl 500.

Attachments: When you submit this form, you must also submit:

1. Your unofficial CSUS transcript (please download from your Student Center on MySacState)
2. Your thesis contract, previously signed by both of your faculty readers
3. Your prospectus

Student Information

Student ID: _____ Semester/ Year: _____
 First Name: _____ Last Name: _____
 Phone: _____ Email: _____
 Units Completed Toward the Degree: _____ Advanced to Candidacy? Yes ☐ No ☐

Indicate your Program:

- ☐ Composition, Rhetoric, Professional Writing
☐ Literature

Faculty Signatures

First Reader Name: _____ Signature: _____ Date: _____
 Second Reader Name: _____ Signature: _____ Date: _____
 Graduate Coordinator Name: _____ Signature: _____ Date: _____

Revised 2023.03.05

APPENDIX E PERMISSION TO ENROLL IN ENGL 500—COMPREHENSIVE EXAM

[Click here to generate and submit the 500-Exam form via the Adobe Platform.](#)

**Permission to Enroll in Engl 500
Comprehensive Exam
CSUS Department of English**

Eligibility: Permission to enroll in the culminating experience (Engl 500) requires the following:

1. You must have an approved Advancement to Candidacy on file with the Office of Graduate Studies. Please review your transcript, which will indicate your Advancement to Candidacy after it has been approved.
2. You must have completed, or be in the process of completing, all graduate coursework during the semester in which you enroll in English 500.
3. Your transcript must include no more than one grade of Incomplete.

Deadline: Submit this form and all attachments prior to the end of the second week of the term in which you seek to enroll in Engl 500.

Attachments: When you submit this form, you must also submit:

- ☐ Your unofficial CSUS transcript (please download from your Student Center on MySacState)

Student Information

Student ID: _____ Semester/ Year: _____
First Name: _____ Last Name: _____
Phone: _____ Email: _____

Units Completed Toward the Degree: _____

Have you advanced to candidacy?

- ☐ Yes
☐ No

Indicate your program concentration:

- ☐ Literature
☐ Creative Writing

Faculty Approval

Graduate Coordinator Name: _____ Signature: _____ Date: _____

Revised 2023.03.05

APPENDIX F ENGL 299 PETITION

Please email the English Department at english@csus.edu for a current PDF version of this form.



Department of English
Special Problems Petition to Add ENGL 199/299

Name: _____ Semester: _____

SID: _____ Phone: _____ E-mail: _____

Class Level: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

Instructor: _____ Number of Units: _____

Description of Course Content

Attach additional sheets if necessary.

Instructor Signature: _____ Date: _____

Complete the top portion of this form and obtain your instructor's signature. Submit it to the English department office in CLV 103 after your registration appointment has begun for the semester you intend to enroll in ENGL 199/299. If the Department Chair approves your petition, department staff will enroll you in the appropriate class.

Department Chair's Signature: _____ Date: _____

Office Use Only
Student added to <input type="checkbox"/> 199 <input type="checkbox"/> 299 Section: _____ Date: _____ Initials: _____
Notes: _____

S:\orgs\engl299 Revised 10/11/2013