

# **IUP Graduate Handbook**

# Master of Arts in Composition and Literature

Department of English

## Master of Arts in English Composition & Literature

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#### **Department of English**

#### **Faculty and Staff**

Resa Bizzaro, Ph.D. (University of North Carolina Greensboro)
Indigenous rhetorics; multicultural rhetorics; Native American literature and culture;
Appalachian literature and culture; composition theories and practices; international literacies

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

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

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

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

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

Dana Driscoll, Ph.D. (Perdue University)

Transfer of learning; research methods; writing center research and administration; learning theories; composition pedagogy; writing assessment; writing program administration; writing across the curriculum; community service learning; grant writing; scholarship of teaching and

Veronica Watson, Ph.D. (Rice University)

Literature of white estrangement/ white life fiction; 19th- and 20th-centiry African American

- performance and potential for graduate studies.
- 3. The applicant's statement of goals. This goal statement is one of the most important documents to be considered in an application. Applicants should directly address ways in which the program chosen will help them meet their particular goals.
- 4. **A nonrefundable \$50 application fee** (submitted upon completion of the online application).
- 5. International applicants are required to submit scores from the TOEFL, taken no morethan one year prior to the expected date of enrollment. The School of Graduate Studies and Research will not process applications lacking TOEFL scores. Information about this examination is obtained by writing directly to: TOEFL, Educational Testing Service, Princeton, New Jersey 08540, U.S.A. The linguistic proficiency of an international student who received a degree outside the United States is assessed by examining all application materials: the recommendations, the applicant's statement of goals, and the presence of content courses in English on the transcript, as well as the TOEFL scores. Students are advised to take the new written essay section of the TOEFL if available.
- 6. A writing sample, while not required, is strongly recommended as a part of the application.
- 7. Candidates are not required to take the Graduate Record Examination (GRE), but may submit it to bolster their applications.

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

**Further Information for International Applicants** 

#### **Financial Assistance**

#### **Graduate Assistantships**

The number of assistantships available to the Graduate Programs at IUP are limited. The M.A. in English Literature program offers qualified students part-time assistantships (8 hours per week of duties), which carry a stipend (usually \$1000) and a partial tuition waiver (usually \$4000). For more information about graduate assistantships, visit the "Graduate Assistantships" page through the Graduate Admissions website:

http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/. To be considered for a G.A. award, contact M.A. Coordinator Dr. Michael T. Williamson (mtwill@iup.edu).

#### Other Forms of Financial Aid

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

#### **Academic Advisement**

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

### **Campus Resources & Student Support**

The School of Graduate Studies and Research: <a href="https://www.iup.edu/graduatestudies/">www.iup.edu/graduatestudies/</a>

Graduate Catalog: <a href="www.iup.edu/gradcatalog">www.iup.edu/gradcatalog</a>
Office of the Bursar: <a href="www.iup.edu/bursar/">www.iup.edu/bursar/</a>
Office of the Registrar: <a href="www.iup.edu/registrar/">www.iup.edu/registrar/</a>

Disability Support Services: <a href="https://www.iup.edu/disabilitysupport/">www.iup.edu/disabilitysupport/</a>

Office of Social Equity: <a href="https://www.iup.edu/socialequity/">www.iup.edu/socialequity/</a>

IUP Campus Library <a href="www.iup.edu/library/">www.iup.edu/library/</a>

MyIUP: www.iup.edu/ myiup/

IT Support Center: <a href="www.iup.edu/">www.iup.edu/</a> itsupportcenter/

Veterans and Service Members: <a href="www.iup.edu/veterans/resource-center/">www.iup.edu/veterans/resource-center/</a>

IUP Writing Center: <a href="www.iup.edu/writingcenter/">www.iup.edu/writingcenter/</a>

IUP Career and Professional Development Center: <a href="www.iup.edu/career/">www.iup.edu/career/</a>
IUP Parking Services and Visitor Center <a href="http://www.iup.edu/parking/">http://www.iup.edu/parking/</a>

University Police http://www.iup.edu/police/ 724-357-2141

Crisis Intervention 24/7 Hotline: 1-877-333-2470

Student Registration: www.iup.edu/registrar/students/registration/

#### **IUP Email**

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

For more information regarding University policy on email communication, view the Graduate Catalog: <a href="https://www.iup.edu/gradcatalog">www.iup.edu/gradcatalog</a>.

The M.A. Program in Literature maintains a listserv

M.A. in English Composition & Literature, English Department | Indiana University of Pennsylvania

This examination is given, usually upon the candidate's completion of course work, to determine the student's progress in the degree field and fields related to it and the student's likelihood of success in his/ her research-dissertation phase. The examination may be written, oral, or both and is not necessarily limited to areas in which the candidate has taken course work. In addition to having written procedures for taking the comprehensive exam, departments must also have written procedures regarding providing feedback for comprehensive exams.

### **Program Level Examination Appeals**

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the dean of the School

Degree Completion
The M.A. in Composition and Literature degree

#### **Continuous Graduate Registration for Dissertation and Thesis**

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

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

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

All dissertation and thesis credits will be pass/faiss3sx, StJ19.2376 0 TD 129.2376 0 TD 129.2376aAlsG1-.0003-20.3u G 0 91.2492 0 TD- of course(Ueded )]TJation. calculation.

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

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

Up to one third (1/3) graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program if: 1) the receiving department and 2) the School of Graduate Studies and Research both approve the credits as meeting degree requirements. These

policy) can appeal the decision to the Dean of the School of Graduate Studies and Research (SGSR), based on policy and/ or procedural violations. The appeal can be based only on policy/ procedural violations.

# Time-to-Degree Extension for Master's Thesis and Doctoral Dissertation <a href="https://www.iup.edu/gradcatalog">www.iup.edu/gradcatalog</a>

#### **Transfer of Credits Policy**

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

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

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

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

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

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

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

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Gradsyog:

#### Research

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

Graduate Student Research Grant: This fund was created to encourage and support graduate

#### **For Further Information**

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

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