THE MASTER OF ARTS
IN ENGLISH PROGRAM

2020-2021

STUDENT HANDBOOK
The process of earning a graduate degree can be challenging academically, personally, and professionally. We want your experience in the Master of Arts in English Program (MENG) program to be positive in every way! Please let us know how our faculty and staff can help you succeed. Get to know your fellow students and faculty members—seek opportunities to build professional and personal relationships that will make your graduate studies as rewarding as possible.

This handbook provides guidelines for a successful journey through our graduate program. Please read it and become familiar with our policies and procedures. We strongly encourage you to utilize the resources available to you.

Weber State University is proud to provide Equal Opportunity in all its programs and activities in compliance with State and Federal equity requirements. The Master of Arts in English program is open to all students or candidates for admission without regard for race, age, color, religion, sex, national origin, handicap, or marital status.

Individuals who believe that they have been discriminated against should contact the Office of Equal Opportunity, Administration Building, Weber State University, Ogden, Utah 84408, telephone (801) 626-6239; or the Office for Civil Rights, Department of Education, Denver Region.

Welcome and best wishes as you embark on this new chapter in your education!

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University Mission Statement
Weber State University provides associate, baccalaureate and master’s degree programs in liberal arts, sciences, technical, and professional fields. Encouraging freedom of expression and valuing diversity, the university provides excellent educational experiences for students through extensive personal contact among faculty, staff, and students in and out of the classroom. Through academic programs, research, artistic expression, public service and community-based learning, the university serves as an educational, cultural and economic leader for the region. (Approved by Board of Regents July 2011.)

Telitha E. Lindquist College of Arts and Humanities Mission Statement
The Telitha E. Lindquist College of Arts & Humanities teaches students to excel as they seek, understand, question and express complexities critical to the experience of being human as represented in languages, literature, communication, and visual and performing arts.

Program Mission Statement
The Master of Arts in English program provides excellent educational experiences for its students through extensive personal contact among faculty, staff and students in an environment that encourages freedom of expression while valuing diversity. We take pride in a student-centered environment for learning and believe close associations between faculty and students contribute to student success.

The MA program is designed to provide advanced preparation in writing, critical thinking skills, and English language and literature. The purpose of the advanced study of language and literature is to heighten humanistic values and the awareness of them, in order to serve a local community of scholars.
The MA program is part of the English Department in the Telitha E. Lindquist College of Arts and Humanities (CAH) at Weber State University. The program director, with direction from the MA Steering Committee, is responsible for the administration of the MA program.

**Communication with MA Administration**
The program’s ability to evolve in congruence with changing professional demands and expectations is dependent on information provided by our students. The continuous improvement of the MA program comes from fostering a healthy relationship between students and administration, one that helps promote constructive communication. The best way to reach the administrative specialist or graduate director is by emailing masterofenglish@weber.edu or calling (801) 626-7179.

Course evaluations are available at the conclusion of every course offered within the program; this is but one effective means of providing feedback, as it allows students to voice opinions and recommendations in a documentable form. Additional communication is always welcome by email, phone, or appointment. The program director holds weekly office hours at a time convenient for graduate students, no appointment needed. We welcome and encourage your feedback.
Our programs of study are designed to help students achieve the following learning outcomes:

**Learning Outcome 1**: Gather, analyze, and communicate information and insights creatively and critically.

**Learning Outcome 2**: Cultivate skills in close reading, critical thinking, creative expression, and persuasive writing.

**Learning Outcome 3**: Understand and apply various theoretical perspectives and discipline-specific terminology to interpretations of texts and/or analysis of data.

**Learning Outcome 4**: Acknowledge and articulate the significance of key text(s) in specific genres, periods, cultures, styles, or theoretical perspectives.

**Learning Outcome 5**: Demonstrate knowledge of current scholarship and practices.

**Learning Outcome 6**: Employ discipline-specific conventions and protocols for written or multimodal presentations.

Not every course will fulfill all six learning outcomes, but by the end of their program of study, students will be able to demonstrate mastery of all six outcomes.
Acceptance into the MA program requires admission to Weber State University as a graduate student even if the undergraduate degree was awarded by WSU.

Admission to WSU does not constitute admission to the MA program, nor does admission to the program constitute admission to Weber State University. [http://weber.edu/MAEnglish/Applicationprocedures.html](http://weber.edu/MAEnglish/Applicationprocedures.html)

**Program Admission Requirements**

Applications for admission to the MA program should be completed by the candidate online before the following deadlines: January 30 for Summer, May 15 for Fall, or September 30 for Spring. These deadlines allow accepted students time to register for classes before they are filled. Students with less English preparation may petition for conditional admission. This may require additional classes at the 5000-level for full matriculation. An undergraduate GPA of 3.25 (in the English major) is preferred. If the undergraduate GPA is below 3.0, admission considerations may be based on GPA calculated on the last 60 semester hours (90 quarter hours) of undergraduate work.

Applicants must complete the online application. Criteria for acceptance include:

- Bachelor’s degree in any field (English or related field preferred) with a minimum GPA of 3.00
- Online application
- Writing sample (5-8 pages)
- Three recommendations from educational or professional references
- Official transcripts from all colleges and universities attended (not including WSU)
- Letter of intent and current resume
- Application fee (non-refundable)
- Interview with the Program Director or Option Coordinator
- Official TOEFL, IELTS score report, or ESL / LEAP transcripts (Int’l applicants only)
- Note: All requirements must be met for admission review.
Bachelor Degree
Applicants must possess a bachelor’s degree from a regionally accredited institution or be in the final stage of completing their undergraduate degree. Students with a cumulative grade point average of 3.25 preferred but not required. If you have a non-English bachelor’s degree you may be required to take classes at the 5000-level before becoming fully matriculated.

Letters of Recommendation
Three recommendations are required. Please enter e-mail addresses of those providing recommendations directly to the online form. They will be contacted by e-mail for their ranking and to upload their recommendations. Please no clergy or family.

Student Transcript Request
Evaluators will use transcripts to verify any degree(s) received and previous coursework completed. Each institution should mail the official transcript directly to the MA office. A transcript delivered or mailed by the student will not be accepted. A transcript marked “issued to student” is not official. If the degree was awarded by WSU, notify the MA program office, and a transcript will be printed for your file.

Letter of intent
In approximately 300 words please describe your academic background, relevant experience, and what you specifically hope to achieve as a candidate in the Master of Arts in English Program. Applicants should upload the letter of intent directly to the online application.

Résumé
Applicants should upload a current résumé to the online application form. Your resume should include contact information as well as a summary of educational background and work experience.

Interview with Director
Each applicant is required to meet with the MA Program Director. The interview generally takes about 30 minutes. This meeting is an opportunity for the candidate and the director to discuss the program.

Writing Sample
Applicants should submit a sample that demonstrates the ability to critically/analytically read literature. Creative Writing applicants should also submit a sample of their creative work.
International and ESL Students
International applicants will need to complete additional paperwork in order to comply with university and United States INS regulations. For more information, please contact the International Student Services Office at 801-626-6853, or go to [http://weber.edu sis](http://weber.edu/sis).

International applicants must be able to comprehend and speak English fluently, as well as read and write English competently. Language competency may be confirmed by one of the following:

Test of English as a Foreign Language (TOEFL) - applicants may have an official score report sent to the MA Office which is not more than two years old and on which a minimum score of 550 (paper-based); 213 (computer-based), or 79-80 (internet-based) has been earned.

International English Language Testing System (IELTS) - applicants may have an official score report sent to the MENG Office which is not more than two years old and on which a minimum score of 6.5 has been earned.

Completion of a program for learning English as a second language at a regionally-accredited, U.S. institution of higher learning, such as English as a Second Language (ESL), or the Learning English for Academic Purposes (LEAP) program at Weber State University.

International transcripts:
To receive credit for your college work from any colleges or universities that you have attended outside of the United States, you will need to have your course work evaluated by a Foreign Credentials Evaluation company. For a list of approved companies go to the following website: [http://www.naces.org/members.html](http://www.naces.org/members.html).

Evaluations need to be done course-by-course.

At the discretion of the program director, the applicant may be required to take the ACTFO oral language English proficiency assessment or an exam from the Learning English for Academic Purposes (LEAP) program at Weber State University.
Transfer Credit
Transfer credit must be approved by the Program Director, and cannot exceed 11 hours. Transfer classes must be at an appropriate level and fulfill the objectives of the MA program at WSU. No courses for which credit was used to fulfill requirements for another degree may be used toward the MA degree.

Special Circumstances
Applicants who do not meet the standard admission criteria but believe they have equivalent qualifications may appeal to the MA Steering Committee after consultation with the Program Director.
General Program Information

Students who fail to enroll in program classes for three consecutive semesters (not including summers) must apply for readmission to the program.

**Student Status**

Graduate students are classified as full-time if they register for nine (9) or more semester hours. Students must register for at least five (5) credit hours to receive aid and defer student loans.

Graduate students are considered a current student at WSU as long as they take at least one course per semester. Graduate candidates are not required to take courses during summer term to remain eligible to register for classes.

**Advisement**

Initial questions generally deal with the program admission guidelines, time frames, and course schedules. This information can be found at [http://weber.edu/MAEnglish](http://weber.edu/MAEnglish). Additional questions during the application process may be directed to either the Program Director or Administrative Specialist.

The program Administrative Specialist will schedule the admissions interview between candidates and the Program Director. The interview is an opportunity for the candidate and the program director to discuss the program, the candidate’s goals and interests, and possible areas of thesis or project interest.

Once matriculated, students should make an appointment during their first or second term of enrollment with the Administrative Specialist, who will help students declare a track, and with initial course selections. In their second year of study, students should make an appointment with the program director to ensure they are on track to graduation and to finalize their course selections.

Additional advisement with either the Administrative Specialist or the Program Director may occur at any time and may be initiated by the student or the program staff. Students in specific areas of study may receive additional advisement by individual faculty in those areas of study; for example Teaching Assistants will receive evaluations and mentoring from Composition faculty.
In-State Tuition Waivers
Applicants should be outstanding students, maintaining a minimum graduate GPA of 3.25. Very limited funds are available. The following policies and procedures apply:

MA applications for tuition waiver awards are available on the Financial Aid website. Please see the website for deadlines and details.

Candidates must not have exceeded the six-year limit for completing the program. Waivers are awarded competitively on the basis of GPA (a minimum of 3.25 on graduate-program courses) and demonstrated need.

Waivers are limited to a specific dollar amount. Recipients may use the waiver in one semester or divide it over two semesters. Awards do not pay activity or other registration fees. The MA office works with the Scholarship Office to assure compliance with the guidelines. Waiver recipients must maintain a minimum 3.25 GPA each semester the award is used.

Non-Resident Tuition Waivers
Non-resident tuition waivers exempt only the out-of-state portion of tuition. Waivers do not pay activity, registration, or other student fees. These waivers are based on specific criteria set by the MA program, including maintaining a 3.2 overall GPA. During summer term, all candidates pay resident tuition and fees.

Conference/Research Travel
The MA program offers students funding assistance to travel to conferences or research centers. Students must have a paper accepted for presentation at a conference or symposium, and/or have a strong proposal expressing the necessity of work at the research center. The MA program can typically award up to $500 to help defray the cost of travel, lodging, and/or registration.

Additionally, the Office of Undergraduate Research (OUR) offers a Graduate Travel Grant of up to $500. Students applying for an internal grant from the MA program are strongly encouraged to apply for an OUR grant and the program director will assist you with this application. You can find the appropriate forms by going to https://weber.edu/MAEnglish/travelgrants.html.
Scholarships
To qualify for an internal program scholarship, students must complete and file a FAFSA with the Weber State University Financial Aid and Scholarships Office. Once that is complete, the MA Steering Committee will review scholarship applicants and award scholarships according to specific criteria. These scholarships are subject to change in terms of both the amount awarded, the criteria, and the names. Please note that the amounts listed here are maximum awards, the actual amount awarded is subject to the federal limit on total financial aid (currently 125% of program cost).

**Diversity Scholarship**: up to $500 per semester for up to five (5) semesters. This scholarship will be awarded to a new admit to the program who represents a minoritized population in any way. Recipients will be required to maintain a minimum GPA of 3.0 and a credit hour load consistent with a 2-year (or 5-term inclusive of summer) time to graduation (minimum 6 credit hours per term).

**Completion Scholarship**: up to $1561.02 for a single semester. This scholarship will be awarded to an applicant who is within 9 credit hours of graduation and has demonstrated financial need on the FAFSA. Applicants must be in good academic standing and within one semester of graduating from the MA program.

**Excellence in Scholarship or Creativity Award**: up to $3122.04 per year for up to two (2) years. This award will be given to an applicant who excels in public-facing scholarly or creative activity. The ideal recipient will have published in top scholarly or literary journals, engaged in excellent creative activities, presented at top conferences/symposia, and/or been an integral part of a public scholarly/creative project. Recipients must maintain excellent academics in terms of progress-toward-degree (at least 9 credit hours per term) and GPA (minimum 3.5). Recipients may not be employees of WSU at the time of receiving the award, including program Teaching Assistants, Teaching Apprentices, and/or Research Assistants.

The conditions cited above are subject to modification by the Weber State University Scholarship Committee or by the MA Program. You are encouraged to check the WSU Financial Aid website as that site may be updated more often than this handbook.
Teaching Assistantship
Students may apply for a teaching assistantship (TA), teaching 1-2 sections of ENGL 1010 or 2010. TAs are paid the adjunct wage for the courses taught (currently $970 per credit hour, or $2910 per 3 credit hour course) and receive a tuition and fee waiver worth $1172.94 per course taught*. TA applications are accepted in Spring for the following Fall, and in Fall for the following Spring. TAships are awarded for a single semester, pending a successful review of teaching, and are renewable for up to 4 semesters total. This review will include observations by faculty from the composition and/or graduate programs, a review of student evaluations, and an evaluation of progress in the TA courses. TAs must complete a successful background check, all HR paperwork, all required TA trainings, and must take MENG 6822/23 in their first semester as TAs and MENG 6130 in their second/third semester for the TAship to continue. Additionally, TAs must maintain a minimum cumulative GPA of 3.25, and register for a minimum of 3 credit hours per semester.

Teaching Apprenticeship
Students may apply for a teaching apprentice position (TAP), which pays $15 per hour with an average of 6-8 hours of work per week. TAPs will also receive a tuition waiver for three credit hours, not including student fees, course fees, or the graduate differential. TAPs follow the same application procedure as TAs. TAPs are assigned a mentor instructor teaching a section of ENGL 1010 or 2010. They attend class sessions, watching and learning from the mentor instructor. TAPs work with their mentors to develop lessons plans which the TAP delivers to the class for a minimum of 5 classes during the semester. The TAP will also assist with grading, student communication, learn about syllabus design and implementation, as well as get familiar with the composition curriculum. Successful TAPs will typically become Teaching Assistants (TAs) following their semester-long apprenticeship, pending a review of their work and a follow-up interview.

Graduate Research Assistantship
Students may apply for a graduate research assistantship (GRA), which pays $15 per hour with an average of 6-8 hours of work per week, not to exceed total gross pay of $1500 per semester. The GRA will also receive a tuition waiver for three credit hours, not including student fees, course fees, or the graduate differential. Graduate assistants are required to maintain a minimum cumulative GPA of 3.25. GRAs are typically hired in Spring for the following academic year. The GRA position is a one semester position, but can be extended to a second semester following a successful review.

*These numbers are base on current rates as fo Fall 2020, and are subject to change on an annual basis.
The MA program has four tracks: Literature, Creative Writing, TESOL, and Secondary Licensure, designed to best serve the interests and professional goals of our students. All degree-seeking students must complete the same Core courses:

**Research Methods** (3 credit hours)
MENG 6010: Introduction to Graduate Studies (3)

**Literature** (3 credit hours)
(choose one of the following)
MENG 6030: Studies in Literary Theory and Criticism (3)
MENG 6610: Advanced Studies in Genre (3)
MENG 6710: Variable Topics (3)

**Seminar** (3 credit hours)
(choose one of the following)
MENG 6510: Seminar in Eminent Writers (3)
MENG 6520: Seminar in Shakespeare (3)

Each track then provides students with a series of courses in the area of specialization. You can find more information on each by clicking the links that follow:

**Literature:** [https://www.weber.edu/MAEnglish/literatureoption.html](https://www.weber.edu/MAEnglish/literatureoption.html)

**Creative Writing:** [https://www.weber.edu/MAEnglish/creativewritingoption.html](https://www.weber.edu/MAEnglish/creativewritingoption.html)

**TESOL:** [https://www.weber.edu/MAEnglish/tesoloption.html](https://www.weber.edu/MAEnglish/tesoloption.html)

**Secondary Licensure:** [https://www.weber.edu/MAEnglish/secondarylicensureoption.html](https://www.weber.edu/MAEnglish/secondarylicensureoption.html)

Please note that students on the Secondary Licensure track must apply separately to the Graduate Certificate in Teaching program in the College of Education and be accepted into this program to complete all degree requirements.
The MA program also offers a Graduate Certificate in Rhetoric and Writing Studies. This certificate program is designed to provide additional training in the teaching of composition and can be completed on its own, or concurrently with an MA degree. The Certificate consists of 12 credit hours.

**Required Courses**
MENG 6130: Theories of Rhetoric and Writing Studies (3)  
MENG 6140: Foundations of Professional and Technical Writing (3)  
MENG 6822/23: Teaching College Writing and Practicum (3)

**Elective Courses (choose one of the following)**
MENG 6110: Writing for Teachers (3)  
MENG 6330: Literary and Rhetorical Stylistics (3)  
MENG 6730: Creative Writing Forms and Crafts (3)

All degree programs require 33 credit hours for completion, with a minimum of 24 credit hours at the 6000-level.

Students may choose a traditional thesis, graduate project, or additional course work to complete the program. Most students will be able to complete the program in two years.

No classes with grades below B- will count toward the degree.
Coursework and Curriculum

Registration
Graduate students register through the same process as undergraduates. The class schedule can be found online at https://weber.edu/MAEnglish/currentscheduleandupcomingclasses.html. Tuition and fees follow the policy established by WSU and the Utah Board of Regents for graduate students. Non-resident and international students may apply to pay in-state tuition only. WSU’s current Tuition and Fee table can be downloaded at https://www.weber.edu/bursar/TuitionFee_Tables.html.

Length & Locations
To provide for the needs of working students, classes typically meet one day a week in the late afternoon and evening, usually from 5:30-8:10pm. Classes are conducted at the Ogden campus, at the WSU Davis campus in Layton, Utah, and at the WSU Farmington Station campus in Farmington, Utah. Online classes are also available in most semesters. Other locations may be selected as demand requires.

Classes may run for the full 16-week semester period, or be offered in half-semester blocks. Preference of faculty, convenience of the majority, and content of the course will be deciding factors in scheduling. Some classes may be offered as workshops.

Course Evaluations
Students will evaluate the effectiveness of each teacher and class. The evaluations will be forwarded to the MA Program Director and to the English Department Chair. Faculty will have access to the results via Chi Tester.
All candidates for the MA degree, whether or not they attend commencement ceremonies, must submit an online application for graduation. Deadlines are posted online at https://www.weber.edu/Graduation/Applications.html. Students should check with the MA office prior to applying for graduation to ascertain compliance with requirements for the Master of Arts degree by the respective commencement ceremony date. It is the sole responsibility of the student to verify all requirements for the degree.

Commencement ceremonies are held twice a year, in April and December. Students who complete degree requirements during the fall semester will be eligible to participate in the WSU Commencement and a separate Hooding Ceremony in December. Students who complete requirements during the spring or summer semesters will be eligible to participate in the WSU Commencement and the Hooding Ceremony at the College of Arts and Humanities Convocation in April.

**Graduation Requirements**
Specific credit hour requirements are determined within each track. A minimum of 24 credit hours at the 6000-level and a minimum of 33 total credit hours are required in the program. Grades of B- or better in all courses will count toward the degree requirements. Students with a BS degree must show foreign language competency either by completing a fourth semester foreign language class with a grade of C- (or better) or by passing a foreign language reading test.

**Time for Degree Completion**
MA students have a maximum of six calendar years to complete their degree requirements, starting from the first semester during which the student has registered for and begun taking classes. Students who exceed this time limit may submit a letter of appeal to the program director to request an extension.
Graduate Committee
The candidate’s graduate committee MUST be formalized the semester prior to the candidate taking MENG 6940/6960. It is strongly suggested that the committee be formed when the candidate has accrued between 24-28 semester credit hours so that the committee chair and committee can guide the candidate to specific coursework that might help in the completion of the master's project/thesis. The committee members are selected based on a general area of co-interest. The graduate committee consists of three persons: at least two faculty members from the Department of English, one of whom will be designated by the student as the committee chair; and the third member may be from another academic department, school district, or other organization. All committee members must hold at least a Master’s Degree and have a willingness to read and critique the paper three times and meet for three formal meetings.

Assignment of the Graduate Committee
The candidate discusses the master's thesis/project interest with the program director and possible committee members. Based upon recommendations and available faculty, tentative committee members, including the committee chair, are identified according to interests and/or expertise that best match the area of the candidate's proposed project. The candidate then invites committee members for the Graduate Committee. After consulting with the program director, the candidate must complete the thesis/project form found on the MA website: https://weber.edu/MAEnglish/IndividualizedInstruction.html. The signed form should be submitted to the MA office, approved by the program director, and stored in the student's file in the MA office.

The candidate should provide a timeline of the project and a short statement outlining background and project interest for prospective committee members.

Prospective committee members are invited to serve on the graduate committee and sign the Graduate Committee Request Form during the proposal meeting which is arranged by the candidate.

A retiring faculty member can decide to finish or not to finish service with a candidate. If, however, the faculty member knows of retirement at the time of agreeing to serve, the faculty member is expected to see the candidate through to graduation.
A proposal meeting including the candidate and all committee members will be held no later than the first Friday of the semester in which the defense is to occur. At that meeting:

1. The date of the defense will be determined. The defense must be scheduled no later than the last day of course work.
2. At least one progress meeting with the entire thesis/project committee must be scheduled no later than the Friday of the eleventh week of the semester in which the defense is held.
3. The committee’s expectations for the work the candidate will provide at each meeting will be determined during the proposal meeting.

**Graduate Committee Chair**

It is the responsibility of the committee chair to:
- meet with the candidate to guide and encourage the development of the project
- advise the candidate when the proposal is ready for committee approval
- act as the candidate’s advocate at the final presentation
- keep documentation about the decisions made concerning the proposal/project
- oversee and approve the final project copy

**Graduate Committee Member**

It is the responsibility of a committee member to:
- meet with the candidate to guide and encourage the development of the project when requested by the candidate or the committee chair,
- read and critique the proposal,
- take part in the proposal approval meeting,
- read and critique the project,
- take part in the progress meeting and the final presentation, and
- may act as chair for the final presentation when nominated by the committee chair and other committee member.

It is the responsibility of the candidate to schedule committee meetings. A committee meeting may be requested at any time by the candidate or the committee chair. The candidate should arrange the date and time with his/her committee. The MA office will assist with room scheduling.
Development of the thesis/project
The candidate works closely with the graduate committee chair and other committee members during the development of the thesis/project. The chair generally sees multiple drafts of the project and meets with the candidate a number of times before the project is ready for its dissemination to other committee members. Depending on the nature of the project, the project may take one or two semesters to complete.

The completed project must be emailed to the Head of University Archives with the cover page and signatures of all committee members, cc'ing the thesis committee chair, program director, and program administrative specialist before the end of the semester. University Archives will process the thesis, make it available online, and email the student with a link to the work.

Candidate
It is the responsibility of the candidate to:
• discuss the thesis/project with the program director,
• contact faculty members about being Committee Chair and Committee Members,
• schedule the proposal meeting,
• work closely with the Committee Chair to develop and revise the work,
• distribute the thesis/project to the committee at least five working days before defense,
• contact the members of the committee to schedule a day/time for the defense,
• notify the MA office to schedule a room,
• defend the research, and
• bring the cover sheets on acid free paper to the defense for Committee Members signatures.
Thesis/Project Defense

Responsibilities of the Candidate before the Defense:
• When the graduate committee chair informs the candidate that the project report is ready to present, the candidate arranges the date and the time for the presentation with the committee and informs the MA administrative assistant, who schedules a room.
• The candidate is responsible for confirming the meeting date, time, and place with his/her committee.
• The candidate should provide a paper copy of the Thesis/Master’s project to each member of the graduate committee at least five (5) working days prior to the scheduled presentation.

On the Day of Defense

The Thesis/Master’s project committee members will select a moderator for the meeting. This allows the committee chair to act as the candidate’s advocate at the final presentation. This may be done prior to or in the first few minutes of the meeting.

The candidate orally presents the Thesis/Master’s project to members of the graduate committee and others who attend. The candidate presents an overview of the project, discussing the project’s origins, the author’s processes (creative, research, procedures, etc), significance/contributions of the work for the discipline and how the Thesis/Master’s project changed the candidate’s thinking. The candidate then answers questions from committee members regarding the Thesis/Master’s project (observers are not invited to ask questions). After the presentation, the committee meets privately to discuss the presentation and evaluate the written Thesis/Master’s project and the oral presentation. A 2/3 vote is required for approval. The candidate is informed of the decision. If the report is accepted the report is signed by the committee members. The candidate is responsible for all signatures and for submitting a digital copy through email to University Archives with the program director, program administrative specialist, and committee chair on copy.

If the candidate does not finish the project the semester he/she is registered or performs unsatisfactorily on the Thesis/Master’s project or presentation, an Incomplete grade will be given, and the candidate must register for MENG 6940/6960 each semester until the project is completed.
After the Defense
It is the responsibility of the candidate to:
• make any needed changes to the defense document,
• submit revised documents to the chair for final review and signature of cover sheets,
• send and email of final work with completed cover sheet to the Head of University Archives, cc’ing the committee chair, program director, and program administrative specialist.

Defense Evaluation
The defense provides two evaluations: passage/failure of the defense; and if deemed successful, the assignment of passing grades to the student’s thesis/project hours. The committee may recommend the Committee Chair to award differing grades in three-hour increments (e.g. a student with six thesis/project hours may be awarded a grade of A for three hours and B for three hours).

No thesis receiving a grade lower than a B- may pass.

The committee will evaluate the thesis in one of the following ways:
Passage without revision—the thesis/project is deemed acceptable and the chair assigns the thesis/project a grade.

Passage with revision—if the committee requests revisions, they will inform the student and determine a time frame in which those revisions should be completed. Once revisions are complete, the committee will convene to discuss what grades will be assigned to the thesis/project hours.

Substantial revision required/passage being determined—if the committee requires substantial revisions, the student will be informed of them by the committee. The committee will determine a timeline for completion of the revisions. When they are complete, the committee will evaluate the thesis/project.

Failure—Failure of the thesis/project constitutes a termination of the student’s enrollment in the thesis/project track.
Academic Ethics and Honesty Policy from WSU Policies and Procedures Manual
Issues of academic ethics and honesty are addressed in the University PPM 6-22 Student Code.

The Program Director will respond to cases where a student is charged with violations in MA graduate classes. After a careful review of the case and consulting with faculty and the student, the director will do one of the following:
1. Exonerate the student.
2. Place the student on probation with restrictions and procedures designed to produce appropriate future student performance. Further unethical or dishonest behavior will result in expulsion from the program.
3. Expel the student from the program with prejudice. The Dean of Students will also be notified.

Academic Standing Policy Weber State University Master of Arts in English students must maintain a minimum grade point average. Students who fail to meet the required standards will be placed on academic warning, probation, or suspension.

Good Academic Standing
To remain in good standing, students are required to maintain a cumulative grade point average (GPA) of at least a 3.00 or B average. A student whose cumulative GPA is below the required B or 3.00 level will be placed on Academic Warning, Probation or Suspension. The cumulative GPA of students who transfer to the University will be computed on the work taken at Weber State University only.

Academic Warning, Probation, and Suspension
Students will be placed on Warning, Probation or Suspension as follows:
Students whose cumulative GPA falls below 3.00 will be placed on Academic Warning. They will remain on Warning during subsequent semesters until one or more of the following situations occur:
• Their cumulative GPA rises to or exceeds 3.00 (Student would move to Good Standing).
• An achieved semester GPA is below 3.00 (Student would move to Probation).
Students who earn a semester GPA below 3.00 while on Academic Probation will be suspended. The duration of the Suspension will be:

- One academic term (e.g. Fall, or Spring, or Summer) for a first suspension,
- One calendar year for a second suspension, or
- Three calendar years for a third or subsequent suspension.

A waiver of suspension will be considered according to WSU due process procedures. See https://www.weber.edu/complaint/.

Students will be eligible to participate in University related programs and activities, unless prohibited by specific program requirements, until they are suspended from the institution. Students will be advised by mail of their academic status. A letter will be sent to their current address. A registration hold will be in effect for these students until they seek academic advisement.

Once the term(s) of Suspension has (have) been met, students may be readmitted with the status of Probation.

**Grounds for Suspension or Dismissal**

A student can be suspended or dismissed from the program at any time during his/her stay for violating the PPM 6-22 Student Code. Suspension is defined as a temporary removal from one or more courses with possibility for future reinstatement. Dismissal is defined as a permanent termination from the program.
Dual Designation Courses
The following dual designation courses are designed to fill gaps in the undergraduate preparation of students who wish to have the broadest understanding of literature. The courses are available only to students who have not taken the corresponding undergraduate courses. The graduate courses differ from undergraduate counterparts in demanding greater depth and breadth in reading, writing, and class presentations. (See undergraduate course descriptions in catalog.)

ENGL 3010/MENG 5010 Introduction to Linguistics (3)
ENGL 3050/MENG 5050 Grammar, Style, and Usage for Advanced Writing (3)
ENGL 3510/MENG 5510 World Literature (3)
ENGL 4520/MENG 5520 American Literature: Early and Romantic (3)
ENGL 4530/MENG 5530 American Literature: Realism and Naturalism (3)
ENGL 4540/MENG 5540 American Literature: Modern (3)
ENGL 4550/MENG 5550 American Literature: Contemporary (3)
ENGL 4610/MENG 5610 British Literature: Medieval (3)
ENGL 4620/MENG 5620 British Literature: Renaissance (3)
ENGL 4630/MENG 5630 British Literature: Neoclassical and Romantic (3)
ENGL 4640/MENG 5640 British Literature: Victorian (3)
ENGL 4650/MENG 5650 British Literature: Modern (3)
ENGL 4660/MENG 5660 British Literature: Contemporary (3)
ENGL 3730/MENG 5730 Literature of Cultures and Places (3)
Appendix C

Affirmative Action/Equal Opportunity
Miller Administration, Room 102
801-626-6239
801-626-6240
aa-eo@weber.edu

Bookstore - Ogden Campus
Shepherd Union
Main: 801-626-6352
Textbooks: 801-626-8579

Diversity Office
Miller Administration, Room 308B
Contact Adrienne Andrews, Assistant Vice President for Diversity & Chief Diversity Officer
801-626-7243
adrienneandrews@weber.edu

Electronics
801-626-8580
bookstore@weber.edu
weber.edu/bookstore

Childcare - Ogden Campus
Shepherd Union, Room 322
801-626-7794
Childcare - Davis Campus
D2, Room 307
801-395-3464
wsuhourlychildcare@weber.edu
weber.edu/nontrad/childcare.html

Canvas - Lampros Hall 215
801-626-6499
wsuonline@weber.edu
weber.edu/online/canvasTechSupport.html

Counseling Services
Student Services Building
801-626-6406
weber.edu/counselingcenter

Financial Aid
Student Services Building
801-626-7569
finaid@weber.edu
weber.edu/financialaid

Graduation Office
Student Services Center, Room 101
801-626-6100
graduation@weber.edu
weber.edu/graduation

Health & Wellness
Student Services Center, Room 190
801-626-6459
weber.edu/healthcenter

Library
Stewart Library (Southeast of Elizabeth Hall)
Circulation: 801-626-6545
Reference: 801-626-6415
library.weber.edu
The subject-area librarian for the MA program is Nicole Beatty
nicolebeatty@weber.edu

Parking Services
Public Safety, Room 102
801-626-6533
parking@weber.edu
weber.edu/financialservices/Parking.html
Appendix C

Registration Office
Student Services Center, Room 101
801-626-6100
registration@weber.edu
weber.edu/Registration/

Support Services
Student Services Center, Room 265
801-626-7009
sss@weber.edu
weber.edu/sss

University Archives
Stewart Library, First Floor, LI120
801-626-6388
library.weber.edu/collections/university_archives

Women's Center
Shepherd Union, Room 323
801-626-6090
womenscenter@weber.edu