

Degree Completion Plan for the Master of Arts in English

Note: All Master of Arts in English students must submit the Degree Completion Plan to the English Department's Graduate Administrator at least two terms prior to the term the student plans to graduate (i.e., in fall for a spring graduation). Both members of a student's committee must indicate their approval via signature below prior to submitting the Degree Completion Plan to the Graduate Administrator for the Department of English. Please type or print into the sections below.

Section 1: General Student Information		
Name:	Date:	
E-Mail:	Student ID:	
Date of Matriculation (Term/Year):		
Estimated Date of Graduation (Term/Year):		
Section 2: Culminating Course of Study		
I have elected to complete the following option	<input type="checkbox"/> I. Focus Area ^{1,3}	<input type="checkbox"/> II. Qualifying Essay ^{2,3}
<i>Please attach a copy of the following:</i>		
<i>¹Focus Area Proposal or ²Qualifying Essay Proposal and ³Change of Graduate Adviser Form (If Applicable)</i>		
Section 3: Foreign Language Verification		
I have completed the University's Foreign Language Requirement for the Masters of Arts	<input type="checkbox"/> Yes ⁵	<input type="checkbox"/> No ⁶
⁵ Please attach a copy of your Foreign Language Requirement Verification received from the Department of World Languages and Literatures.		
⁶ If No, please note that the Foreign Language Requirement Verification must be completed prior to the date of the Qualifying Examinations.		
Section 4: Course Requirements [Complete Program Requirements Worksheet]		
You should work with your advisor to complete the attached worksheet, listing all course work that will be used to satisfy your degree completion requirements. Please note that you may need to resubmit a finalized Program Requirements Worksheet if any changes are made to your course work in your last two terms of study.		
Section 5: Examining Committee Approval		
The undersigned approve this students culminating course of study proposal for the Master of Arts in English. <i>(Please note: This document only appoints two members of the student's Examination Committee. The third committee member is to be appointed by the Literary Studies Committee on the date of examination.)</i>		
_____	_____	_____
<i>Committee Chair Name (please print)</i>	<i>Committee Chair Signature</i>	<i>Date</i>
_____	_____	_____
<i>Committee Member Name (please print)</i>	<i>Committee Member Signature</i>	<i>Date</i>
Section 6: Program Director Approval		
_____	_____	_____
<i>Director of Literary Studies Name (please print)</i>	<i>Director of Literary Studies Signature</i>	<i>Date</i>

Instructions for the Department of English Program Requirements Worksheet

DARS

DARS is the acronym for the Degree Audit Reporting System – an automated system that compares a student’s coursework to the requirements for a degree and produces a report which shows the requirements that have been met, those that are still outstanding, and any course issues that may prevent the student from completing the degree. DARS is a valuable tool for students and faculty advisers as it provides on-demand access to a student’s degree progress and will allow any deficiencies to be identified immediately and addressed in a timely fashion.

Running Your DARS Audit

Graduate DARS audits are not yet available online for student and faculty use. It is anticipated that access will be available beginning Spring Term 2013 and at that time, instructions on how to run your DARS audit will be available at <http://www.pdx.edu/ogs/student-information>.

What has DARS Changed?

Beginning Fall Term 2012, the Office of Graduate Studies transitioned to DARS audits, instead of using GO-12s, to conduct graduation audits for all master's degree programs. In addition, the [GO-21M](#) is now used only for Transfer credits (credits taken at another college/university). Requests for Pre-admission credits taken at PSU are now made using the Graduate DARS Exception Request form.

Graduate DARS Exception Request Form

The online Graduate DARS Exception Request form is what departments use to communicate DARS exceptions to OGS. The Graduate Program Administrator is designated by the Department of English to act as the exception requester and has been given access by OGS to the Graduate DARS Exception Request Form. Exception requests are conveyed via the Department of English Program Requirements Worksheet, signed by the advisor and delivered to the Graduate Program Administrator for the Department of English by the first Friday of the term in which the student is attempting to graduate.

Using the Worksheet

Student’s work with their advisors to complete the worksheet and should bring a copy of their Unofficial Academic Transcript for reference when meeting with their advisor. The Unofficial Academic Transcript can be found by logging into [banweb](#), going to the “Student” tab, and then selecting “View Unofficial Academic Transcript”. When reviewing the student transcripts and completing the worksheet, advisors will need to pay close attention to the unmet requirements, ensure that all classes used to satisfy degree completion requirements are taken for a letter grade (P/NP cannot be used) , and ask themselves the following questions:

- Has the student taken all the coursework needed for the degree?
 - *(See attached curriculum requirements.)*
- Have course substitutions been approved for this student?
 - *(Indicated a substitution by selecting **ER** next to the course.)*
- Does the student have any coursework that has been waived by the department?
 - *(Contact the Graduate Program Administrator for directions.)*
- Does the student have any transfer courses that should be counting toward the requirements?
 - *(If so, have these courses been approved with a [GO-21](#)?)*
- Does the student have any PSU pre-admission courses?
 - *(If so, indicated a PSU pre-admission course by selecting **PA** next to the course.)*
- Does the student have any required courses that are more than seven years old at the time of graduation?
 - *(Contact the Graduate Program Administrator for directions.)*
- Does the student have any grades of C+, C, or C-? These grades are below the graduate standard and may be used toward the degree only with specific written approval from the Program Director.
 - *(Contact the Graduate Program Administrator for directions.)*
- Does the student have any required courses that have an Incomplete (I), Missing (M), or X grade?
 - *(Contact the Graduate Program Administrator for directions.)*

Program Requirements Worksheet for the Master of Arts in English

Student Name:	Graduation (Term/Year):
Contact E-Mail:	Student ID:

Please enter in all information for each course that will be used to satisfy the following requirements:

English 500: Problems and Methods of Literary Study						
DEPT.	NO.	TITLE	CREDITS	GRADE	TERM/YEAR	
ER <input type="radio"/>						PA <input type="radio"/>
<i>OR <input type="radio"/> This course is an approved equal to English 500: Problems and Methods of Literary Study taken prior to Fall Term 2010</i>						
One graduate seminar (English 507)						
DEPT.	NO.	TITLE	CREDITS	GRADE	TERM/YEAR	
ER <input type="radio"/>						PA <input type="radio"/>
<i>AND <input type="radio"/> This course will fulfill both the English 507 and the pre-1800 British or American literature requirement</i>						
One course in pre-1800 British or American literature						
DEPT.	NO.	TITLE	CREDITS	GRADE	TERM/YEAR	
ER <input type="radio"/>						PA <input type="radio"/>
One course in literature or rhetoric, whether Anglophone or in translation, before 1900.						
DEPT.	NO.	TITLE	CREDITS	GRADE	TERM/YEAR	
ER <input type="radio"/>						PA <input type="radio"/>
One critical theory course.						
DEPT.	NO.	TITLE	CREDITS	GRADE	TERM/YEAR	
ER <input type="radio"/>						PA <input type="radio"/>
At least 32 credits listed as "ENG" (up to 13 credits outside of English may be applied with advisor approval)						
DEPT.	NO.	TITLE	CREDITS	GRADE	TERM/YEAR	
ER <input type="radio"/>						PA <input type="radio"/>
ER <input type="radio"/>						PA <input type="radio"/>
ER <input type="radio"/>						PA <input type="radio"/>
ER <input type="radio"/>						PA <input type="radio"/>
ER <input type="radio"/>						PA <input type="radio"/>
ER <input type="radio"/>						PA <input type="radio"/>
ER <input type="radio"/>						PA <input type="radio"/>
ER <input type="radio"/>						PA <input type="radio"/>
ER <input type="radio"/>						PA <input type="radio"/>
ER <input type="radio"/>						PA <input type="radio"/>
Total Credits						

Advisor Approval		
_____ <i>Advisor Name (please print)</i>	_____ <i>Advisor Signature</i>	_____ <i>Date</i>

Degree Completion Requirements for the Master of Arts in English

Each of these topics classes may be taken only twice (to a maximum of 8 credits per course number):

ENG 511: [Early] English Drama
ENG 517: Middle English
ENG 526: Topics in Medieval Lit
ENG 530: Topics in Sixteenth Century Lit
ENG 540: Topics in 17th C lit,
ENG 541: Topics in Renaissance Literature and Culture
ENG 549: Advanced Topics in Cultural Studies
ENG 550: Topics in 18th Century Literature
ENG 558: Topics in Romanticism
ENG 560: Topics in American Literature to 1800
ENG 575: Advanced Topics in Victorian Literature
ENG 580: Advanced Topics in Twentieth Century British
ENG 590: Advanced Topics in Rhetoric & Composition Studies
ENG 593: Advanced Topics in Feminist Literary Theory
ENG 594: Topics in Critical Theory and Methods

The degree requirements and associated course work for the Master of Arts in English is outlined below. Please note this program defines seminars as ENG 507 coursework.

45 credits of graduate coursework. These must include

ENG 500: Problems and Methods of Literary Study (only offered fall term)

One graduate seminar (ENG 507)

One course in pre-1800 British or American literature (A seminar on a pre-1800 topic, e.g., Eng 507: Shakespeare, can fulfill both the 507 and the pre-1800 requirement)

ENG 511: [Early] English Drama
ENG 517: Middle English
ENG 526: Topics in Medieval Literature
ENG 530: Topics in 16th Century Literature
ENG 532: Old English
ENG 533: Old English
ENG 534: Old English
ENG 540: Topics in 17th Century Literature
ENG 541: Topics in Renaissance Lit and Culture
ENG 550: Topics in 18th Century Literature
ENG 560: Topics in American lit to 1800

One course in literature or rhetoric, whether Anglophone or in translation, before 1900.

ENG 511: [Early] English Drama
ENG 517: Middle English
ENG 526: Topics in Medieval Lit
ENG 530: Topics in Sixteenth Century Lit
ENG 532: Old English
ENG 533: Old English
ENG 534: Old English
ENG 540: Topics in 17th C lit,
ENG 541: Topics in Renaissance Lit and Culture
ENG 550: Topics in 18th C lit

ENG 558: Topics in Romanticism
ENG 560: Topics in American lit to 1800
ENG 561: Topics in American lit to 1900
ENG 575: Advanced Topics in Victorian Literature

One critical theory course

ENG 590: Advanced Topics in Rhetoric & Composition Studies
ENG 591: History of Literary Criticism and Theory I
ENG 592: History of Literary Criticism and Theory II
ENG 593: Advanced Topics in Feminist Literary Theory
ENG 594: Topics in Critical Theory and Methods

At least 32 credits in English (courses listed as “Eng”)

No more than 13 credits outside of English (these require advisor approval)