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 O 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 O 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 Fine Arts in Creative Writing

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:

<table>
<thead>
<tr>
<th>Core Workshops: 16 credits</th>
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<tbody>
<tr>
<td>DEPT. NO. TITLE CREDITS GRADE TERM/YEAR</td>
</tr>
<tr>
<td>ER ○</td>
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<th>Writing Seminars: 8 credits</th>
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<th>Electives in Literature, Critical Theory, and Rhetoric and Composition: 8 credits</th>
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<th>Thesis: 8 credits</th>
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</tbody>
</table>

Total Credits for Degree

Advisor Notes

Advisor Approval

Advisor Name (please print) __________________________  Advisor Signature __________________________  Date __________________________

Form version: 1/3/2013
Degree Completion Requirements for the Master of Fine Arts in Creative Writing

A maximum of 8 credit hours of the following curriculum can be applied to the Master of Fine Arts in Creative Writing:

- WR 513 Fiction Writing
- WR 514 Poetry Writing
- WR 552 Writing About Lives
- WR 553 Writing About Places
- WR 554 Writing About Events
- WR 555 Writing About Ideas

The degree requirements and associated course work for the Master of Fine Arts in Creative Writing is outlined below.

**Core Workshops: 16 credits**
Students are required to take the Core Workshop four times in their chosen genre. Students may take the Core Workshop a total of six times for 24 credits.

- WR 521 MFA Fiction Core Workshop
- WR 522 MFA Poetry Core Workshop
- WR 523 MFA Nonfiction Core Workshop

**Writing Seminars: 8 credits**
Students can choose from the following or other similar discrete-numbered courses in their genre as approved by their adviser. WR 507 Seminar (Topics will include: Fundamentals of Fiction, Forms (Poetry), Techniques in the Novel, The Longer Poem, Description, Writing Postmodern Fiction, Writing Hypertext Fiction, Reading for Writers, Research for Writers, Technique in the Short Story.)

- WR 516 Screenwriting
- WR 528 Advanced News Writing
- WR 556 Forms of Nonfiction
- WR 557 Personal Essay Writing
- WR 558 Magazine Writing
- WR 559 Writing the Memoir

Students can choose one course from the following or other similar discrete-numbered courses as approved by their adviser.

- Eng 507 Seminar
- Eng 517 Middle English
- Eng 532, 533, 534 Old English
- Eng 526 Advanced Topics in Medieval Literature
- Eng 530 Advanced Topics in Sixteenth Century Literature
- Eng 540 Advanced Topics in Seventeenth Century Literature
- Eng 541 Advanced Topics in Renaissance Literature and Culture
- Eng 543 British Women Writers I
- Eng 545 American Women Writers 19th Century
- Eng 550 Advanced Topics in Eighteenth Century Literature
- Eng 548 Advanced Topics in Romanticism
- Eng 560 Advanced Topics in American Literature to 1800
- Eng 561 Advanced Topics in American Literature to 1900
- Eng 575 Advanced Topics in Victorian Literature

The following courses, can, with advisor approval, meet this requirement:

- Eng 547 Major Forces in Literature
- Eng 548 Major Figures in Literature
- Eng 549 Advanced Topics in Cultural Studies
- Eng 567 Advanced Topics in American Literature and Culture
Electives in Literature, Critical Theory, and Rhetoric and Composition: 8 credits

Two courses chosen from any of the courses listed above, or any other graduate courses in literature, either ENG or FLL, at the 500 level (one may be in critical theory, or rhetoric and composition).

Writing Electives: 8 credits

At least 8 credits of a seminar or workshop in poetry, nonfiction, or fiction chosen from the list below, or other similar discrete-numbered courses as approved by adviser.

- WR 507 Seminar (can be repeated for credit)
- WR 510 Selected Topics in Writing
- WR 512 Advanced Fiction Writing
- WR 513 Fiction Writing
- WR 514 Poetry Writing
- WR 515 Poetry Writing II
- WR 516 Screenwriting
- WR 520 Writing: Process and Response
- WR 528 Advanced Newswriting
- WR 552 Writing About Lives
- WR 553 Writing About Places
- WR 554 Writing About Events
- WR 555 Writing About Ideas
- WR 556 Forms of Nonfiction
- WR 557 Personal Essay Writing
- WR 558 Magazine Writing
- WR 559 Writing the Memoir

Thesis: 8 credits

- WR 503 Thesis