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.)*

Portland State
UNIVERSITY

Program Requirements Worksheet for the M.A. or M.S in Writing: Book Publishing

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:

Core Courses: 20 credits

	DEPT.	NO.	TITLE	CREDITS	GRADE	TERM/YEAR	
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○

Publishing Studio/Lab: 8 credits

	DEPT.	NO.	TITLE	CREDITS	GRADE	TERM/YEAR	
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○

Writing Electives: 8 credits

	DEPT.	NO.	TITLE	CREDITS	GRADE	TERM/YEAR	
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○

General Electives: 12 credits

	DEPT.	NO.	TITLE	CREDITS	GRADE	TERM/YEAR	
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○
ER ○							PA ○

Total Credits for Degree | |

Advisor Approval

_____   _____   _____

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

Degree Completion Requirements for the Master of Arts or Master of Science in Writing: Book Publishing

Core Courses: 20 credits

- WR 560 Introduction to Book Publishing
- WR 561 Book Editing
- WR 562 Book Design & Production
- WR 563 Book Marketing
- WR 564 Bookselling
- WR 570 Intellectual Property & Copyright Law

You will take at least 5 of these 6 classes, and you *must* take Introduction to Book Publishing. Two electives (see below) that can substitute for a core class are WR510 Archeology of the Book and WR510 Publications Management. You can only substitute one core course.

Electives: 28 credits

You are required to take 28 elective credits.

It is a program requirement to use 8 elective credit hours at Ooligan Press through WR510 Publishing Studio (4 credit) or WR510 Publishing Lab (1 credit).

You must have at least 16 credits with a WR-prefix. All publishing courses have the WR prefix, but if you are taking electives in other parts of the department or the university, keep this in mind.

You may take electives in any other area of the university, depending on the permissions of the department and instructor. Run any electives by your advisor to make sure they fit in with your course of study.