



Graduate Handbook for the
Master of Arts and Master of Science
in Publishing and Technical / Professional Writing
2009-2010

All information is subject to change.
Students are responsible for checking relevant University web sites
for current deadlines and updates.

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1. The M.A. and M.S. in Writing (Publishing & Technical / Professional Writing)

The Department of English offers graduate work leading to the Master of Arts in Writing and the Master of Science in Writing degrees. The 48-credit M.A./M.S. in Writing is designed for students who are prepared to undertake advanced work in the field. The program provides a range of courses in technical and professional writing and in book publishing. The motives and destinations of the students in the program vary, but the focus on writing to earn a living will attract those who wish to make writing a career.

2. Requirements

For technical/professional writing and book publishing, the department requires a minimum of 28 graduate credits in writing. The remainder of the student's program may, with the approval of the advisor, include coursework in fields related to writing. In every case, the student's program must be approved by the advisor and the Chair of the M.A./M.S. in Writing Committee. The student will choose between two tracks: technical/professional writing and book publishing.

3. Course of Study: Technical and Professional Writing

Students typically will complete 16 core credits (4 courses), 16 elective credits (4 courses), and 16 credits (4 courses) in a specialization that may involve coursework in another discipline (e.g., Management, Marketing, ISQA).

Students will be required to submit a final project in addition to completing their course work. This project typically will be a portfolio of their work demonstrating competence at a professional level but, with advisor approval, may be a single, substantive work.

Note that core courses include Management 550, Organizational Management, or an alternate advisor-approved business course, which are offered through the School of Business Administration. Students may substitute WR 560: Introduction to Book Publishing for Management 550.

Electives include seminars and workshops on a variety of topics. Writers are encouraged to supplement their core courses in technical/professional writing with electives from creative writing, nonfiction writing, or literature. Advisor-approved courses from outside the department may also count as electives.

Note that the M.S. option does not require students to demonstrate proficiency in a language other than English. In cases where a student does opt to demonstrate proficiency in a language other than English, the M.A. in Writing: Technical and Professional Writing will be awarded.

Core Courses: 16 credits

- WR 525 Advanced Technical Writing
- WR 526 Document Design
- WR 527 Technical Editing
- MGMT 550 Organizational Management OR WR 560 Introduction to Book Publishing (may also be replaced with an alternate graduate business course with advisor approval).

ELECTIVES: 16 credits

- WR 504 Internship (Credit TBA)
- WR 505 Writing and Conference (Credit TBA)
- WR 510 Selected Topics in Writing (4) (Topics vary, including, e.g., Technical Publications Project Management, Writing for Presentations, Information Technology for Writers, Multimedia for PT Writers, Managing Web Communications, International Aspects of PTW, History of Business and Technical Writing, Legal Issues for Technical Writers, Public Relations Writing in Technical Industries, and many others. Consult the Bulletin for each quarter's offerings.)
- WR 529 Writing Computer Documentation (4)
- WR 530 Desktop Publishing (4)

NOTE: Students needing training in relevant software are encouraged to look for the WR 510 Trends series offered in Framemaker, RoboHelp, Adobe Creative Suite, and others.

Specialization Tracks: 16 credits

Students will select a specialization track in consultation with the program advisor. Possible specializations include publications management (e.g., Introduction to Book Publishing, Book Editing, Book Design & Production, Book Marketing, Bookselling, Publications Project Management, PT Editing, Workshops in Publication Technologies, Writing Seminars, Selected Topics, Internship), technical communication (e.g., Writing Computer Documentation, Writing for Presentations, Information Technology for Writers, PT Editing, Writing Seminars, Selected Topics, Internship).

Additional specializations outside of technical/professional writing include nonfiction (i.e., four courses from the nonfiction strand chosen in consultation with the advisor) and creative writing (i.e., four courses from the creative writing strand chosen in consultation with the PTW advisor).

Possible specializations outside the field of writing include business administration (management, marketing/public relations), communication (speech), computer science, environmental sciences and resources, and information systems. Students are encouraged to enhance their professional development by specializing in a series of courses that will create advantages in employment opportunities. Students will identify possible specializations in consultation with the program advisor and with an appropriate faculty advisory from the related discipline.

In consultation with the School of Business Administration, for example, M.S. advisors have identified the following series of courses that would serve well technical communicators in the workforce:

- Marketing 544 Marketing Management
- Marketing 548 Product Management & Innovation
- Marketing 552 Relationship & Service Marketing
- Marketing 555 Technology Marketing
- Management 544 Technology Management
- Management 545 Managing Technological Innovations
- Management 556 Organizational Politics
- Management 560 Managerial Responsibility & Public Policy

4. Course of Study: Publishing

Students typically will complete 20 core credits (5 courses), 16 elective credits (4 courses) in writing, and 12 elective credits (3 courses) that may involve coursework in another discipline with Advisor's approval. Of the 28 elective credits, candidates are expected to take a total of eight (8) credits working at Ooligan Press in either or both WR 510 Publishing Studio or WR 510 Publishing Lab.

The final project, in addition to completing the coursework, will be a portfolio of work demonstrating competence at a professional level, but with advisor approval, may be a single, substantive work. Upon completion and delivery of the final project or portfolio to the student's orals committee, a topic will be assigned by the student's advisor for a final paper of approximately ten pages to be delivered within 10 days to each member of the committee.

The student will take an oral exam in defense of the final project and final paper. Work included in a portfolio may reflect assignments made in a particular course and appropriate to it — i.e., samples of editorial work, query letters for fiction and nonfiction books, book marketing plans, book design proposals and finished designs, research and writing on issues in contemporary American publishing. With advisor's permission, other sorts of portfolios may be submitted.

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

Electives:

28 credits from other writing courses, from literature courses, or from another discipline.

Students earn eight (8) of their elective credits by participating in the work of Ooligan Press, a small trade publishing house. Students work in groups to review, accept, and edit manuscripts; design the interior and the exterior of books; send books to press; and market the books to booksellers, libraries, and other outlets.

Note that the M.S. option does not require students to demonstrate proficiency in a language other than English. In cases where a student does opt to demonstrate proficiency in a language other than English, the M.A. in Writing: Book Publishing will be awarded..

5. Foreign Language Requirement

M.S. students are not required to fulfill the foreign language requirement. However, students who choose to complete a foreign language may receive the M.A. degree. All M.A. students at Portland State are required to have experience with a foreign language. We strongly encourage M.A. students to fulfill their language requirement early in their programs. All students must fulfill the foreign language requirement before completing the final portfolio review. You may do so in one of three ways:

- Prove that you have received a passing grade in a 203-level course in a foreign language. A 203-level course is the third term of a second-year college language course. If you have previously completed this coursework as a part of your B.A. degree, this counts as fulfilling the requirement.
- Pass an exam administered by the Foreign Languages department. For French, Spanish, German, and Russian, the department offers an examination exclusively for graduate students. However, we do not advise you to take this exam. Instead, we strongly recommend that you take the College-Level Examination Program (CLEP) exam also administered by the Foreign Languages Department. The cost is higher than the graduate-only exam, but we believe the CLEP exam tests students' language abilities more fairly and will allow you to complete the requirement in less time and with less hassle.
- If you were born in a foreign country, you may prove that you have passed the TOEFL in English or provide high school or college transcripts from your home country, with notarized translation.

The Department of Foreign Languages and Literature sets the foreign language policy for the University. For further information students should consult that department website at:

<http://www.fll.pdx.edu/html/advising/index.php>

6. Independent Study

The Department of English recognizes that independent study can be a valuable means of expanding the curriculum and allowing students to pursue special interests. Reading and Conference coursework applicable toward the degree is limited to 12 hours in the M.A./M.S. in Writing program.

There is no single CRN for these course numbers; to register you must fill out a By Arrangement Request, available in the Department or on the PSU website, have it signed by the instructor, and leave it with Department staff to be signed by the Chair and forwarded to Registration. Please keep in mind that professors choose to take on these courses on top of their regular workload. The options for independent study include:

Wr 501: Research: This can be used for special research projects in which the student has arranged to work with a faculty supervisor. If the research will lead to a writing project, students may also want to consider WR 505.

Wr 504: Internship or Cooperative Education coursework applicable to the degree is limited to nine hours in the M.A./M.S. in Writing program. In WR 504: Internship and Cooperative Education arrangements, students typically complete relevant professional duties for a business or nonprofit, gaining valuable on-the-job experience, and present a reflection on their work experience to the sponsoring professor.

Wr 505: Reading and Conference: one-on-one work with a faculty advisor or mentor on a student writing project; this may also include reading and discussion. In WR 505: Reading and Conference arrangements, students typically conduct independent research and present their results and analysis in a final paper submitted to the sponsoring professor. If a group of students wants to gather together and propose a

topic to a faculty member who would sponsor such a group, it is better to use Wr 508: Workshop.

Wr 509: Practicum: Students may assist a professor in teaching an undergraduate course. You should work out your duties with the professor in advance of the course.

Students wishing to pursue independent study should seek the approval of a faculty member willing to undertake the arrangement. Faculty time to supervise independent study during any given term is limited. By University policy, Wr 501 and Wr 505 coursework applicable toward the degree is limited to 12 hours.

7. Graduation Requirements: Overview

Students must apply for graduation with the University in the term prior to the term in which they wish to graduate. The Application for Graduation form is available on the web at http://www.gsr.pdx.edu/ogs_forms.php or the Office of Graduate Studies.

At the same time (i.e., in the term prior to the term in which they wish to graduate), students should file Graduate Office (GO) Form 12, which lists coursework completed for the degree. The GO-12 must be approved by both the student's program advisor and by the Chair of the Department of English. The GO-12 form is available from the Office of Graduate Studies.

The student should also consult with the program advisor to identify qualified members of a graduation committee. The graduation committee consists of three faculty members: two in addition to the program advisor. The graduation committee will receive copies of the Portfolio and the written exam and will participate in the student's oral exam. A majority of the committee must approve the student's performance on the written and oral exams in order for the student to be awarded the degree.

NOTE: All Graduate Office (GO) forms (with the exception of the degree application form) must be submitted to the Department of English before the form is submitted to other University offices. Once the forms are submitted to the Department of English and approved, they will be automatically forwarded to the Office of Graduate Studies.

Graduation requirements include the following components:

- Completion of a minimum 48 approved graduate credit hours of coursework.
- The Portfolio.
- The Written Exam.
- The Oral Exam.

8. Graduation Requirements: The Portfolio

The Portfolio should showcase the student's best work over time and across genres. It should function as a professional development tool that the student can use after graduation and over the course of a career.

Portfolios reflect the tastes, skills, and interests of their creators. Therefore, the committee does not mandate a particular format or contents. At a minimum, though, the Portfolio should contain:

- The student's curriculum vitae or résumé.
- A personal statement of the student's philosophy as a professional.

- A sufficient number and kind of work samples to suggest both accomplishment worthy of a graduate degree and the promise of career success.

The Portfolio serves as the touchstone for discussion in the final oral exam and typically provides the subject for the written take home exam.

9. Graduation Requirements: The Written Examination

The written examination is a take home examination designed by the student's program advisor and typically based on the information contained in the student's Portfolio. Students are encouraged to consult with committee members prior to the written and oral examinations.

The written examination is read by every committee member. If the candidate fails to pass the written examination, the committee meets to recommend a course of action. The candidate's right to retake the examination is not automatic. Usually, however, a committee recommends that the candidate be allowed to take a second examination in order to address their concerns. The University requires a wait of at least three months before retaking any failed examination. Should the student fail the second examination, disqualification from the program is automatic. Written examinations are either passed or not. No grade is assigned.

10. Graduation Requirements: The Oral Examination

Ordinarily, the student's program advisor chairs the oral examination committee. Questions and discussion usually proceed from responses to the written exam and the Portfolio but may range beyond that. Passing the oral examination requires a favorable majority vote of the committee. The committee may recommend that the student repeat the oral. As with the written examination, oral examinations are either passed or not. No grade is assigned.

11. Pre-admission Credit and Transfer Credit

A maximum of 16 approved credits earned before admission to the program may be applied to the degree. This "pre-admission credit" limit applies to both transfer credits earned outside PSU or at PSU before admission to the program.

A separate 16-credit allotment of transfer credit may be approved for coursework taken after admission to the MFA program (courses taken elsewhere over the summer, for example). However, a maximum of one-third of a student's total of 45 credits may be taken outside PSU, so only 16 of the possible combined 32 transferred credits (pre-admission and post-admission) may be from outside PSU (the one-third limit is actually 15 credits but we are allowed an extra credit because of our four-credit course structure).

Students must download a Transfer and Pre-approved credit form (GO-21) from http://www.gsr.pdx.edu/ogs_forms.php, and meet with their advisor and the Director of the MFA for credit evaluation and approval.

All Pre-admission and Transfer credits must be graduate level and must be: 1) letter graded B- or higher; 2) not be used for any other degree at any institution; 3) no more than seven years old at the time the Master's degree is awarded; 4) applicable to an MFA degree at the originating institution without qualification.

12. Coursework Outside the M.A. / M.S. Program

The English department requires a minimum of 28 graduate credits in writing. The remainder of the student's program may, with the approval of the advisor, include coursework outside the Department that is relevant to the student's plan of study.

13. Advisement

As soon as you are accepted into the program, you should contact the program advisor to introduce yourself and receive advice on enrolling for fall courses. If your advisor is on leave or otherwise unavailable, contact the Department's Graduate Administrator for help with any procedural or registration issues. You should also plan to meet with your faculty advisor early in the first term of your coursework to discuss your plan of study. The program directors are:

Publishing: Dennis Stovall, stovall@pdx.edu

Technical and Professional Writing: Tracy Dillon, dillont@pdx.edu

14. One-credit Courses

Graduate Assistantships, some student loans, scholarships, and grants require full-time status. At PSU, a full time course load is 9 credits or more, half time is 8 credits or less. This means that if you enroll for two 4-credit courses you will not have full-time status. However, in addition to Independent Study (explained above), the department offers a range of 1-credit graduate course options.

1. Discussion/reading groups attached to an existing course

Many of our courses are at the 400/500 level, meaning that they include both advanced undergraduates and graduate students. Graduates often feel a need to have a separate discussion, reading, or workgroup to augment their work in the course. Some of these 1-credit groups may be listed in the Schedule of Classes; otherwise, you will probably need to have the professor fill out a By Arrangement Request form, likely for Wr 508: Workshop. For details on the nature of the group and how to register, you should contact the professor directly.

2. Freestanding Discussion/Reading Groups

These are groups organized around a shared area of interest between a professor and a group of students (and sometimes additional faculty). What we aim for is something enriching, pedagogically and academically sound and interesting, that does not generate lots of extra work for faculty, but stretches graduate students in new directions. These groups need supervision, not teaching or lecturing to, and need to produce their own discussions, with the faculty members as guides. Some of these courses may be listed in the Schedule of Classes; otherwise, you will probably need to have the professor fill out a By Arrangement Request form, likely for Wr 508: Workshop. For more details on the nature of the group and how to register, you should contact the professor directly.

Each term the department will generate a list of one-credit courses professors have offered for the term. You will receive these via email and/or they will be posted outside the English Department. Some of these may also be listed in the Schedule of Classes. Again, please be mindful that professors are not required to teach these extra credits,

and do so voluntarily in order to meet student needs. In addition, be aware that 1 credit of graduate work should equal no more than an average of 6 hours of work per week for the student. If you believe your work load is exceeding this amount, please inform your supervising professor. You may also negotiate with the professor to take any of these options (group work or independent study) for more than 1 credit, with workload adjusted accordingly (please be aware that for each graduate degree there is a limit for how many credits of independent study a student is allowed).

15. GPA

Although grades of C+, C, and C- are below the graduate standard, they may be counted as credit toward the Master's degree with specific written approval of the Department Chair. Students must have a B average (3.0 GPA) on the courses fulfilling the degree requirements (courses listed on the GO-12 form). Grades of D and F carry no graduate credit.

16. Financial Aid, Graduate Assistantships, and Employment

Information on graduate financial aid is available on the University website at:

<http://www.pdx.edu/finaid/>

For graduate students who are Oregon residents, the state sponsors the Oregon Laurels Tuition Remission program for graduate study. Information about the Laurels and other competitive scholarships is available on the Graduate Studies website at:

http://www.gsr.pdx.edu/ogs_funding_scholarships.php

English department nomination is required for three all-University competitions: the Oregon Sports Lottery, the University Club, and the Underrepresented Minority Graduate Student Pipeline scholarships. Any student who would like to be nominated for one of these scholarships should speak to their advisor or the Student Affairs Committee about their qualifications. A computerized database of national and local scholarships is also available in the Millar Library.

Graduate Assistantships

The Department has a very limited number of Graduate Assistantships available primarily to first-year graduate students in which they help with Department programs such as the Portland Center for Public Humanities, serve as assistants to faculty administrators such as the Director of Rhetoric and Composition or the Director of Literary Studies, perform other administrative or research duties that foster their career development, or teach in a variety of contexts: composition courses at all levels, tutoring in the Writing Center, assisting faculty in writing intensive courses, and assisting faculty in English courses. Depending on their qualifications, they may also teach courses in creative writing, technical writing, or literature. Graduate assistants receive both tuition remission and a stipend for the academic year, along with tuition remission for summer term. In recent years we have also been able to offer teaching employment in the summer, but this is not guaranteed.

For more information on Graduate Assistantships contact Prof. Greg Jacob (jacobg@pdx.edu).

Many non-academic divisions of the University offer Graduate Assistantships, including: University Communications, Campus Recreation, University Housing, The Office of International Affairs, the Women's Resource Center, the Queer Resource Center, and Student Health and Counseling. Unfortunately there is no centralized listing of these non-academic Assistantships; each office must be contacted individually (the Graduate Studies office does not keep a list of available Graduate Assistantships each year). Students with non-English language skills may want to contact the Department of Foreign Language about teaching opportunities.

The University also offers the following employment/professional development possibilities:

Writing Intensive Course (WIC) Assistant

WIC Assistants help faculty across the University curriculum in teaching writing for a content course. Responsibilities may include: reading drafts, leading writing workshops, or doing presentations on writing. To qualify for a WIC position you should take either ENG 413/513 (Teaching and Tutoring Writing) or ENG 414/514 (Introduction to Composition Theory). WIC Assistants receive a stipend but no tuition remission. Contact Prof. Greg Jacob for further information.

Writing Center Tutor

Tutors assist students in individual sessions. To qualify for this position you should take ENG 413/513 (Teaching and Tutoring Writing). Tutors receive either a stipend or credit but not tuition remission. Contact Dan Deweese at deweese@pdx.edu, for further information.

University Studies Graduate Mentor

University Studies Mentors come from all academic backgrounds and work with Sophomore Inquiry courses. Mentors plan and facilitate 50-minute mentor sessions for Freshman Inquiry, Sophomore Inquiry or Transfer Transition courses. Mentors serve as friends, colleagues and teachers, helping students learn the academic ropes. All new mentors must enroll in a four-credit Education course that is offered in the spring and a two-week fall training prior to the start of school. Mentors work 10-20 hours per week. For more information see the mentoring website at

http://www.pdx.edu/unst/mentor_application.html

SETC (Skill Enhancement and Tutoring Center) Writing Tutor

SETC is located in the Smith Memorial Student Union. They hire writing tutors on an ongoing basis throughout the academic year as existing tutors graduate. Applications may be picked up in room Smith 439 and the phone number is (503) 725-4448.

Graduate Literary Organization (GLO) Coordinator

The GLO Coordinator must be a second-year student in the English or Writing program (one Coordinator is selected from each program). The Coordinator is responsible for GLO's communication, management, and organization, including supervision of the four volunteer chairs in: Readings, Marketing, Workshop and Student Voice. The Coordinator also interacts with SALP (Student Activities Leadership Program) to manage GLO events and finances, since GLO is a SALP-funded group and not administered by the Department of English. The position carries a stipend and small monthly salary.

Chiron Course Instructor

Chiron courses are credit classes taught by students for students. They are listed under "Interdisciplinary Studies" in the University Schedule of Classes. In addition to the teaching experience gained, student instructors receive a small teaching stipend. For more information, go to: <http://www.ess.pdx.edu/chiron/>

Work Study Positions

If you qualify for the federal work study program, you may apply for a variety of jobs posted by the English department, including writing, website development, and office work. These jobs are posted on the Career Center website at:

<http://www.pdx.edu/careers/>

17. Appendix 1: Admission Requirements

Admission to graduate study is granted on the basis of evidence of suitable preparation and the probability of success in the intended field of study. In both Book Publishing and Technical/professional Writing, strong writing skills are considered central, but applicants do not need to have a previous degree in English or Writing. A B.A. or B.S. from a regionally accredited institution is required.

The MA/MS in Book Publishing and Technical/professional Writing programs have rolling admissions which follow the University's admission deadlines as follows: April 1st for Fall, Sept. 1st for Winter, Nov. 1st for Spring, Feb. 1st for Summer. **Please note that if you wish to be considered for a Departmental Graduate Assistantship you must meet an earlier fall term deadline of January 18.**

18. Appendix 2: Application Procedures

Important: applicants must apply separately to the University and to the English department. Two different application packets must be provided.

The University admissions application and fee must be submitted several weeks prior to submitting an application to the department. The department will not review a student's files until the University admissions application and fee have been submitted to the Office of Admissions. The University application form and instructions are available on the Department of English website, along with the Departmental application form, at http://www.english.pdx.edu/pdf/graduate_application.pdf.

The Department Application

The Department application must be submitted to the Department of English at this address:

Department of English
Admissions Processing
Portland State University
Box 751
Portland, OR 97207-0751

The application must include the following materials:

- Departmental application form (available from the Department).

- One transcript from each post-secondary institution attended (unofficial transcripts are acceptable).
- 3.25 GPA in undergraduate work.
- Three letters of recommendation.
- The applicant's curriculum vitae or résumé.
- One-page personal introduction, including background as a writer or prospective publishing professional, statement of goals, and proposed plan of study in either the technical/professional writing program or in the book publishing program.
- Writing samples in the applicant's primary genre(s) or form(s). Previously published, single-authored work will be accepted in the form in which it was originally published. (Please see Manuscript Submission Guidelines below.) Applicants who have published online can print hard copy as well as directing the admissions committee to the URL.
- Stamped, self-addressed notification postcard.

Please do not submit these materials in a binder or in sheet protectors of any kind. Please do not submit bound materials, i.e. books or magazines. Use offprints instead. When it is relevant, Book Publishing applicants may submit CDs and DVDs with all but the writing sample.

Graduate Record Examination (GRE) scores are not required for admission to the M.A. in Writing or the M.S. in Writing program.

Manuscript Submission Guidelines

In technical/professional writing: 15–30 pages from customary genres, including (but not limited to) descriptions, specifications, computer documentation, proposals, memoranda, formal reports, newsletters, on-line documentation, web pages. Manuscripts should demonstrate mastery of basic craft and promise of success in technical/professional writing.

In book publishing: 15–30 pages of written work demonstrating promise of success in the publications industry. Samples may be professional, academic, business, technical, or artistic. Applicants are also welcome to include samples of edited work (with a cover note detailing role), samples (see note below) of books or other publications designed or published by the applicant (with appropriate notes), or other samples that demonstrate creativity, organization, and initiative in delivering words from authors to readers in any medium.(e.g., offprints or, in Publishing, CDs/DVDs, etc.).

Applications not fulfilling the requirements may be reconsidered after the student has met certain conditions (e.g., additional preliminary coursework) as specified by the admissions committee.

The University Application

Send the completed University application, your official transcripts, and a \$50 fee to:

Office of Admissions
 Portland State University
 P.O. Box 901
 Portland, OR 97207

Use the major code WR. Applicants whose native language is not English and who have not completed an undergraduate degree from an accredited U.S. institution are required to submit official TOEFL or IELTS scores (the English Department requirements are higher than those for the University in general – please see the “International Students” section below).

Do not send the University application fee to the English Department. This \$50 fee is subject to change by the Oregon University System.

Application Deadlines

There is a once-a-year admission deadline for the MFA of January 18 of each year for the academic year beginning that September. There is no flexibility on this deadline. Applications must be postmarked by January 18 and include all departmental application materials (any materials that are sent separately must also meet the deadline).

Your department application will not be reviewed until you have submitted your University application and been assigned a PSU identification number. Applicants will be notified of both Department and University acceptance by mail only.

Failure to supply complete and accurate information will delay the admission process and subject applicants to the University’s policies governing academic dishonesty.

Enrollment Deferment

Students who do not enroll in the term to which they were admitted will automatically be dropped from the program by the University. However, students may request a deferment of their admission for three terms within the academic year in which they were admitted (for example, from fall 2009 to summer session 2010, but not for a full calendar year from fall term 2009 to fall term 2010).

To request deferment, a graduate Admission Application Update Request must be downloaded at:

<http://www.pdx.edu/media/u/p/update-gr.pdf>

The form must be filled out, signed, and forwarded to the Department Graduate Administrator.

19. Appendix 3: International Students

Any applicant whose native language is not English and who has not received a baccalaureate, master’s or doctoral degree from a regionally accredited U.S. institution or an equivalently accredited non-U.S. institution with instruction exclusively in English must pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 600 (100 on the internet-based test or 250 on the computer-based test). The International English Language Testing System exam (IELTS) may be substituted for the TOEFL; the minimum acceptable score is 7.5.

20. Appendix 4: Office of Graduate Studies Forms and Definitions

- **GO-7, Request for Change of Status**

If you were admitted conditionally you must file this after meeting the conditions for regular status. This must be done before you can submit graduation paperwork.

- **GO-10, Reservation of Graduate Credit**
You can take up to 12 PSU graduate credits at the end of your undergraduate course of study (you only pay undergraduate fees even though they're graduate credits), and transfer these credits in to a graduate program. This is allowed only for first B.A. / B.S. degrees.
- **GO-12, Approved Graduate Degree Program**
This is where you list the courses you are using to fulfill the degree requirements. The Graduate Studies Office strongly disapproves of listing more credits than are required for the degree, since they will not be usable for any future degree. All courses taken appear in your transcript regardless of whether or not they are listed on the GO-12.
- **GO-13, Change in Graduate Degree Program**
This is used to amend a GO-12 if any changes are made to your course of study after filing the GO-12
- **GO-15, Validation of Out-of-Date Graduate Credit**
If any of your coursework exceeds the 7-year time limit (5 years for the MFA), you can request a validation exam to approve the use of that credit.
- **GO-16M, Appointment of Final Oral Examination Committee (Masters Level)**
This form must be submitted to have your thesis committee approved by the Graduate Studies Office. You should do this before beginning your thesis credits or submitting your prospectus.
- **GO-17M, Masters Recommendation for the Degree**
This form is signed by your committee after your final oral exam is completed. Students are not allowed to handle this form once it has been signed.
- **GO-19M, Request for Change of Major (Masters Level)**
This form is used to change from one Master's degree program to another. Unless you are transferring from an M.A. to an M.S. (or vice versa) in the Writing Program, transferring between programs requires a full admission review during the fall term admission cycle.
- **GO-21, Proposed Pre-Admission and Transfer Credit**
This form must be completed if you have taken any courses before admission to your graduate program that will be used to fulfill its requirements (at PSU or elsewhere). It must also be filed if you take any courses after admission that will be used to fulfill your requirements.
- **Dual Degree Memo**
This form is used to define which courses will apply to both degrees in a dual degree program.
- **Graduate Petition**
This form is used to petition the Graduate Council for a waiver of a University graduate academic regulation or degree requirement.