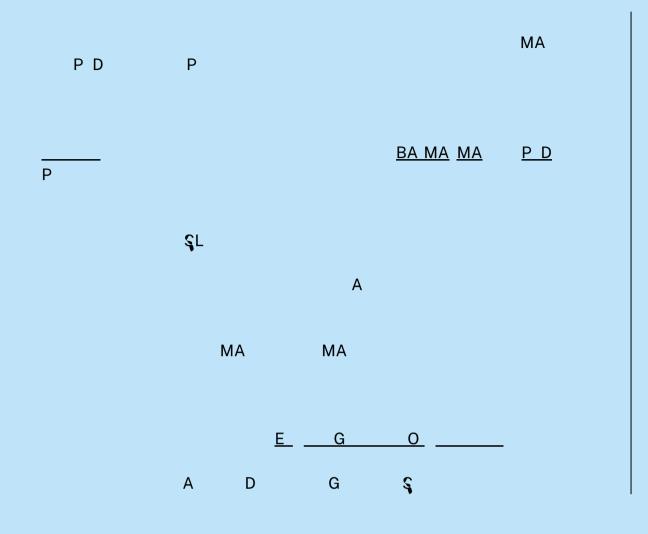


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- Courses taken at area universities, including Washington University in St. Louis and the University of Missouri at Saint Louis. Before a student may take extramural coursework they must fill out and submit an <u>Inter-</u> <u>University Registration Form</u>
- Courses taken at SLU in a discipline other than English. Students interested in taking a course outside of the English department should consult first with their advisor and then email the Director of Graduate Studies for approval.

Students may also take additional courses strictly for enrichment purposes, either at SLU or another area university, that will not fulfill a degree requirement. Before taking such courses, however, students must make certain that they are making timely progress toward degree completion and that they the permission of their mentors.

#### the drwship beter and be building and the brograms' standards must:

- Maintain at least a 3.0 (MA) or 3.3 (PhD) GPA, with no more than one grade of "C" or below
- Carry no more than one "I" (incomplete) grade or missing grade into a new semester.
- (Full time students only) Complete at least 12 graded credit hours per year until one's coursework requirements have been met,
- (Full time students only) Be on track to complete all requirements for the degree within two (MA) or five (PhD) years
- (Part time students only) Be on track to complete all requirements for the degree within five (MA) or seven (PhD) years.

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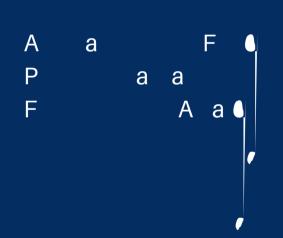
- a Petition for Course Extension is submitted after the final date for withdrawal from the course with a "W" but before the date final grades are due.
- the student is passing at the time of the request.
- the student has satisfactorily completed a substantial part of the coursework (i.e., approximately 2/3).

We expect students to make good progress toward degree completion. Our programs are structured to allow students to complete the MA in two years and the PhD in five years. The University offers more lenience toward time to degree, allowing five years for the MA and seven years for the PhD. Students who have not completed their degrees within the time periods stipulated in the Graduate Catalog must request an extension using <u>this form</u>. This petition should be submitted one full month in advance of the expiration of one's current time to degree.

A student requesting a leave of absence should make that request prior to the beginning of a semester using <u>this form</u>, although under some extenuating circumstances (e.g., serious illness), retroactive leaves may be granted. These leaves are designed to address exceptional circumstances.

S tudents wishing to withdraw from a graduate program may do so by contacting the Director of Graduate S tudies. When possible, students are encouraged to finish out a semester and/or academic year before withdrawing in order to avoid disrupting their Graduate A ssistantship and funding.

If the department believes that a student warrants dismissal from their academic program, the student's advisor and the Director of Graduate Studies make a dismissal recommendation, notifying the student in writing of the grounds. When the reason for making such a recommendation has to do with academic failings (typically substandard progress toward degree completion), the student is offered the opportunity to withdraw from the program rather than face dismissal charges. Students may appeal dismissal using the College of Arts & Sciences Graduate Program Appeals Procedures (available <u>here</u>)





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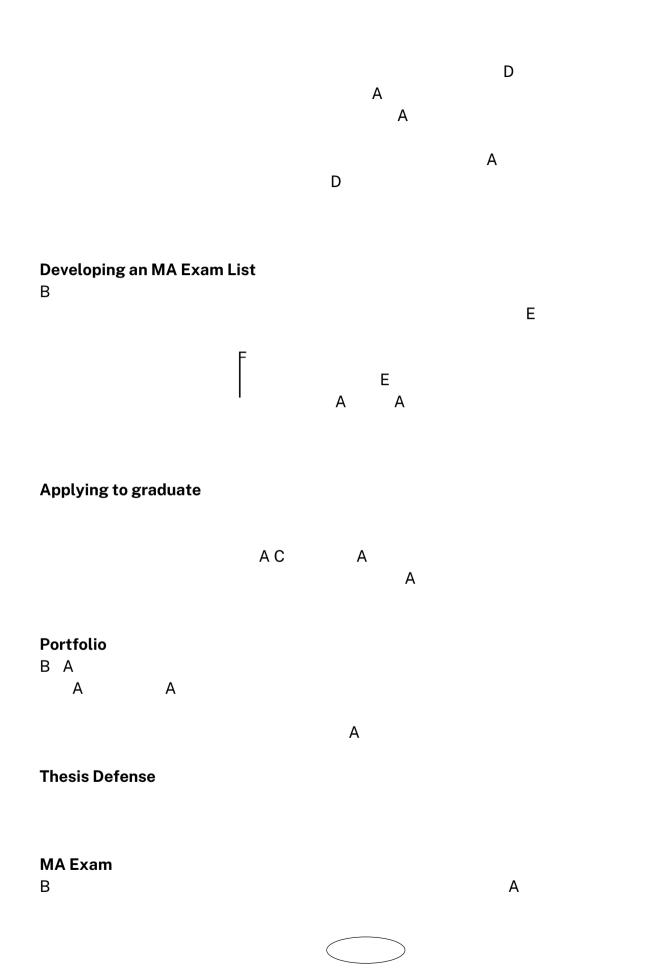
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MA students are required to produce a final portfolio in order to graduate from the MA program. The portfolio must be turned into the oral exam committee chair three weeks prior to the exam for approval. It will not be graded, but it must be deemed satisfactory, according to the criteria below, by the MA exam committee chair in order for the student to move on to the oral exam.

The portfolio should consist of the following documents:

**ne page s a ethen** reflects on the relationship between the student's program of study and their future goals. The statement should be approximately 500 words long. It should make direct references to specific courses, works, readings, essays, and other educational experiences that have shaped the student's experienê ed d

### The PhD

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# Language Requirement





- Significance and contribution:
- Organization: ZZ
- Work plan:
- Bibliography:

