The Department of English Guide to the Litowitz Creative Writing Graduate Program supplements the Graduate School website, which contains general regulations and deadlines on a wide range of academic and financial matters pertaining to graduate study. The Guide contains information about departmental regulations and requirements for the MFA+MA degree. When departmental regulations concerning a particular aspect of the program change during your tenure of study at Northwestern, you will ordinarily follow the rule in effect when you matriculated, except by permission of the Director of Graduate Studies. The Guide sometimes refers to general regulations of the Graduate School, but it must always be used in conjunction with the most recent update to the Graduate School website.

As a student in the Graduate School, you will at any moment be one of several hundred degree candidates, and during your stay here you will have to interact directly and indirectly with a set of bureaucracies that includes, among others, the Federal Government. It is your direct responsibility to keep abreast of the general regulations and deadlines of the Graduate School and to comply with them in a timely fashion. The Department will help you, but you should not rely on it to tell you what you need to do and when. While the Graduate School will be compassionate in dealing with difficulties that are beyond your control, equity and time constraints make it hard for rules to be bent when problems arise from students’ negligence.

The English Graduate Office

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Seminar |  | 1/11 Fellowship |
| Winter | Eng 403 or Seminar  
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Workshop  
Seminar | First Year Review | 3/11 Fellowship |
| Summer | Eng 491 (noncredit)  
Eng 590 (3 units) | Work on *TriQuarterly* | 4/11 Assistantship |
| **Year 2** | | | |
| Fall   | Eng 403 or 490  
Eng 494  
Seminar |  | 5/11 Assistantship (Fellowship if not enrolled in Eng 490) |
| Winter | Eng 403 or 490  
Workshop  
Seminar |  | 6/11 Assistantship (Fellowship if not enrolled in Eng 490) |
| Spring | Eng 490  
Workshop  
Seminar | MA Capstone Essay | 7/11 Assistantship |
| Summer | Eng 491 (noncredit)  
Eng 590 (3 units) | Work on *TriQuarterly* | 8/11 Assistantship |
| **Year 3** | | | |
| Fall   | Eng 591 (2 units)  
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| Winter | Eng 591 (3 units) |  | 10/11 Fellowship |
| Spring | Eng 591 (3 units) | MFA Thesis | 11/11 Fellowship |
Abbreviations used below:

CWDGS: Creative Writing Director of Graduate Study (faculty person who administers the Litowitz Creative Writing Graduate program in English; your liaison for programmatic and substantive concerns to do with courses, requirements, exams, thesis, as well as any other personal or structural concerns relevant to your graduate study);

AD: Assistant Director (Jennifer Britton), tasked with the administrative and programmatic implementation of the Litowitz Creative Writing Graduate Program, maintenance of the department’s institutional liaison with The Graduate School, as well as serving as your contact for information concerning funding, program requirements, and teaching assignments;

TGS: The Graduate School, the administrative unit which determines graduate policy, regulations, admissions, benefits, and funding.

1. REGISTRATION, REQUIREMENTS, EVALUATIONS

1.1 Course and Residency Credits

If you are a full-time student in The Graduate School (TGS), credits are based on full enrollment and course registration rather than credit hours. Registration in three classes per quarter are required for full-time standing. You may take a fourth course without incurring additional tuition expenses.

Within the framework of TGS residency requirements, the English Department determines the number and distribution of courses required for the MFA+MA. In consultation with the Creative Writing Director of Graduate Studies (CWDGS), you will choose your courses from seminars offered in the English Department as well as in other departments and programs at Northwestern. In year one, you take three courses per quarter (Fall, Winter, and Spring). In year two, you take three courses per quarter, including a unit of credit when you work as a graduate assistant. In year three, you will register for three units of credit per quarter. The following registration levels and types can be counted toward full-time standing as a student in TGS:

300-level undergraduate courses. You are strongly encouraged to pursue all of your coursework at the graduate (400) level. Undergraduate classes do not replicate graduate seminars, either in terms of intellectual complexity or mandated active participation essential to your preparation as a writer and teacher. MFA+MA candidates may enroll in only one 300-level undergraduate or 400-level course in another department to fulfill required coursework. All students must contact the CWDGS before registration to justify the necessity of any 300-level course to your program of study. Only 300-level courses listed in CAESAR under Course Career “Graduate School” can confer credit toward your MFA+MA. Upon CWDGS approval, you must contact the professor to determine whether she is willing to accept graduate students in the class, and to establish the extra workload (at minimum, an additional or enhanced research essay) requisite for graduate credit. 300-level undergraduate classes cannot be used to fulfill the pre- and post-1800 course requirements.

400-level graduate courses. These graduate seminars make up your foundational coursework. Most will be taken in the English Department, but be sure to consult graduate course offerings in CLS, History, Program in African Studies, Gender & Sexuality Studies, Philosophy, Political Science, Art History, and
beyond. MFA+MA candidates may enroll in only one 300-level undergraduate or 400-level course in another department to fulfill required coursework.

English 403: Writers’ Studies in Literature. MFA+MA students take three sections of English 403 over the first two years, topics vary. Students will learn about literature from a writers’ perspective through close reading, as well as contextualization through generic, and thematic and formal lineage. Central to the program’s interdisciplinary foundation, these courses will be taught by either creative writing faculty or literature faculty, with at least one major assignment in each course relying on research and critical writing. English 403 is open to English MA students on both degree tracks, and to all other university graduate students by department permission.

400-level Workshops. English 493, 494, 495, 496, 497, 498. These creative writing workshops are the basis of your training as a writer in the program. Some (493 and 494) are cohort specific, and some (495, 496, 497, 498) are genre specific. Every student will be in a cohort-specific workshop each fall quarter. Then, there will be a mixture of genre-specific workshops each year, depending on the cohorts present and instructors available. Every student will have three workshops in their home genre over the course of two years. The fourth genre-specific workshop will be either multi-genre or cross-genre. Creative writing workshops may be open to graduate students in other Northwestern programs. Creative Writing workshops offered by the School of Professional Studies or the School of Communication may be taken as a fourth course elective, but cannot substitute for any workshops offered by the English Department.

English 490: Reading and Pedagogy. MFA+MA students will register for one unit of English 490 per quarter when working as a Graduate Assistant. This registration carries no specific assignments or duties, but gives you course credit for work as a Graduate Assistant. English 490 registrations carry an automatic passing grade for students in good standing.

English 499: Independent Study. The graduate seminar offerings in English and other departments or programs should be your primary means of earning credit for coursework. You should contemplate independent faculty-supervised work for credit only if you can justify the exceptional urgency of the material or situation. All independent study requests must be reviewed and endorsed in advance by the CWDGS in concert with the Creative Writing Graduate Policy Committee. Approval of requests for Independent Study work is not guaranteed.

500-level graduate courses. These courses, such as English 590: Research, are not necessarily more advanced in nature than 400-level classes. They confer specific amounts of residency credit depending on a student’s year, standing, and funding status.

English 571: Teaching Creative Writing. You will register for this class in Spring Quarter, year one. This class confers graduate credit. It is taken for a letter grade.

English 590: Research. MFA+MA students register for English 590 during the Summer Quarters of their first and second years in the program, with the purpose of maintaining full-time student standing.

English 591: Thesis Tutorial. Under the supervision of the CWDGS, MFA+MA students register for English 591 starting in Fall Quarter of year three in the program, when course work is complete. Students will be writing their MFA Thesis with their adviser. The CWDGS will convene occasional meetings of English 591 students may workshop and share their individual work. A calendar of these sessions will be available.
quarterly. After year two, English 591 is your default registration for any quarter during which you receive funding from internal or external sources. English 591 confers full residency status and all related benefits, including the TGS health insurance subsidy. It also obliges you to continue paying the Student Activity Fee.

TGS 512: Continuous Registration. In any quarter (with the exception of summer, but including any MFA+MA students’ post-3rd year, quarters of enrollment) during which you do not receive funding, you must register for TGS 512 (tuition: $100/quarter). This registration confers minimum residency status, continued access to email and other Northwestern online resources, and library and other privileges, but does not confer the TGS health insurance subsidy. The Student Activity Fee is not required with registration for TGS 512 and its benefits are not available.

1.2 Pre- and Post-1800 Course Requirements
In order to ensure that students become acquainted with literature from diverse historical periods and contexts, we require that all MFA+MA students take four courses defined along historical lines:

Two courses dealing primarily with literature written before 1800;

Two courses dealing primarily with literature written after 1800.

All courses from each group must be at the 400 level. Seminars taken to fulfill the pre- and post-1800 course requirement must be offered by the Department of English, though you may petition the CWDGS in exceptional cases. Eligible courses cannot be audited or taken P/N. Ordinarily, Independent Study courses (English 499) may not be used to satisfy this requirement, though you may petition the CWDGS in exceptional cases. To have a graduate seminar taken at a Chicago-area institution under the auspices the Chicago Metropolitan Exchange Program count for pre- or post-1800 credit, you must get approval from the CWDGS. If a given course straddles the line, your professor will make the determination depending on your chosen area of research focus for the class. For a course in literary theory to count for post-1800 credit, it must engage some significant aspect of the literary canon after 1800. The CWDGS will adjudicate these requests on a case-by-case basis.

1.3 Grades
At Northwestern, undergraduate and graduate professors use letter grades with “+” and “–” distinctions. Your grades will appear in this format in departmental records, TGS records, and transcripts released by the Office of the Registrar.

1.4 Incomplete Work
In order to remain in good standing, you must make up incomplete work from any academic year no later than two weeks prior to the beginning of classes in the following Fall Quarter. This rule overrides any rule set down by TGS. We strongly recommend that you complete all work for your courses before the beginning of the subsequent quarter whenever possible. In unavoidable circumstances like illness or a family emergency, you should work with your professors and the CWDGS to establish an extended schedule of deadlines. It is crucial for you to communicate with the CWDGS and your professors if you foresee obstacles to your timely completion of coursework.
TGS and the Department closely monitor incomplete work. While there are any incompletes on your record, MFA+MA students will be considered ineligible for Departmental travel funding. MFA+MA students cannot graduate with any unresolved incompletes on their record. See 6.3-6.6.

1.5 Departmental Evaluations

1.5.1 Course Evaluations
For every course taken in the first year of the MFA+MA program, your professor will complete a formal written evaluation. A key part of your permanent record in the department office, and available to you if you’d like to consult them, these evaluations are given close attention in deliberations about continuation. Students should consult them as they appear and use them in measuring achievement and planning goals. The graduate faculty may consult all student records.

1.5.2 Teaching Assistant Evaluations
Professors to whom students are assigned as Teaching Assistants are encouraged to provide an evaluation of the work performed for them. All evaluations submitted are available in your permanent record in the department office.

1.6 Progress Reports
Students meet annually with the CWDGS in spring quarter of the first and second year, bringing with them a progress report on their studies and writing. Students may choose to submit this report into TGS’s Graduate Student Tracking System (GSTS).

1.7 Good Standing Notifications
As noted above, graduate assistantships and other fellowship commitments to WCAS and TGS require that you remain in good standing as a full-time student.

Before the five-year thesis deadline, the English Department is required to notify each student active in the MFA+MA program of her standing at the end of every academic year. Letters indicating the passage of the first-year review (at the end of year one), the Capstone Essay (at the end of year two), and the MFA thesis (at the end of year three) are considered indicators of good standing. If a student’s standing is in question, the CWDGS will, in consultation with the student, devise a schedule to restore her good standing in the Department. The student will receive a letter outlining these conditions, with which she must affirm her agreement. A student who takes more than three years to finish the program, must consult with the CWDGS to devise a schedule for completion. This schedule must be created by week 3 of the fall quarter after the end of year 3. TGS does not permit an extension beyond the end of spring quarter of year five.

2. EARNING TWO DEGREES

2.1 Degree Description and Requirements
As a student in the Litowitz Creative Writing Graduate Program, students will earn two degrees over the course of three years, an MFA in Creative Writing and an MA in English. Students will take courses toward both degrees in years one and two of the program, completing the requirements for the MA at the end of the second year with a Capstone Essay and completing the requirements for the MFA with the MFA thesis. Both degrees will be awarded simultaneously upon completion of all degree requirements. Students who depart the program early, but after completing all requirements for the
MA, will be awarded the MA only. It is not possible to receive the MFA without also completing requirements for the MA.

Requirements for each degree are as follows:

The MA in English, Literature and Writing Track courses are as follows (9 units total):

- Five 400-level seminars in English (excluding 403), at least two of which must be pre-1800 and at least two of which must be post-1800
- One additional literature or theory course at the 300- or 400-level, in English or in another department. 300-level courses satisfying this requirement must bear graduate credit and require additional graduate-level work specifically designed and supervised by the faculty member teaching the course. A 300-level course requires permission of the CWDGS.
- Three quarters of English 403
- Satisfactory completion of an article-length literary critical essay, the MA Capstone Essay. This 20-25 page essay may be an expanded version of a scholarly paper written for an English Department graduate seminar, revised in response to comments from, and as appropriate in consultation with, the seminar instructor. It may alternately be an expanded version of the course paper for English 403. In either case, the MA Capstone Essay may be written either as a scholarly journal or a literary essay (not a lyrical essay).

The MFA in Creative Writing courses are as follows (18 units total, not in this order):

- English 493: Elements of Craft (first-year cohort writing workshop)
- English 494: The Long Form (second-year cohort writing workshop)
- Four quarters of MFA Writing Workshop (rubrics are 495: Cross-Genre, 496: Poetry, 497: Fiction, 498 Creative Nonfiction)
- English 591: Three quarters MFA Thesis Workshop and Tutorial in third year
- English 571: Teaching Creative Writing
- Two quarters of English 491: Editorial Practicum (additional registration of English 590 needed to confer full-time student status (summers))
- Three quarters of English 490 when working as a Graduate Assistant
- Satisfactory completion of an MFA Thesis: the first draft of a book-length work of original fiction, creative nonfiction, poetry, or mixed-genre work

2.2 Regulations Concerning Degree Completion

The schedule for the completion of the Litowitz Creative Writing Graduate Program assumes that you will finish the MA Capstone Essay and coursework by the end of the second year and the MFA Thesis in the spring of the third year. We very strongly advise that students finish their MA Capstone at the end of the second year so that it does not interfere with time needed to write the MFA Thesis. However, if you need more time to polish the final document, you may choose to submit the Capstone Essay for review during summer quarter of the second year. Pursuit of this alternative schedule must be approved by the CWDGS before the end of the winter quarter in your second year. If you need more time to polish the MFA Thesis, you may submit the thesis for review in summer quarter of the third year. Pursuit of this alternative schedule must be approved by the CWDGS before the end of the winter quarter.
According to TGS regulations, a student in the Litowitz program has five years from the initial quarter of matriculation to complete all degree requirements. To maintain student standing over this extended period, you must register for TGS 512 (tuition: $100/quarter) for each academic quarter during which no coursework is taken. This includes Fall, Winter, and Spring Quarters, but you are not required to register in Summer. Failure to register during the academic year will result in discontinuation from the program, which can only be reversed by submitting a petition for readmission and paying a fee determined by TGS.

3. YEAR ONE

3.1 Coursework in the First Year

- Three English Ph.D. Seminars or equivalent as approved by the CWDGS (only one 300-level or 400-level in another department is allowed. Equivalents do not count for pre-or post-1800 requirements). Per TGS policy, courses must be listed in Caesar under the career heading “The Graduate School.” If you find a 300-level course that is not listed under that heading, but is imperative to the writing of your MA Capstone or supportive of your creative work, you may ask to enroll in an English 499 Independent study with the course in question plus additional work to make the course graduate-level as the content of the independent study.
- Two English 403: Writers’ Studies in Literature
- English 493: Fundamentals of Craft
- Two Creative Writing Workshops
- English 571: Teaching Creative Writing

Available substitutions:

- English Ph.D. Seminars: you should feel free to ask permission to substitute courses outside English for the required graduate seminars. CAESAR lists courses for all departments and programs, so check the listings there during pre-registration week; if courses require the permission of the instructor, do not hesitate to reach out and ask permission; faculty across the arts and humanities at Northwestern generally welcome such requests. It is important that the graduate seminars not only support the writing of a MA thesis but also creative research. Once the CWDGS or Associate DGS has granted permission to substitute a course outside English, make sure that the Assistant Director is informed of the substitution for your petition to graduate.

3.2 Advising

Your main programmatic advisor in this year and throughout the program will be the CWDGS. For advising on specific course assignments, you should visit professors during office hours.

3.3 First-Year Review

A review of each student’s work at the end of the first academic year gives students an opportunity to assess their coursework and writing during their first year. Each student with meet with the DGS and one other member of the creative writing faculty. Faculty in whose courses students have enrolled will be asked to submit brief evaluations. No writing sample from the student is required, but the meeting will include discussion of the student’s creative work, scholarly explorations, and sense of productivity. A full week before the meeting, the student is required to send to the DGS a Summer Writing, Research
and Planning Proposal (1000 words). This will be the basis of discussion, and will also look ahead to the fall 494 course on planning the MFA thesis.

On the basis of your academic record and writing in the first year, the first-year review should lead to departmental faculty approval for your continuation. The committee reserves the right to recommend against continuation. In the event of uneven progress, the committee may put a student on second-year probation. In this instance, the student works closely in year two with an assigned a faculty mentor with the goal of developing strengths and working through difficulties; at the end of year two, the student undergoes a second-year review Reading Week of Spring Quarter. The committee is likely to make such a recommendation if weak performance in the second year may require a student to leave the program. The graduate faculty as a whole makes final decisions on all committee recommendations.

3.4 Summer
You will begin work as an Editorial Assistant on TriQuarterly Magazine, reading manuscripts and other duties as assigned by the Managing Editor for 15-20 hours per week. You will register for English 491: Editorial Practicum, to show this editorial work on your transcript. You will also need to register for three units of English 590: Research, in order to maintain full-time student status and funding. Your funding will be provided as an assistantship. You may travel while working for TriQuarterly. Managing Editor: Aram Mjorian.

3.5 Anticipating the Second Year
You will begin to work as a graduate assistant, either teaching classes or conducting other duties as assigned, including but not limited to research assistance, community outreach programs. Your funding may be a mix of graduate assistantship and fellowships. Plan accordingly and make sure to inquire which types of funding you will have in each quarter. Scheduling of Year 2 GA assignments will usually take place in the spring of Year 1. You should also begin to think about who you would like as your MFA Thesis Advisor. You should have a primary advisor in place by winter quarter of your second year.

4. YEAR TWO
4.1 Coursework
- Three English Ph.D. seminars or equivalent as approved by CWDGS (one 300-level or 400-level in another department allowed if not already taken in the first year. Equivalents do not count for pre-or post-1800 requirements). Per TGS policy, courses must be listed in Caesar under the career heading “The Graduate School.” If you find a 300-level course that is not listed under that heading, but is imperative to the writing of your MA Capstone or supportive of your creative work, you may request to enroll in an English 499 Independent study with the course in question plus additional work to make the course graduate-level as the content of the independent study.
- One English 403: Writers’ Studies in Literature
- English 494: The Long Form
- Two Creative Writing Workshops
- English 490 when working as a GA. GA assignments constitute around 15-20 hours of work per week.
Available substitutions

English Ph.D. Seminars - you should feel free to ask permission to substitute courses outside English for the required graduate seminars. CAESAR lists courses for all departments and programs, so check the listings there during preregistration week; if courses require the permission of the instructor, do not hesitate to reach out and ask permission; faculty across the arts and humanities at Northwestern generally welcome such requests. What’s important is that the graduate seminars not only support your writing of a MA thesis but also your creative research. Once the CWDGS or Associate DGS has granted permission to substitute a course outside English, make sure that the Assistant Director is informed of the substitution for your petition to graduate.

English 591: Thesis Tutorial - In your second year, you may request to use up to two units of English 591: Thesis Tutorial in place of a Ph.D seminar, MFA workshop, or GA assignment. Students may use one unit in two separate quarters, or use two units in the same quarter. Courses or assignments replaced with this enrollment must be taken in the third year.

4.2 Capstone Essay for MA

Satisfactory completion of the MA Capstone Essay, an article-length literary critical essay. This 20-25 page essay may be an expanded version of a scholarly paper written for an English Department graduate seminar, revised in response to comments from, and as appropriate in consultation with, the seminar instructor. It may alternately be an expanded version of the course paper for English 403. In either case, the MA Capstone Essay may be written either as a scholarly journal or a literary essay (not a lyrical essay).

4.3 Advising

The CWDGS remains your main program advisor. While working on your MA Capstone Essay in the second year, the professor for the original paper you are expanding will be an indispensable advising resource.

4.4 Summer

You will work as an Editorial Assistant on *TriQuarterly* Magazine, reading manuscripts and other duties as assigned by the Managing Editor for 15-20 hours per week. You will register for English 491: Editorial Practicum, to show this editorial work on your transcript. You will also need to register for three units of English 590: Research, in order to maintain full-time student status and funding. Your funding will be provided as an assistantship. You may travel while working for *TriQuarterly*. Managing Editor: Aram Mjorian.

4.5 Anticipating Year Three

You will be working on your MFA Thesis for the duration of the year. Some students may have a final GA assignment to complete.

5. YEAR THREE

5.1 Coursework

- English 591: Thesis Tutorial. You will register for as many credits of English 591 as necessary to maintain full-time student status and funding.
- English 490 if working as a graduate assistant.
5.2 Advising
While working on your MFA Thesis, you will select an advisor in your genre to guide you through the year-long process, in addition to the guidance of the CWDGS.

5.3 The MFA Thesis
The MFA Thesis is the first draft of a book-length work of original fiction, creative nonfiction, poetry, or mixed-genre work. Consult the TGS website and the Assistant Director for submission deadlines for graduation. Your thesis will be evaluated by the MFA+MA Graduate Policy Committee.

5.4 Thesis Advising
If you experience serious impediment to your ability to advance with the MFA thesis in year three, you should consult the CWDGS sooner rather than later. Whether the source of the block is advisory, structural, intellectual or personal, CWDGS will work with you to attempt to resolve it. It is crucial to your progress in the program that you seek this assistance if needed. The CWDGS will keep all communications confidential with the exception, if relevant, of mandatory reporting to TGS as required to maintain Northwestern University’s compliance with Title IX.

You may ask any creative writing faculty member to serve as your thesis advisor. You should select an advisor in your genre, or mix of genres, whom you have experience working with, either in class or as a GA. Faculty may decline to advise regarding any particular thesis projects. Students are encouraged to consult with the CWDGS about MFA advisors for your thesis.

According to Departmental policy, your thesis advisor should read individual thesis chapters or sections within three weeks, but you are required to set due dates in consultation with your advisor.

When you submit an entire thesis to your advisor you can expect to discuss it no sooner than one month after it is received by the advisor.

Advisors also have an obligation to read your thesis while they are on leave. During faculty leave and summer, anticipate potential delays in communication and longer lead time prior to the turnaround of your work. To ensure that you are able to maintain your thesis work schedule, be sure to work out turnaround times before your advisors leave town for research, writing, summer travel, or are unavailable for other reasons.

6. FUNDING & ASSISTANTSHIPS
6.1 Funding
Departmental recommendation of continuation into year two is prerequisite to the award of Graduate assistantships and all other forms of fellowship that involve Northwestern University funds. In addition, TGS requires that you be in good academic standing to be a Graduate Assistant. Good academic standing requires at least a B average and no more than one incomplete grade.

Other circumstances that may jeopardize or otherwise negatively impact university funding include failing to make up incompletes by two weeks before the beginning of the Fall Quarter.

University fellowships and graduate assistantships are provided to students in the MFA+MA program. Support is provided through spring quarter of the third year to all MFA+MA students who have been continued into the second year and who remain in good standing in subsequent years. By accepting
graduate funding, students have contractually agreed not to undertake significant additional remunerative work without TGS and departmental approval. Please see the TGS website for details of this policy.

Funding for year two takes the form of Graduate assistantships, which may include teaching and up to one quarter of fellowship.

As in year one, year three funding will be in the form of a university fellowship, but might also include up to one quarter of graduate assistantship.

6.2 TGS External Award Policy
TGS considers “graduate funding to be a collaborative effort between students and Northwestern University” (TGS website). Even though outside funding for MFA students is scarcely available, you may seek outside awards and fellowships.

In the event a student wins a monetary outside award of fellowship, this may be, but is not required, to be used to support what would otherwise have been supported by a graduate assistantship.

If the outside funding to be used to support writing, and is lower than the TGS basic stipend, The Graduate School will determine on an ad hoc basis to provide the stipend supplement of $500 per month and/or a stipend top up to the TGS base stipend for students enrolled in MFA programs. Consult “TGS External Award Policy” on the TGS website to stay abreast of current provisions. TGS policy is subject to change. You should consult the CWDGS, the AD, and the Northwestern Office of Fellowships to identify short- and long-term external funding opportunities.

6.3 Departmental/TGS Conference Travel Support
Students must be currently enrolled in the Litowitz MFA+MA program in good standing and currently receiving university funding to be eligible for conference grant support. Travel should not conflict with department responsibilities, such as attending classes or teaching. See 1.4.

TGS will not fund conference travel prior to three completed quarters of graduate work at Northwestern. Only in cases of extreme professional urgency will the Department support conference travel other than the AWP in the first year. In year 2 and 3 students should first apply for a TGS conference travel grant, and then ask the department for supplemental funding.

You are strongly discouraged from conference participation in spring quarter, year two. Except for AWP, it is recommended that you conserve your allocated conference travel until you have completed your MA Capstone work. See 1.

6.4 AWP Conference Attendance
Attendance at the AWP conference will include at least one shift at the Litowitz MFA+MA program table or booth and attendance at any program events (readings, receptions), held individually or together with TriQuarterly and/or Northwestern University Press. See 1.4.

6.5 Conference Travel Approval
Conference travel grants must be approved by the CWDGS to ensure that the planned travel does not conflict with graduate assistantship responsibilities and any other departmental requirements, which always take priority. Upon approval by your director, you must submit a Conference Travel Request
Form for the CWDGS’s approval and signature. Faculty endorsement of travel requests signals professional confirmation of the legitimacy of the conference and the merit of the commitment of student time. Faculty are expected to weigh this endorsement seriously; approval is not assured. See 1.4

6.6 Extra-Departmental Travel/ Research Support
Northwestern University’s Roberta Buffett Institute for Global Studies supports graduate work in globalization studies, research in the Middle East, and travel related to international and comparative studies. The Program in African Studies (PAS) offers Morris Goodman Awards to support language study, Foreign Language and Area Studies awards, PAS Travel Awards, and other grants. TGS also offers a range of competitive short-term graduate grants, including Summer Language Grants and Graduate Research Grants (a one-time award of up to $3,000). You are encouraged to consult the websites of relevant Northwestern institutes, programs, and departments, as well as TGS and the Office of Fellowships for further information about short-term grant opportunities at Northwestern. Some of these sources of funding do not support MFA students.

6.7 Other Program Support
The Litowitz MFA+MA program provides $110 per student, per year to cover writing contest and publication submission fees. These funds are available via reimbursement, in accordance with university policies. Receipts must be complete, including payment information and submitted for reimbursement within 90 days of purchase. These funds do not carry over from year to year.

7. OTHER MATTERS

7.1 Department Organization
All Department of English Graduate Programs operate under the authority and rules of TGS. Responsibility for curricular matters, admissions, fellowships, and other academic and financial matters rests with the graduate faculty of the Department, but much of the programmatic business is delegated to the CWDGS, the AD, and GPC. The CWDGS is the executive officer of the Graduate Program.

7.2 English Graduate Student Organization
The English Graduate Student Organization (EGSO) is headed by two co-chairs, who are elected for one-year terms, as well as two elected representatives of students in coursework and in candidacy, respectively. As the graduate body that organizes and advocates for the social, intellectual, and professional well-being of the PhD, MFA+MA, and MA cohorts, EGSO offers mentoring to graduate students in their first year and in adjusting to coursework; assists in recruiting prospective entrants to the Ph.D. program during their campus visit; helps assess job candidates in the Department of English; organizes graduate student colloquia and the faculty-graduate student Salon reading group; and convenes less formal opportunities for collegiality and community. Most critically, EGSO brings the graduate community’s needs and concerns to the attention of the Chair, the PhD DGS, and the CWDGS. The Department offers funds to support EGSO programming.

7.3 Placement Services
Students should consult on placement with their thesis advisor, the Creative Writing DGS, and take part, as much as possible, in the department’s job placement activities.
A digital Professional Resources Library is accessible here:
https://northwestern.box.com/s/xp35efslgsg6nanlmcqb9ag56nkxe82

Additional content may be added to this library as resources are developed or found.