

Drew University
Caspersen School of Graduate Studies

Arts & Letters Program
Handbook
2023 - 2024



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I. Purpose of this Handbook

This handbook provides up-to-date information and structure to facilitate moving through the Arts & Letters degree programs. If there is any contradiction between this Handbook and the CSGS Academic Catalog published on the Registrar's website, the catalogue dated to the student's semester of entrance takes precedence.

The handbook provides:

- A quick view of key Arts & Letters student expectations
- Requirements and timelines for the program
- Review of academic policies and processes most relevant to Arts & Letters students

At Drew and in virtual learning spaces, you are always engaging contexts beyond Drew. It is our hope that this handbook will clarify your pathway to graduation and support your journey through the transformative work of humanities education.

II. The Nature of the Program

The Arts & Letters Program is an interdisciplinary graduate course of study leading to a Master of Letters (MLitt) degree or a Doctor of Letters (DLitt) degree. The Arts & Letters Program uses the MLitt and DLitt degree designations, which originated over 100 years ago at Oxford University in England, to signal the interdisciplinary nature of the program. As an interdisciplinary course of study, Arts & Letters offers a potent and exciting alternative to traditional discipline-specific graduate studies.

Arts & Letters students explore vibrant fields of study and the connections among them, with classes offered every year in fall semester, spring semester and summer terms in the following areas:

Literary Studies: Explore the craft and meanings of literature from past and present, encompassing a variety of authors, time periods and genres from Shakespeare to the graphic novel.

Fine Arts and Media Studies: Explore the academic study of the arts, practice of the arts and the arts in the public sphere..

Historical Studies: Explore historiography and topics in a curriculum that mainly focuses on the history of Europe and America.

Studies in Religion: Explore the phenomenon of religion through a diversity of disciplines, approaches, and across traditions and cultural contexts.

Teaching in the Two Year College: Explore the craft of teaching at two-year colleges, including training in pedagogy, teaching specialization and an internship.

Teaching Writing: Enables teachers of all levels the opportunity to use research and theory to foster a vision of literacy learning as an active social process in which students become engaged writers.

Writing: Explore writing through several different genres, including, but not limited to essay, fiction, non-fiction, poetry, short story and academic writing. **This concentration is required for a creative writing dissertation.**

Admission to the Arts & Letters program is performed on a rolling basis throughout the year. Financial aid is available. The application website is at:

<https://www.drew.edu/caspersen/arts-letters/>

III. Overview: Pathways through the Program

For both the MLitt (Master of Letters) and the DLitt (Doctor of Letters), the coursework path is student-designed within a curricular framework and with guidance from the program director, Arts & Letters faculty, and peers in the program.

A PDF handout of courses is produced before registration begins for the next semester.. Please note that the actual courses offered in a given semester is published by the [Registrar's Office](#).

For the MLitt, there are two tracks:

1) MLitt students who are pursuing the Coursework-only option take:

- ARLT 801: Graduate Liberal Studies
- 10 electives

for a total of 33 credits

2) MLitt students who are pursuing the Thesis option take:

- ARLT 801 plus
- 9 electives
- ARLT 975: Master Project/Thesis

for a total of 33 credits

For the DLitt, students take:

- ARLT 801: Graduate Liberal Studies
- 10 electives
- ARLT 905: The Joy of Scholarly Writing: Beginning the Dissertation Process
- ARLT 996: Dissertation (9 credits)

for a total of 45 credits

III. 1. Early in the Program

- Take **ARLT 801: Graduate Liberal Studies** within your first two years of coursework. **This course is required for all MLitt and DLitt students.** It may be offered in both the fall and the spring semesters in some years; if that is the case, pick the one that best suits your schedule. Reflect on your responses to/feelings about the fields of study covered in the course; where is your gravitation?
- Take courses of interest. Move around the curriculum. Interdisciplinary study is a hallmark of the Arts & Letters Program. Sample different areas and different professors. Ultimately students are required to have coursework in a minimum of three different concentrations in the program.
- Keep a running written journal or log about why you are taking a certain course and what you are learning from it. Discuss with A&L Faculty, A&L program director (your advisor during coursework), and other students in the program.
- Collaborate with other students in the A&L Program, your own cohort group and those further along the path. Find out what different projects students are engaged with and consider how you might all pool resources in your interdisciplinary efforts. As you get to know others in your cohort, opportunities for deeper scholarship and new modes of thinking will help to shape your thesis or dissertation.
- Make use of the excellent resources for writing. Located in the University Library, the [University Writing Center](#) (UWC) provide services for students, faculty, and staff to strengthen their writing skills. While walk-in visits are welcome, appointments are encouraged and can be made to provide concentrated and intentional assistance. Appointments can be made by visiting <https://drew.mywconline.com/>. First-time users will need to create a registration account to set up an appointment, preferably using their Drew email to sign up.
- The UWC, in particular, is committed to helping students with their academic and professional writing in a friendly and respectful manner. It offers individual tutoring for writing, languages, and ELL; free writing and grammar workshops; thesis and dissertation support; and faculty writing support. The center strives to create an academic community of independent writers who are able to recognize strategies in order to improve their own writing.

III. 2. Taking Courses: In Person, Hybrid, Online

- Students can take courses on campus in person, hybrid or online synchronously via Zoom
- Students in hybrid courses can elect to come to campus to be in the classroom with the professor or join the class meeting via Zoom. Students can choose either option each week. If a hybrid course will meet exceptionally one week fully online, the professor will notify all participants in advance.
- Hybrid courses are all taught in specially equipped classrooms on campus that enable the professors to facilitate lively discussion among all participants, whether they are in person or online.
- Although the majority of our students choose to come to campus at some point in their studies, all required courses are offered online or hybrid to enable students to complete the degree fully online.
- In online courses, attendance and participation require that students join the synchronous Zoom sessions unless prior arrangements have been made with the instructor. Students who face challenges participating at the scheduled time (e.g., issues with time zones or WiFi connectivity) should contact the instructor immediately to make alternate arrangements for class participation.

III. 3. Zoom Classroom Expectations and Etiquette

Presence and participation are expected in the Drew Zoom room just as in the physical classroom. There are several expectations for making the synchronous Drew Zoom room a productive learning experience for everyone:

- All participants are expected to have their cameras turned on so that the class is a face-to-face experience for everyone.
- Join the Zoom class from a computer (with a video camera), one participant per computer. As you will need to open documents, participate in chat, and join breakout groups, it is not possible for you to participate in class fully from a phone or tablet alone.
- If joining via phone or tablet, you will need an additional device to simultaneously access class documents.
- Join the Zoom class from a quiet, adequately-lit room without distractions. Do not Zoom while in transit or driving. If you are uncomfortable Zooming into class from your home, please find a safe, private space from which to join the Zoom classroom.
- When in the Zoom room, students will need to learn and utilize features that manage classroom participation. For example, you may need to mute your microphone when you are not speaking. Use the chat and raise your hand features of zoom to join the conversation when others are speaking.
- Consider using headphones that have a microphone built into the cord as this will maximize your listening and speaking participation.
- For further information on Zoom usage, consult the Zoom tutorials available on the Zoom website. You can also consult the Zoom for Drew Students: Getting Started link [here](#).

III. 4 Continuing Your Program

Start to build. Be deliberative about courses you choose. Make connections. Write your thoughts about connections in your journal or log. How do the courses you are choosing relate to one another? How would you concisely characterize your study? Do you have an academic discipline, topic, time period, method (or other) that is your focus? Discuss with your advisor, the A&L program director.

- **MLitt students who are pursuing the Coursework-only option** (ARLT 801 + 10 electives): Build your coursework deliberately so that you have a focus that you can clearly describe to others.
- **MLitt students who are writing a Thesis** (ARLT 801 + 9 electives + ARLT 975: Master Project/Thesis): Reflect on your gravitation in choosing courses. Within those courses, see what topics are of special interest. Do some preliminary research on a few topics that are of the most interest – what has been published about the topic? How might you join that community of interpreters? Save all course syllabi and make and keep bibliographies of scholarship and resources on topics of interest. Your thesis topic should concretely relate to your A&L coursework.
- **DLitt students:** (ARLT 801 + 10 electives + ARLT 905: Joy + ARLT 996: Dissertation) Choose a concentration and take four courses in it. Note that of the 12 courses total in the degree, 2 are specifically required (ARLT 801: Graduate Liberal Studies & ARLT 905: Joy of Scholarly Writing). That leaves 10 elective courses; 4 must be in one concentration. As you progress through your coursework, be actively thinking about building on your courses for your Dissertation. Do preliminary research on topics of interest. Save all course syllabi and make and keep bibliographies of scholarship and resources on topics of research interest. The Dissertation will be 150-220 pages, and it is expected that students have coursework in the A&L Program that supports their Dissertation topic.
- **MLitt Thesis and DLitt Dissertation students:** Talk to your course professors about topics of potential interest. Talk to a potential thesis/dissertation Advisor and/or the A&L program director about them. Talk to other students about them. Go to the [Drew Library Catalog](#) and select MLitt or DLitt theses under “Item Type” look up Arts & Letters Theses and Dissertations completed recently so that you have an idea of what a completed project looks like.

III. 5. Completing Your Degree

All Students: You will need to apply for graduation. Check [the Academic Calendar](#) on the Registrar's Office website for deadlines. Apply at <https://drew.edu/registrars-office/about-us/graduation-diplomas/>

- **MLitt Students who are pursuing the Coursework-only option:** Students will submit to the program director an interdisciplinary essay (about 20 pages) that was written for a course within the final year of coursework (this is for assessment, not for a grade). Please note that you may take a Tutorial with a willing faculty member to write your interdisciplinary essay.
- **MLitt Students writing a Thesis:** Will conclude your degree with a Thesis of 50-75 pages. This thesis should build on your coursework, and be interdisciplinary in nature. Try to build on an essay you wrote for a course. You will submit a Proposal to the program director and achieve approval in order to be eligible to enroll in the final required "course," ARLT 975: Master Project/Thesis (3 credits), which is an independent study course for you to work with your first reader on planning, writing, and revising your thesis. The MLitt Thesis Proposal form can be found at the [Resources for Current Caspersen Students](#) website under the MLitt drop-down menu.
- **DLitt Students:** Take required course ARLT 905: Joy of Scholarly Writing. The ARLT 905 course is best used to develop your Dissertation Prospectus. After your Prospectus is completed, approved by your dissertation committee, and filed with the program director, you will be eligible to enroll in the final required "course," ARLT 996: Dissertation (9 credits), which is an independent study course for you to work with your committee on planning, writing, and revising your dissertation.

Important: Students are responsible for observing all requirements of the degree (MLitt or DLitt). Any student who has completed the required number of credits but has not fulfilled the degree requirements regarding coursework will be required to take additional courses to fulfill the degree coursework requirements.

DLitt students should be especially careful that they:

1. Have declared a concentration prior to taking their sixth course in the program;
2. Have at minimum two elective courses in two different fields from the declared concentration;
3. Have taken courses from at least three different professors.

IV. Procedures – Moving Through the Program

IV. 1. Student Status

- Students in Arts & Letters take one (3 credits), two (6 credits) or three (9 credits) courses in a semester. Taking one course is considered part time; taking two or three courses is considered full time. Most of our students take one or two courses per semester.
- Students must maintain matriculation in Fall semester and Spring semester. See [Registration and Changes in Registration](#) in the Catalog.
- A student who is not registered by the end of the Add/Drop Period (Fall or Spring) and does not have either a Leave of Absence or Withdrawal Status recorded for them, will have their Student Status revised to Inactive Status. See [Policy for Active Students Enrolled in a Degree Program Who Are Not Registered](#) in the Catalog.
- A student who is not registered for two (2) consecutive Semesters (which excludes Summer sessions) by the end of the Add/Drop Period of the second consecutive Semester and does not have either a Leave of Absence or Withdrawal Status recorded for them, will have their Student Status revised to Withdrawn. See [Policy for Active Students Enrolled in a Degree Program Who Are Not Registered](#) in the Catalog.
- Students who were Withdrawn will need to re-apply through the re-entry process if they wish to be admitted again into Drew University. Please refer to the Registrar's [webpage](#) to find the link to the Re-Entry forms.

Note: the Summer Term and January term are optional, and registration is not required. Petition the CSGS Academic Standing committee [here](#) for:

- Leave of Absence
- Voluntary Withdrawal
- Re-entry to the Program Request
- Tutorial Request

The GASC Petition link is also available at the [Resources for Current Caspersen Students](#) website.

Check your status towards your degree by going to your Ladder account at <https://drew.edu/home/index2.php>

IV. 2. Academic Calendar

The Academic Calendar for each academic year is located on [the Registrar's webpage](#). The course list is available at least one week prior to the opening of registration, and sometimes considerably in advance of that. Registration usually closes two weeks into the semester; check the Academic Calendar for the date for a specific semester (“last day to add classes. . .”).

IV. 3. Registration Process

Please make certain in advance of the registration period that you do not have a “HOLD” on your account – you will not be able to register if you have a **HOLD** on your account.

It is important that you register as early as possible for the fall, spring or summer. If the enrollment in a course is low a few weeks before the start time, the course may be cancelled, so please register as early as you can.

- Registration for fall semester opens in the prior spring, usually in early April.
- Registration for spring semester opens in the prior fall, usually early November.
- Registration for summer term opens in the prior spring, usually mid-March.

Steps for Registration:

Registration Instructions are at: <https://drew.edu/registrars-office/about-us/registration-guide/>

Please note that you will have to consult the course list for a given specific semester for registration because the 5-digit number (the “CRN”) for the course changes every semester! Do not use a listing from an earlier semester to register for a course in a current semester.

Courses from another Drew Program:

Non-cross-listed courses offered in another degree program at Drew University may be considered for credit toward a student’s program. Approval must be received in writing from the program director prior to enrollment in the course. For more information, see the [Academic Policies](#) section of the Caspersen School of Graduate Studies Catalog.

DLitt Concentration:

As they proceed with their coursework, DLitt students must declare a concentration prior to taking their sixth course in the program. A concentration is four courses (12 credits) in one of the fields, e.g., ARHI, ARWR, etc. Please note that a course from another program may not substitute for an A&L concentration course (but it could be an additional course in the basic concentration area beyond the four required in A&L), unless there is prior approval. Please fill

out the online form on the [Resources for Current Caspersen Students](#) website under the DLitt drop-down menu to declare a concentration.

Any DLitt student intending to write a Creative Dissertation must have a concentration in Writing (four courses in ARWR not including the required courses ARLT 905/Joy of Scholarly Writing) or receive permission from the Arts & Letters program director for any exceptions.

Tutorials:

Students who wish to take a Tutorial should meet the following criteria in order to make the best use of independent study:

- Tutorials are usually not permitted in a student's first year in Arts & Letters.
- Tutorials are primarily to be used for students planning to write an MLitt Thesis or a DLitt Dissertation to work more deeply in an area necessary for the Thesis or Dissertation project. They may also be used by an MLitt-coursework only track student, to write a final interdisciplinary research essay with guidance from a faculty member.
- Normally no more than two Tutorials are permitted in the DLitt program.

If you meet these criteria, contact the faculty member with whom you wish to perform the Tutorial in advance and get their approval. Then, petition the CSGS Academic Standing committee [here](#); the link is also available at the [Resources for Current Caspersen Students](#) website.

Once the course is approved, it will be added to your schedule by the Registrar's Office.

Optional Concurrent Enrollment in Certificate Programs

Arts & Letters students have the option of enrolling in certificate programs while they are concurrently working on their MLitt or DLitt. See the websites for the following Certificate programs:

[Certificate in Conflict Resolution & Leadership](#). All CRES courses count as electives in the MLitt and DLitt programs.

[Certificate in Teaching Writing](#). All courses that count towards the Certificate also count either towards the DLitt concentration in Teaching Writing or as electives in the MLitt and DLitt programs.

MLitt and DLitt students can apply to a certificate program [here](#) and at the link under the MLitt/DLitt drop-down menus at the [Resources for Current Caspersen Students](#) website.

Completing Your Degree: Final Steps (Thesis, Defense, Graduation)

All MLitt and DLitt thesis forms can be found at [Resources for Current Caspersen Students](#) under the MLitt and DLitt drop-down menus. The purpose of the MLitt thesis form and the DLitt dissertation forms (Proposal/Committee/Creative Dissertation/Prospectus) is to support your timely and successful completion of your degree at Drew, and to track your progress towards that goal.

All Students will need to apply for graduation. Check the Registrar's website for [deadlines](#). All graduation information can be found on the Registrar's [webpage](#).

*MLitt students:

- **the Coursework-only option:** Students will submit to the program director an interdisciplinary essay (about 20 pages) written for a course within the final two semesters of coursework. This submission is for program assessment purposes.
- **the Thesis option:** Students submit their completed thesis to their committee and to the Library. Go to [Thesis and Dissertation Submission Formatting](#) for more information.

*DLitt students:

I. As the first step in their dissertation process, DLitt students fill out the Dissertation Proposal Form, and upload a 750-word (maximum count) proposal of their dissertation topic. Students enrolled in ARLT 905: The Joy of Scholarly Writing will complete this form as an assignment for the class. **Students then fill out the Dissertation Committee Form once they have made their choices of first/second/third readers.**

Importantly, you will want to compose a concise plan for your dissertation's topic, direction, and critical argument. This statement will provide a baseline for your progress as you move towards writing the prospectus and then working under the mentorship of your committee. This proposal will be subject to approval by the Program Director.

For students seeking to undertake a creative dissertation, this proposal will need to be followed by the DLitt Creative Dissertation Application.

II. Once your Dissertation Proposal and is approved (and, with creative dissertations, your Creative Dissertation Application is also approved) and you have submitted the Dissertation Committee Form, you will work on your prospectus in ARLT 905 and with your dissertation committee. Once your dissertation committee members approve your prospectus, you will complete the Dissertation Prospectus Submission form to file it with the Program Director. The goal is to have your prospectus approved, and your dissertation committee in place, upon completion of ARLT 905 or shortly thereafter..

III. Students whose Dissertation Prospectus is approved by their committee and filed with the Program Director before the first day of classes in the semester after they complete ARLT 905: The Joy of Scholarly Writing will be eligible to enroll in **ARLT 996: Dissertation (9 credits)**.

IV. The final stages for DLitt students, after submitting the complete draft to the dissertation committee, are to defend the thesis and then submit the final copy to the program director and to the Library. Students work with their committee to plan and schedule an oral defense. Go to [the Academic Calendar](#) on the Registrar's website for deadlines for submitting your complete draft to your committee before the defense, holding a defense before graduation, and submitting a final draft to the library in each term. Go to [Thesis and Dissertation Submission Formatting](#) for more information on defending and submitting your dissertation.

Continuous Registration:

Students who are beyond coursework will look for one of the following as it applies to your degree and stage. These "courses," in which students do independent work, will provide Continuous Registration status to students, which is necessary to remain enrolled in the program, and to have access to the Library, faculty, and other resources on campus. Tuition for continuous registration courses is \$600 per semester, regardless of the number of credits. The General Fee still applies during continuous registration.

Should MLitt students need an additional semester after ARLT 975 to complete their thesis, they register for **ARLT 976: Master Project/Thesis Continuation** for 3 credits until they are ready to graduate. Students who wish to retain full-time student status may, for a limited number of semesters and with the Program Director's approval, register for ARLT 976 for 6 credits.

Should DLitt students need additional semesters after ARLT 996 to complete their dissertation, they register for **ARLT 968: Dissertation Continuation Part-Time** for 3 credits until they are ready to graduate. Students who wish to retain full-time student status may, for a limited number of semesters and with the Program Director's approval, register for **ARLT 998: Dissertation Continuation Full-Time** for 9 credits.)

DLitt students whose Dissertation Prospectus is not ready for approval by their Dissertation Committee before the first day of classes in the semester after they complete ARLT 905 will enroll in **ARLT 995: Prospectus** to work on their prospectus for an additional semester.

Important – If you are not registered for Continuous Registration when beyond coursework, you will be put on Inactive status and then withdrawn (you will need to apply for re-entry).. See [Policy for Active Students Enrolled in a Degree Program Who Are Not Registered](#) and [Policy for Active Students Enrolled in a Degree Program Who Are Not Registered](#).

V. Student Learning Objectives

MLitt and DLitt training in the Arts & Letters program is guided by the overall mission of the Caspersen School and by specific learning objectives for the MLitt and for the DLitt. These learning objectives are introduced in ARLT 801 (required of all students), practiced in the courses offered in Arts & Letters, and consolidated in a final interdisciplinary essay for MLitt-coursework only students, a Thesis for MLitt-Thesis students, and the Dissertation for DLitt students. The learning objectives also form the basis for program assessment, as required by the University and the Middle States Council on Higher Education, our accrediting body.

V. 1. CSGS Learning Objectives

1. Develop and master interdisciplinary approaches so that students can explain a problem or event through the interactions of multiple disciplines.
2. Demonstrate the Humanities at work in the world.
3. Demonstrate critical thinking by skillfully analyzing, assessing, and reconstructing information and hypotheses.
4. Write and speak effectively to a professional or lay audience about an issue in the field.
5. Produce an original work of publishable quality. For MLitt and DLitt students, this means that the essay, thesis or dissertation demonstrates a student's competence in research, interpretation and exposition of a concept that makes a meaningful contribution to human thought and relations.

V. 2. MLitt Learning Objectives

MLitt Evaluation of Interdisciplinary Essay (MLitt-Coursework Only) or Thesis (MLitt-Thesis). The student is able to:

- 1) Generate informed discussion of the nature of multi-disciplinary liberal studies graduate study
 - Disciplinary: Identify the core academic discipline/s relevant to the Essay/Thesis topic by their characteristic subjects and issues within liberal studies represented in the A&L Program

- **Interdisciplinary:** Perform analysis on the Essay/Thesis topic using two of the disciplines represented in the A&L Program. The second discipline does not have to be mastered to do this; a method, scholarly question, or perspective clearly identified as being from the second discipline brought meaningfully to bear on the Essay/Thesis topic is enough.

2) Analyze diverse historical, cultural, and global forces affecting contemporary intellectual critique

- Characterize relevant historical, cultural and global forces affecting scholarly discussion
- Produce own analysis as contemporary intellectual critique

3) Apply discursive practices appropriate to diverse scholarly disciplines and concentrations

- Characterize discursive practices in scholarly disciplines and concentrations that are relevant to the Essay/Thesis topic
- Accurately and intentionally deploy discursive practices that are characteristic of the discipline in which the Essay/Thesis topic is situated

4) Produce clear expository prose

- Deploy appropriate conventions of writing in the main scholarly discipline of the Thesis topic
- Produce clear conceptualization, analysis and discussion of the Essay/Thesis topic

V. 3. DLitt Learning Objectives

DLitt Dissertation Evaluation. The student is able to:

1) Deploy essential questions and methods of different humanities fields and synthesize procedures into holistic dialogue between and among disciplines

- **Disciplinary:** Deploy essential questions and methods of humanities field/s in which the Dissertation is situated
- **Interdisciplinary:** Synthesis of procedures into holistic dialogue between and among disciplines. Perform analysis on the Dissertation topic using two of the disciplines

represented in the A&L Program. The second discipline does not have to be mastered to do this; a method, scholarly question, or perspective clearly identified as being from the second discipline brought meaningfully to bear on the Dissertation topic is enough.

2) Analyze diverse historical, cultural, and global forces affecting contemporary intellectual critique

- Engage the context such that the work speaks to our age: Characterize relevant historical, cultural and global forces affecting scholarly discussion and/or diverse perspectives characteristic in the scholarly field
- Effectively produce own analysis as contemporary intellectual critique

3) Produce clear expository prose

- Deploy appropriate conventions of writing given the disciplinary center of the Dissertation
- Produce clear conceptualization, analysis and discussion of the Dissertation topic

4) Produce and defend an interdisciplinary scholarly or creative writing contribution to human thought and relations that demonstrates mastery of appropriate conventions of writing

- Produce an interdisciplinary scholarly contribution according to operative conventions that conveys a clear and meaningful point that is supported and complicated by demonstrated nuanced thought about the subject or topic
- Defend an interdisciplinary scholarly or creative writing contribution by convincingly providing answers to nuanced questions about the project

VI. Summary of Accessing Information

VI. 1. Use Drew email. Be certain to use your Drew email for all communications!

Important information comes over the Drew email – from the Registrar, from the program director, from faculty, etc. When you write an email from your Drew account, it communicates to the recipient that you are a matriculated student at Drew University.

VI. 2. Accessing Catalog/Regulations/Policies

[CSGS Catalog](#)

For Academic Policies, click on “Academic Policies” in the top right-hand corner.

For program requirements, click on “Explore Programs” and find the MLitt or DLitt program.

For course information and course descriptions, click on “Explore Courses.” You can also access course information through the MLitt and DLitt program pages in “Explore Programs.”

VI 3. For forms to accomplish aspects of the program

- Go to the [Resources for Current Caspersen Students](#) page.
- Scroll down to the drop-down menus for Master of Letters (MLitt) or Doctor of Letters (DLitt) to find forms by program.

VI 4. Academic Standing

In addition to regular course grading and assessments, students are evaluated each semester according to the standards of academic achievement and progress. The Graduate Academic Standing Committee reviews each student’s academic performance after each semester and may revise student standing based on this review.

Good Standing

Students are expected to do excellent work (“B” level) and exceptional work (“A” level). MLitt students must complete coursework with an overall average of 3.0 or better. DLitt students must complete coursework with an overall average of 3.1 or better.

Warning or Probation

Students in the MLitt program who do not achieve a 3.0 GPA in any semester and students in the DLitt program who do not achieve a 3.1 in any semester will be placed on warning or probation based on the criteria outlined in the [Academic Standards](#) section of the Caspersen School of Graduate Studies catalog. Masters students placed on academic probation are returned to good standing if they achieve an overall 3.0 GPA average (3.1 GPA average for doctoral students) or better at the next time of review.

Required Withdrawal

A student may be withdrawn from the program by the University for any of the following:

- Receiving all “F” grades in any one semester
- Being on probation and not returning to Good Standing at the end of the probationary semester
- Having two or more non-consecutive semesters on Warning or Probation
- A violation of the University’s Academic Integrity or Human Rights policies.

Under exceptional circumstances only, a student on Required Withdrawal may appeal to the Graduate Academic Standing Committee to be re-admitted in the next term. If the appeal is approved, the student will be reinstated and placed on Probation. Such re-admissions are granted only in unusual cases, and in no cases may a student be re-admitted twice.

VI 5. Standards of Academic Integrity

Drew University has established standards of academic integrity and procedures. These basic standards apply to all work done at Drew. Students are expected to study and comply with these principles. You can find [the Academic Integrity policy](#) for the Caspersen School of Graduate Studies in the academic catalog on the Registrar’s website.

The standards of academic integrity apply to information that is presented orally, in writing, or via the computer, in any format ranging from the most informal comment to a formal research paper or the writing of the final paper in reference to the project. These standards apply to source material gathered from other people, from written texts, from computer programs, from the Internet, or from any other location.

The following are examples of academic dishonesty, as defined in this policy:

Duplicate Submission - Submitting one’s work in identical or similar form to fulfill more than one requirement without prior approval of the relevant faculty members is a breach of academic integrity. This includes using a paper for more than one course or submitting material previously used to meet another requirement.

False Citation - Listing an author, title, or page reference as the source for obtained material, when the material actually came from another source or from another location within that source, is a breach of academic integrity. See the *Turabian Manual of Style* (latest edition and/or online

quick guide) for how to cite quotations within the body of another author.

Plagiarism - Plagiarism is the act of appropriating or imitating the language, ideas, or thoughts of another and presenting them as one's own or without proper acknowledgment. This includes submitting as one's own a thesis, a paper, or part of a paper written by another person, whether that material was stolen, purchased, or shared freely. It also includes submitting a paper containing insufficient citation or misuse of source material. When in doubt, err on the side of referencing material. Note that each syllabus will outline clearly the Drew University policy.

Sanctions

Sanctions are imposed for demonstrated breaches of academic honesty or scholarly integrity. See the section of the catalog on procedures for dealing with allegations of academic dishonesty. If dishonesty is determined, the sanctions may range from requiring that an assignment be redone to automatic failure of a course to dismissal from the Caspersen School.

VII. Opportunities – Arts & Letters

VII. 1. Annual A&L Community Events

Every academic year, the Arts & Letters program holds lively events for A&L current students, alumni/ae, faculty and staff. Events are publicized to the community, and require an RSVP.

At the **Arts & Letters Salon**, A&L community members gather to hear a speaker and participate in question and answer discussion, followed by conversation at an elegant reception. The Werner Kofler Arts & Letters Endowment was endowed in 2011 by Werner Kofler T'03, G'05, to provide a Doctor of Letters discussion group for the Arts & Letters program in the Caspersen School of Graduate Studies.

Recent past Salon speakers have included:

- Professor Julia Wolfe, Pulitzer Prize winning musician, speaking about composition as a prelude to her concert on campus during her Mellon Artist-in-Residence semester at Drew
- Professor Billy Tooma, Arts & Letters alumnus, speaking about his filmmaking
- Dr. Werner Kofler, Arts & Letters alumnus, speaking on the historical narratives about General Rommel
- Mr. Pádraig McGonagle, Irish Fulbright-in-Residence, speaking on growing up in Derry, Ireland

There is also an **Arts & Letters Virtual Salon** held every Spring that features a panel discussion by a selection of DLitt students who have defended their dissertations over the course of the current academic year, to discuss their research/writing process.

Arts & Letters Virtual Salon speakers in the recent past have included:

- Shirley Hollie-Davis, Therese Mullaney, Emily Phifer
- Passi Rosen-Bayewitz, Anne Nadel-Walbridge, Rebeca Rivera- Robayo

The **Arts & Letters Dinner** is held every Spring, on an evening date usually mid-March to early April. A&L community members catch up over beverages and hors d'oeuvres before enjoying a reflective lecture by a CSGS professor and a sit-down plated dinner.

Arts & Letters Dinner speakers in the recent past have included:

- Professor Jonathan Golden, Conflict Resolution
- Professor Liana Piehler, Writing; Fine Arts & Media
- Professor Robert Butts, Fine Arts & Media/Music

VII. 2. Grants for Humanities Graduate Research at Drew University

There are several sources of funding for students who wish to attend conferences or conduct research for their dissertation or research tutorial.

- The Graduate Student Association (GSA) offers up to \$450 twice a year for students presenting papers at conferences.
- The Dean's Office may provide additional travel funding but no more than \$750 annually per student.
- The Dean's Office also provides dissertation research grants up to \$750 annually for eligible students.
- The Margaret and Marshall Bartlett Research Fellowship supports doctoral research in the CSGS. There is no topic restriction as long as the award goes to a student engaged in dissertation research. Awards range from \$500 to \$1,500 for eligible students.
- The Samuel Victor Constant Scholarship offers an annual, renewable scholarship for masters and doctoral students focused upon the early (pre-revolutionary) history and culture of the Americas. The scholarly topic need not be exclusively the British North American colonies, but may include the territories of New Spain, New France, New Netherlands, and the Caribbean.

VII. 3. Grants for Humanities Graduate Research outside of Drew University

Be advised that many grant programs target STEM students. For Humanities, try searching under your own specialized interest, not just general Humanities.

Also be advised that grants are usually very competitive. Check eligibility requirements carefully.

Advice from the *Chronicle of Higher Education*: "How New Graduate Students Should Spend Their Summers," by Julie Miller Vick and Jennifer S. Furlong, June 27, 2012, at <https://www.chronicle.com/article/How-New-Graduate-Students/132597>

Suggestions:

- Drew's list of External Fellowships and Grants at <https://www.drew.edu/theological-school/resources/external-fellowships-and-grants/>
- Grants.gov at <https://www.grants.gov/web/grants>
- Fulbright U.S. Student Program at <https://us.fulbrightonline.org/>
- The Woodrow Wilson National Fellowship Foundation - The Charlotte W. Newcombe Doctoral Dissertation Fellowship at <https://woodrow.org/fellowships/newcombe/>
- The Smithsonian Institution Fellowship Program (SIFP) at <https://fellowships.si.edu/opportunity/smithsonian-institution-fellowship-program-sifp>
- The Social Science Research Council - International Dissertation Research Fellowship (IDRF) at <https://www.ssrc.org/fellowships/view/idrf-fellowship/>
- ProFellow 40 Humanities Fellowships for Research and Study at <https://www.profollow.com/fellowships/40-humanities-fellowships-for-research-and-study/>
- New York Public Library Short-Term Research Fellowships – and other categories accessible from this page - at <https://www.nypl.org/short-term-research-fellowships>
- Library of Congress paid Jr. Fellows Internship Program at <https://www.loc.gov/item/internships/junior-fellows-program/>
- MET Museum fellowships at <https://www.metmuseum.org/about-the-met/fellowships>
- American Historical Society Awards and Fellowships calendar (many listed) at <https://www.historians.org/awards-and-grants/awards-and-fellowships-calendar>
- Free trial at Grant Forward at <https://www.grantforward.com/index>
- National Endowment for the Arts – Creative Writing Fellowships and Translation Projects at <https://www.arts.gov/grants/apply-grant/grants-individuals>

VIII. Frequently Asked Questions

I have family and work commitments. Can I take classes part-time?

Students in the Arts & Letters program may elect to study on a full or part-time basis (see Student Status section of this Handbook). Most classes meet in the late afternoon or early evening to accommodate the schedules of working professionals enrolled in the program.

Is there campus housing available for students in the Arts & Letters program?

There is a limited amount of campus housing available for full-time students and their families. Only full-time, degree-seeking students of the University taking a minimum of nine (9) credits per semester or maintenance and matriculation for the academic year are eligible. Information is at: <https://drew.edu/campus-life/campus-life/housing-residential-life/housing-options/>

I've taken some graduate-level classes at other institutions. Can I transfer those credits to this program?

Drew's Arts & Letters program does not grant advanced standing for graduate work completed at other institutions. DLitt students may seek an exception for up to 6 transfer credits (two courses) in consultation with the program director. A petition for this exception must be submitted to the Graduate Academic Standing Committee in the first semester of the student's program. Transfer credit petitions will not be considered after the first semester. See [the transfer credit policy](#) in the Catalog.

Can I teach at the college level with a DLitt?

DLitt degree recipients complete a rigorous, interdisciplinary course of study that many find makes them excellent candidates for teaching at two-year colleges and 4-year regional universities. However, students whose sole goal is to teach full-time at a research university should be aware that full-time teaching at this level usually requires a Ph.D. in a specific discipline.

Are comprehensive examinations required? What about a language exam?

Neither comprehensive nor language exams are required in the Arts & Letters program.

Who is my Advisor?

The Program Director is the advisor for all students in coursework. MLitt students who are writing a Thesis will have a Thesis Advisor for that portion of their work. DLitt students who are writing a Dissertation will have a Dissertation Committee (First Reader/Advisor, Second Reader and optional Third Reader) for that portion of their work.

Do I have to be registered at Drew each semester?

Students need to be registered at Drew for fall semester and spring semester.. Registration in summer sessions is optional. Please see Student Status section of this Handbook.

The ARLT 996: Dissertation course is 9 credits in one semester – can I break up the cost of this course over time?

It is not possible to spread the cost of the course over time within our university system. The system must bill for the 9-credit course upon registration for the course.

What are attendance expectations for classes at Drew?

Students are responsible for class attendance and for the prompt and regular performance of all assigned work. Faculty members are not obligated to review class material, give makeup examinations, or make special arrangements to accommodate absences. Faculty may indicate in the syllabus a maximum number of absences that are allowed before a student fails a course.

How do I get accommodations for a disability?

If you have not yet established services through the Office of Accessibility Resources (OAR), but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you are encouraged to contact OAR. OAR offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions.

Although a disclosure may take place at any time during the semester, students are encouraged to do so early in the semester, because, in general, accommodations are not implemented retroactively. Students are eligible for accommodations for online courses.

Office of Accessibility Resources contact information:

Director-Dana Giroux//Brothers College, Room 119B, Phone: 973-408-3962

Email: dgiroux@drew.edu, disabilityserv@drew.edu

For additional information, visit

<https://drew.edu/center-academic-excellence/cae/accessibility-resources/>

IX. Drew University Offices

Center for Academic Excellence

University Library, Room 124

<https://drew.edu/center-academic-excellence/>

Campus Life and Student Affairs

<https://drew.edu/campus-life-student-affairs/>

Financial Aid Office

Brothers College, Lower Level, Room 11

(973) 408-3112

[https://drew.edu/student-financial-services/sfs/financial-aid-scholarships/
finaid@drew.edu](https://drew.edu/student-financial-services/sfs/financial-aid-scholarships/finaid@drew.edu)

Student Accounts

Brothers College, Lower Level, Room 8

(973) 408-3114

[https://drew.edu/student-financial-services/sfs/student-accounts/
studentaccounts@drew.edu](https://drew.edu/student-financial-services/sfs/student-accounts/studentaccounts@drew.edu)

Office of the Registrar

Brothers College, Lower Level

(973) 408-3025

regist@drew.edu

Graduate Academic Services

Hilary McKane, Director

(973) 408-3063

hfloyd@drew.edu

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