Graduate College

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Dean

Through the faculty, the ASU Graduate College offers programs to meet the educational needs of those who already hold bachelor's degrees. While many students prepare for careers in research, the professions, and the arts, others work for personal enrichment. Both part-time and full-time students are enrolled in 94 master's and 48 doctoral majors encompassing hundreds of concentrations and specialties. Other students explore new areas of interest or prepare for career advancements quite apart from formal degree programs.

The size, strength, and diversity of the graduate community reflect the university's commitment to high quality education. As a major center for graduate education, ASU supports cultural and intellectual activity as well as research in a broad range of arts and sciences and professional disciplines; in addition, the university conducts research addressing Arizona's social, cultural, and economic growth and development.

GRADUATE DEGREES AND MAJORS

The Graduate College enrolls students in programs leading to both professional and research-oriented advanced degrees. The Master of Arts, Master of Science, and Doctor of Philosophy degrees are awarded to students completing programs that culminate in research. The Doctor of Philosophy degree is the highest university award, conferred on candidates who have proved their ability as scholars and original researchers.

Professional graduate programs emphasize training that leads to professional practice. In these degree programs, students develop a mastery of a comprehensive body of knowledge and the ability to organize and carry out significant investigations in their professional field. Professional degrees usually are named Master of (professional field) and Doctor of (professional field), although some Master of Arts and Master of Science degree programs have professional tracks. The professional doctoral degree is the highest university award to candidates completing academic preparation for professional practice. Professional degrees offered through the Graduate College are as follows:

Master of Accountancy Master of Architecture Master of Business Administration Master of Computer Science Master of Counseling Master of Education Master of Environmental Planning Master of Fine Arts Master of Health Services Administration Master of Laws Master of Mass Communication Master of Music Master of Natural Science Master of Public Administration Master of Science in Design Master of Science in Engineering Master of Social Work Master of Taxation Master of Teaching English as a Second Language Master of Technology Doctor of Education Doctor of Musical Arts Doctor of Public Administration

Faculty members offering a specific graduate degree program may be members of a single academic unit (such as a department, school, or college), or they may form an interdisciplinary committee consisting of faculty from various academic units. The Graduate College awards degrees upon the recommendation of the faculty offering the graduate degree programs. For the lists of graduate degrees offered at ASU Main and ASU West, see pages 413–416.

Interdisciplinary Study

Although most graduate programs are administered by academic units, a diverse group of interdisciplinary programs falls directly under the supervision of the Graduate College. Many majors are in fields that are still emerging as recognized academic disciplines and, therefore, do not customarily form the academic basis for departments. Other fields of study are inherently interdisciplinary and do not fit well with conventional disciplines around which departments are formed. Curricula must reflect intrinsically broad disciplinary affinities, and faculty must be drawn from more than one department.

The Graduate College oversees eight interdisciplinary/intercollegiate graduate programs and has joint responsibility with the College of Education for another. These include the following: Adult Development and Aging Program (Certificate in Gerontology) Creative Writing (M.F.A.) Curriculum and Instruction (Ph.D.) (jointly administered with the College of Education) Exercise Science (Ph.D.) Justice Studies (Ph.D.) Public Administration (D.P.A.) Science and Engineering of Materials (Ph.D.) Speech and Hearing Science (Ph.D.) Statistics (M.S.)

Other interdisciplinary degree programs include Communication, Ph.D. (administered by the College of Public Programs); Humanities, M.A., and Molecular and Cellular Biology, Ph.D. (both administered by the College of Liberal Arts and Sciences).

Each of these programs uses resources and faculty from more than one discipline. The programs promote cooperative research and instruction among faculty who share common interests but are housed in different academic units. The programs allow students to pursue degrees that are intellectually coherent but that bring together diverse strengths of the university. See the "Interdisciplinary Graduate Programs (Degrees, Majors, and Concentrations) Overseen by the Graduate College" table below.

Adult Development and Aging Program

An interdisciplinary, 24-semesterhour Certificate in Gerontology may be earned by graduate students who wish to study the biological, psychological, sociological, and policy-related aspects of aging and the economic, health, and social concerns of older people. Students enrolled in the certificate program may simultaneously pursue a major in an academic unit offering a graduate degree or may enter the program as nondegree graduate students. The Certificate in Gerontology provides a broad academic foundation for students who wish to apply the knowledge and skills acquired in their major to a variety of aging-related pursuits. For more information, see the Graduate Catalog.

For information on the undergraduate minor in Gerontology, see pages 96–97, "Adult Development and Aging."

GERONTOLOGY

GRN 494 Undergraduate Special Topics. (3) F, S

498 Undergraduate Pro-Seminar. (3) S 499 Undergraduate Independent Study. (3) F, S, SS

580 Graduate Practicum. (3) F, S

590 Graduate Reading and Conference. (3) F, S, SS

591 Graduate Seminar. (3) F, S

Creative Writing (M.F.A.)

The interdisciplinary Master of Fine Arts degree program with a major in Creative Writing is administered by the Creative Writing Committee. This studio/academic program involves the research, creative activity, and teaching interests of faculty of the Departments of English and Theatre to provide students with the opportunity to tailor a course of study to fit individual needs, talents, and goals. Students work under the direction of faculty who are practicing, published writers. For more information, see the *Graduate Catalog*.

Interdisciplinary Gr	iduate Programs (Degrees, Majors, and Concentrations)	
	Overseen by the Graduate College	

Major	Degree	Administered by
Creative Writing	M.F.A.	Creative Writing Committee
Curriculum and Instruction	Ph.D.	Interdisciplinary Committee on Curriculum
Concentrations: curriculum studies, early childhood		and Instruction
education, educational media and computers,		
elementary education, English education, exercise		
and wellness education, music education, physical education, reading education, science education,		
special education		
Exercise Science	Ph.D.	Committee on Exercise Science
Concentrations: biomechanics, motor behavior/	1 112 1	
sport psychology, physiology of exercise		
Justice Studies	Ph.D.	Committee on Law and Social Sciences
Concentrations: criminal and juvenile justice;		
dispute resolution; law, justice and minority		
populations; law, policy, and evaluation;		
women, law, and justice	D.P.A.	Committee on Public Administration
Public Administration	2.1.1.1	
Science and Engineering of Materials	Ph.D.	Committee on the Science and Engineering of Materials
Speech and Hearing Science	Ph.D.	Committee on Speech and Hearing Science
Concentrations: developmental neurolinguistic		
disorders, neuroauditory processes,		
neurogerontologic communication disorders		
Statistics	M.S.	Committee on Statistics

The interdisciplinary Doctor of Philosophy degree program with a major in Curriculum and Instruction is administered by the Interdisciplinary Committee on Curriculum and Instruction and overseen jointly by the Graduate College and the College of Education. Areas of concentration are available in curriculum studies, early childhood education, educational media and computers, elementary education, English education, exercise and wellness education, music education, physical education, reading education, science education, and special education. For more information, see the Graduate Catalog.

Exercise Science (Ph.D.)

The interdisciplinary Doctor of Philosophy degree program with a major in Exercise Science is administered by the Committee on Exercise Science. This individualized interdisciplinary degree integrates graduate courses from a variety of academic units to provide a sound foundation for research leading to a dissertation in biomechanics, motor behavior/sport psychology, or physiology of exercise. For more information, see the *Graduate Catalog*.

Justice Studies (Ph.D.)

The interdisciplinary Doctor of Philosophy degree program with a major in Justice Studies is administered by the Committee on Law and Social Sciences. The central focus of the program is the conceptualization and implementation of law and justice in society. The degree program integrates historical, legal, and philosophical approaches with social science training. Areas of interest include criminal and juvenile justice; dispute resolution; law, justice, and minority populations; law, policy, and evaluation; and women, law, and justice. For more information, see the Graduate Catalog.

Public Administration (D.P.A.)

The interdisciplinary Doctor of Public Administration degree program is administered by the Committee on Public Administration. The purpose of the degree is to prepare skilled professional public administrators for positions in the public sector and for university teaching. Ethics, modes of decision making, policy analysis, problem-solving skills in budgeting, program evaluation, public personnel management, theoretical assumptions, and value assessments are some of the areas of study available. For more information, see the *Graduate Catalog*.

Science and Engineering of Materials (Ph.D.)

The interdisciplinary Doctor of Philosophy degree program with a major in Science and Engineering of Materials is administered by the Committee on Science and Engineering of Materials. Emphasis is placed on the applications of chemical thermodynamics, the mechanics of solids, quantum mechanics and transport theory for investigation of the relationships between microstructure and properties of solids, and the dependence of microstructures on processing. For more information, see the *Graduate Catalog*.

SCIENCE AND ENGINEERING OF MATERIALS

SEM 556 Electron Microscopy Laboratory.

Lab support for SEM 558. Cross-listed as MSE 556. Pre- or corequisite: MSE/SEM 558. 557 Electron Microscopy Laboratory. (3) S Lab support for SEM 559. Cross-listed as MSE 557. Pre- or corequisite: MSE/SEM 559.

558 Electron Microscopy I. (3) F Microanalysis of the structure and composition of materials using images, diffraction, and Xray and energy loss spectroscopy. Knowledge of elementary crystallography, reciprocal lattice, stereographic projections, and complex variables is required. Cross-listed as MSE 558. Prerequisite: instructor approval.

559 Electron Microscopy II. (3) S Microanalysis of the structure and composition of materials using images, diffraction, and Xray and energy loss spectroscopy. Knowledge of elementary crystallography, reciprocal lattice, stereographic projections, and complex variables is required. Cross-listed as MSE 559. Prerequisite: instructor approval.

Speech and Hearing Science (Ph.D.)

The interdisciplinary Doctor of Philosophy degree program with a major administered by the Committee on Speech and Hearing Science. The purpose of the program is to prepare scholars for careers of basic and applied research in academia or in health care delivery environments. The unifying theme of the program is the influence of aging and changes in neurologic condition on human communication and its disorders. The program emphasizes this theme across all subdisciplines of speech, language, and hearing. For more information, see the Graduate Catalog.

Statistics (M.S.)

The interdisciplinary Master of Science degree program with a major in Statistics is administered by the Committee on Statistics. The program involves faculty and resources from the Department of Decision Information Systems and the Department of Mathematics. Areas of emphasis include applied statistics, mathematical statistics, statistical computing, statistical modeling, and statistical sampling and survey research. For more information, see the *Graduate Catalog*.

ADMISSION TO THE GRADUATE COLLEGE

ASU is one university with two campuses that are separately accredited by the North Central Association, a regional accrediting body, and by the professional accrediting agencies.

Applications can be submitted for admission as a nondegree student or degree-seeking student at ASU Main or ASU West. Application for admission to a specific academic program must be reviewed by the desired campus and program.

For ASU Main

GRADUATE COLLEGE ARIZONA STATE UNIVERSITY PO BOX 871003 TEMPE AZ 85287–1003

For ASU West GRADUATE STUDIES ASU WEST PO Box 37100 PHOENIX AZ 85069–7100

For more information, call the Graduate College Admissions office at ASU Main (602/965–6113) or at ASU West (602/543–4567).

Eligibility

Anyone who holds a bachelor's (or equivalent) or graduate degree from a college or university of recognized standing is eligible to apply for admission to the Graduate College. Remedies for undergraduate deficiencies may be assigned if the undergraduate degree is based on credits not accepted by ASU, such as life experience or noncredit workshops and seminars.

Graduate College Requirements

Generally, an applicant must have a GPA of 3.00 (scale is 4.00 = A) or the equivalent in the last two years of work leading to the bachelor's degree. A student who enters a graduate degree program is expected to have undergraduate

educational experiences, including general education studies, that are similar to those required for the baccalaureate degree at ASU.

Requirements of the Academic Unit

Academic units (such as departments or colleges) may have admission requirements in addition to those of the Graduate College. Many graduate programs require scores from a national admissions test such as the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or the Miller Analogies Test (MAT). Some programs require the submission of a portfolio, letters of recommendation, or a statement of goals. Applicants should contact the academic unit regarding specific admission and application requirements.

Submission of an Application

U.S. citizens and permanent residents should submit the following items:

- 1. application;
- 2. application fee;
- two transcripts from every college and university in which the applicant was previously enrolled;
- 4. appropriate test score reports (e.g., GRE, GMAT); and
- 5. a domicile affidavit if the applicant is a resident of Arizona.

If all materials are not available, what is available ought to be submitted with the application and fee. The rest of the materials should be submitted as soon as possible. If an academic unit has a specific deadline, the applicant must submit all required application materials to the Admissions Office *in advance of the deadline* to allow processing.

To facilitate the application process, ASU accepts personal photocopies of transcripts and test scores. Before registering for classes, every student must submit *official* transcripts.

The Graduate College accepts as *official* all transcripts submitted in sealed envelopes, stamped and verified by the issuing institution *or* transcripts sent directly from another college or university. The applicant must ask Educational Testing Service to send the test results directly to the Graduate Admissions office. The process of providing all necessary official records may take two months or longer. Portfolios, letters of recommendation, and statements of goals should be sent directly to the academic unit.

International applicants should submit the following items:

- 1. application;
- 2. application fee;
- two copies of all college and university academic records;
- 4. translation of all college and university academic records;
- 5. TOEFL score;
- 6. appropriate test score report (e.g., GRE, GMAT); and
- 7. Financial Guarantee form (which may be submitted at a later time).

All applicants should submit the required items *in one envelope* clearly labeled "application" to

For ASU Main Graduate College Arizona State University PO Box 871003 Tempe AZ 85287–1003

For ASU West GRADUATE STUDIES ASU WEST PO Box 37100 PHOENIX AZ 85069–7100

Application Fee

Each application for entry to ASU graduate programs must be accompanied by a nonrefundable application fee. The fee is \$35.00 to apply for admission to a degree program and \$10.00 to apply for nondegree studies.

For details concerning re-entry, multiple applications, and other matters relating to the application fee, see the *Graduate Catalog*.

International Applicants

Applicants who will attend the university while holding F–1 or J–1 visas must meet the regulations of the Immigration and Naturalization Services in addition to the requirements of the Graduate College and the academic units to which they apply.

International applicants are also required to submit additional materials and should follow the procedures described in the Graduate College brochure Admission Information for New International Students. International applicants should read this brochure carefully to become familiar with all the requirements they must meet. Applicants can also consult the ASU listings in Peterson's Graduate Education *Directory* and in the *Directory of Graduate Programs* (published by the Educational Testing Service).

Among the additional materials required of international students are scores from English language examinations. All applicants whose native language is not English must submit a score from the Test of English as a Foreign Language (TOEFL). All international applicants who do not speak English as a primary language and who wish to apply for teaching assistantships must pass an examination that certifies their skill in speaking English-either the Test of Spoken English (TSE), which may be taken in the student's home country, or the SPEAK test, which is administered at ASU. Some degree programs (e.g., Business Administration) also require TSE or SPEAK scores of all applicants whose native language is not English. For specific information about TSE requirements, contact the head of the academic unit.

As required by the U.S. Immigration and Naturalization Service, international applicants must also verify that they have the financial resources to cover their expenses during graduate study at ASU. The Graduate Admissions office provides the Financial Guarantee form to international applicants, who then must see that the form, with a verification from a bank or sponsoring organization, is completed and returned to Graduate Admissions. The I-20 and the IAP66 (documents needed to obtain a student visa) are issued only after the completed, properly verified Financial Guarantee form has arrived. International students may enroll at ASU only if they have been admitted to a degree program and therefore may not pursue nondegree studies. They must meet all appropriate immigration standards and requirements.

Applications are processed when they are received. However, international applicants should submit all materials by December or January in order to begin study the following fall semester and by August or September in order to begin study the following spring semester. An application fee of \$35.00 (in U.S. funds) must accompany the formal application, which otherwise is not evaluated. (For details concerning multiple applications and other matters relating to the application fee, see the *Graduate Catalog.*) All F–1 or J–1 visa students must have insurance coverage against illness and accident before being permitted to register. Insurance must be maintained throughout the student's enrollment in the university and may be obtained at the time of registration.

Upon arrival on campus, students must report to the advisor in the International Student Office.

Application Deadlines

The Graduate College does not have deadlines. Applications are processed as they are received. However, many academic units have specific and early deadlines; many units review applications once a year, usually in January or February for fall admission. Applicants are urged to contact the academic units regarding deadlines. If an academic unit has a specific deadline, the applicant must submit all required application materials to the Admissions Office *in advance of the deadline* to allow processing.

Application Procedures

When the Graduate Admissions office has a complete file (the application. Domicile Affidavit, TOEFL [if required], application fee, and transcripts for an applicant, one copy is forwarded to the academic unit. A second copy is kept in the Graduate College. Academic units review the file and the supporting materials (such as applicable test scores, portfolios, and letters of recommendation) and, following admission policies established by the Graduate College and the faculty of the academic unit, make a recommendation (regular admission, provisional admission, or denial) to the Graduate College. All recommendations are reviewed and approved by admissions officers in the Graduate College.

If there are questions about the likelihood of a student succeeding in the designated program, the Graduate College admissions officers communicate with the academic unit, perhaps agreeing on a provisional admission or arranging for the student in question to have a special faculty advisor or an advanced graduate student assigned as a mentor. Other times they may suggest that the student take some preliminary courses as a nondegree student.

Academic units, which must indicate their willingness to admit applicants, frequently set higher standards than those established by the Graduate College. Many qualified applicants will be denied because each year only a limited number of students may be admitted.

Notice of Admission Decisions

Only the dean of the Graduate College can make formal offers of admission. The Graduate College notifies all applicants in writing of the admission decision.

All documents received by the university in connection with an application for admission become the property of ASU. If the applicant does not enroll in the university within one year, the admission documents may be destroyed.

The date (month/day/year) on the graduate dean's letter of admission is the actual date of admission. If the student is enrolled in courses on the admission date, those courses—if applicable—may be considered part of a program of study. Courses taken the semester before this date are nondegree hours.

Admission Classifications

Regular Admission. Applicants who fulfill all requirements for admission and are acceptable to both the academic unit and the Graduate College are granted regular admission.

Regular Admission with Deficiencies. A student whose grades and test scores are at an acceptable level but who does not have the undergraduate background expected by the academic unit and the university may be required to complete courses to remedy deficiencies. The letter of admission specifies the deficiencies that must be completed before the student is awarded a graduate degree. Deficiency courses may not be applied toward the minimum semester hours required for the degree program.

Provisional Admission. A student who does not meet minimum academic standards but has counterbalancing evidence to suggest the potential for success may be admitted on a provisional basis. Provisional admission provides an academic unit with more evidence on which to base its decision. Normally, the academic unit reviews the student's status following completion of 12 semester hours of approved graduate study. At that time, the academic unit recommends to the Graduate College a change in status to either regular admission or withdrawal from the program. When students have completed their provisional requirements, they should check with their advisors to make sure that the change of status has been recommended.

A provisional student may also be assigned deficiencies.

Nondegree Admission. A student not interested in earning a degree or not yet ready to apply to a particular degree program may enroll as a nondegree student. The application process is streamlined, does not require submission of transcripts or test scores, and can be completed during a single visit to the Graduate Admissions office. This process may also be completed by mail. A maximum of nine hours taken while in this category at ASU may be applied toward a master's degree if appropriate for the student's program of study.

The six-year maximum time limit applies to nondegree semester hours appearing on a master's program of study. In addition, because of limited class size and resources, certain academic units may limit the enrollment of nondegree students.

Recognition of a Degree

Recognition of a degree is acknowledgment that the program leading to the degree is equivalent to a program offered by ASU or is an acceptable program for the proposed graduate major at ASU. A student who enters a graduate degree program is expected to have undergraduate educational experiences, including general education studies, that are appropriate for the program.

Definition of a Unit of Credit See pages 59–60 of this catalog.

GRADUATE COLLEGE PROCEDURES

Change in Graduate Degree Program

A change from one graduate degree program to another requires a new application to the Graduate College. The usual admission procedures are followed. For details on matters relating to the application fee, see the *Graduate Catalog*.

Re-entry to the Graduate College

Any former graduate student who has not been in attendance at the university for one or more semesters must submit an application for re-entry to the Graduate College. The application should be submitted at least one month before the beginning of the semester in which the student plans to re-enter. For details on re-entry and other matters relating to the application fee, see the *Graduate Catalog*.

Determination of Catalog Requirements

The *Graduate Catalog* is published biennially. Requirements for an academic unit or college, campus, or the university as a whole, may change and are often upgraded.

In determining graduation requirements, a student may use only one edition of the Graduate Catalog.

A student graduates under the curriculum, course requirements, and regulations for graduation in effect at the time of admission to a degree program at the university. A student may choose to graduate under any subsequent catalog issued.

Some changes in policies and procedures affect all students regardless of the catalog used by the student. These policies and procedures may appear in the catalog or in other university publications.

Registration

See pages 58–59 of this catalog.

Audit Enrollment

Graduate students may register as auditors in one or more courses with the approval of the supervisory committee chair and the consent of the instructor involved. The student must be registered properly and pay the fees for the course. An audited course is counted in the student's maximum course load. It does not count for students who must take a minimum number of credits, e.g., teaching assistants or students receiving financial assistance. The mark of "X" is recorded for completion of an audited course, unless the instructor determines that the student's participation or attendance has been inadequate, in which case a "W" may be recorded.

Enrollment Verification

General guidelines on page 59 of this catalog are used only to verify enrollment for the purpose of loan deferments and eligibility. The registrar is responsible for such verifications.

Course Withdrawal

During the first four weeks of a semester, a student may withdraw with a mark of "W." From the fifth week to the end of the 10th week of a semester, a student may withdraw with a mark of "W" only from courses in which the instructor certifies the student is passing at the time of withdrawal.

The *Schedule of Classes* lists the procedures for withdrawal. Failure to withdraw officially from a course results in a grade of "E," which is used in the computation of the GPA.

An instructor may withdraw a student from a class for disruptive classroom behavior with a mark of "W" or a grade of "E." A student may appeal an instructor-initiated withdrawal to the standards committee of the college in which the course is offered. The decision of the committee is final.

Course Load

The course load is determined by the supervisory committee but is not to exceed 15 semester hours of credit during each of the two semesters, six semester hours during each five-week summer session, or nine semester hours of credit during an eight-week summer session. An audited course is counted in the student's maximum load.

All graduate assistants and associates must enroll for a minimum of six semester hours during each fall and spring semester of their appointment. The six hours cannot include audit enrollment. Enrollment in continuing registration (595, 695, or 795) does not fulfill the six-hour requirement. A halftime (50%) graduate assistant or associate working 20 clock hours per week may not register for more than 12 hours of course work each semester; a thirdtime (33%) assistant or associate for more than 13 hours; and a quarter-time (25%) assistant or associate for more than 15 hours.

All graduate students doing research, working on theses or dissertations, taking comprehensive or final examinations, or using university facilities or faculty time must be registered for a minimum of one hour of credit, not audit, which appears on the program of study or which is an appropriate graduate-level course, such as continuing registration (595, 695, or 795).

For an explanation of summer session semester hour load, see page 59.

Assistantships and Commercial Services

All graduate students who are hired for class/course support or who hold assistantships or associateships for a specific course-including teaching assistants, research assistants, and graduate assistants-may not take or provide notes for that course to commercial notetaking services or students. An exception may be made by the course instructor(s) on a case-by-case basis as an authorized support service for a disabled student. This policy covers all commercial activities (e.g., notetaking or paid review sessions) that might be associated with a course for which the assistant or associate has assigned responsibilities.

GRADUATE COLLEGE DEGREE REQUIREMENTS

Graduate Advising

Advising is much more than technical support; it is an integral part of graduate education. Students' programs of study are generally tailored to meet individual needs, and students should seek advice from faculty or advisors as they plan their course work, examinations, and other degree requirements.

Graduate College Advising Office.

The Advising office serves prospective and enrolled students. Information is provided concerning Graduate College admissions, nondegree status, programs of study, and policies and procedures. Academic and professional advisement is available to nondegree students. Advisors assist nondegree or prospective students in contacting appropriate faculty and advisors. Students may call 602/965–3521 for an appointment or stop by the lobby of Wilson Hall.

Grading

The "Grades" table (page 410) defines grades and gives their values.

A grade of "P" (pass) in a 400-level course may not appear on a program of study. Grades on transfer work or ASU law credit are not included in computing GPAs.

Grades of "D" and "E" cannot be used to meet the requirements for a graduate degree, although they are used to compute the GPAs. A student receiving a grade of "D" or "E" must repeat the course in a regularly scheduled (not an independent study) class if it is to be included in the program of study.

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	Grades			
Grade	Definition	Value	Notes	
A	Excellent	4.00		_
В	Good	3.00		
С	Passing	2.00		
D	No graduate credit	1.00		
E	Failure	0.00		
W	Withdrawal		This grade is given whenever a student officially withdraws from a class.	
Ι	Incomplete		, ,	
Х	Audit			
Y	Satisfactory			
Ζ	Course in progress		This grade is usually given pending completion of courses.	

However, both the "D" or "E" and the new grade are used to compute the GPAs.

Graduate course work (500, 600, or 700 level courses) reported as an "I" (incomplete) must be completed within one calendar year. At the time the "I" grade is given, the student must complete the "Request for Grade of Incomplete" form. The form first serves as a record of the "I" grade and the work required to complete it. When the student has completed the work, the form then serves as a change-of-grade authorization

If the work specified on the form is not completed within one calendar year, the "I" grade becomes part of the student's permanent transcript. The student is not allowed to complete the course work as specified on the "Incomplete" form. The student may. however, repeat the course after the "I" has become permanent by reregistering, paying fees, and fulfilling all course requirements. The grade for the repeated course appears on the transcript but does not replace the permanent "I."

Scholarship

To be eligible for a degree in the Graduate College, a student must achieve two GPAs of "B" (3.00) or better. The first GPA is based on all courses numbered 500 or higher that appear on the transcript. (Courses noted as deficiencies in the original letter of admission are not included.) The second GPA is based on all courses that appear on the program of study.

The designation of honors (summa cum laude, magna cum laude, and cum laude) is reserved for undergraduates. The Graduate College does not use these academic distinctions.

Academic excellence is expected of students doing graduate work. Upon recommendation from the head of the academic unit, the dean of the Graduate College can withdraw a student who is not progressing satisfactorily.

A graduate student who does not enroll for three calendar years is considered withdrawn and must reapply for admission to a degree program.

Graduate Credit Courses

Courses at the 500, 600, and 700 levels are graduate credit courses. Courses at the 400 level apply to graduate degree requirements when appearing on an approved program of study. However, 400-level courses are not graduate courses by definition and cannot be certified as such for purposes of employment or transferring to other institutions.

Reserving of Course Credit by Undergraduates. See pages 58-59.

Transfer Credit. Transfer of credit is the acceptance of credit from another institution or campus for inclusion in a program of study leading to a degree awarded by ASU. The number of hours transferred from other institutions may not exceed 20% of the total minimum semester hours required for a master's degree unless stated otherwise for a specific degree program.

Transfer credit taken before admission to a graduate degree program at ASU is nondegree credit. Nondegree credit taken at ASU combined with nondegree credit taken at another institution may not exceed nine hours on the master's program of study. The date (month/day/year) on the Graduate Colege dean's letter of admission is the ctual date of admission. If the student s enrolled in courses on the admission late, those courses—if applicablenay be considered part of a program of study. Courses taken the semester beore this date are nondegree hours. The nine-hour limit does not apply to the loctoral programs.

Transfer credits must be acceptable oward graduate degrees at the instituion where the courses were completed. Certain types of graduate credits cannot be transferred to ASU, including the ollowing:

- credits awarded by postsecondary institutions in the United States that lack candidate status or accreditation by a regional accrediting association;
- 2. credits awarded by postsecondary institutions for life experience;
- credits awarded by postsecondary 3. institutions for courses taken at noncollegiate institutions (e.g., government agencies, corporations, and industrial firms);
- 4. credits awarded by postsecondary institutions for noncredit courses, workshops, and seminars offered by other postsecondary institutions as part of continuing education programs; and
- 5. credits given for extension courses.

Acceptable academic credits earned at other institutions that are based on a different unit of credit than the ones prescribed by the Arizona Board of Regents are subject to conversion before being transferred to ASU.

Only resident graduate courses with an "A" or "B" grade may be transferred. A course with the grade of pass, credit, or satisfactory may not be transferred.

Official transcripts of any transfer credit to be used on a program of study must be sent directly to the Graduate Admissions office from the office of the registrar at the institution where the credit was earned.

Correspondence and Extension

Courses. Correspondence and extension courses cannot be used to meet the requirements for a graduate degree.

Graduate Supervisory Committees

When the program of study is filed, upon the recommendation of the head of the academic unit, the dean of the Graduate College appoints a graduate student's supervisory committee, consisting of a chair and other resident faculty members. The number of members serving on this committee depends on the degree program. Academic professionals (e.g., research scientists, research engineers), nontenure-track faculty (e.g., adjunct professors, research professors), and individuals granted affiliated faculty status through established university procedures may serve as cochairs or members or extra members of thesis and dissertation committees upon approval by the Graduate College. Individuals who are recommended by an academic unit as eligible to serve as a cochair must meet the criteria established by the academic unit and be approved by the Graduate College.

Upon the recommendation of the committee chair and head of the academic unit, ASU West tenured (or tenure-track) faculty may serve as committee members for master's and doctoral committees at ASU Main. ASU West tenured (or tenure-track) faculty may serve as cochairs for theses/dissertations at ASU Main upon the recommendation of the head of the academic unit and approval of the dean of the Graduate College. Cochairs must meet the academic unit's criteria for chairing theses/dissertations.

Qualified individuals outside the university, upon the recommendation of the head of the academic unit and approval of the Graduate College, may serve as members of thesis and dissertation committees; however, such individuals may not serve as chairs or cochairs (unless they have affiliated faculty status). Former ASU faculty with students completing their degrees may continue to serve as cochairs pending the approval of the academic unit and the dean of the Graduate College. At least 50% of the committee must be made up of faculty from ASU Main.

Foreign Language Requirements

A graduate degree program may require proficiency in a foreign language. If foreign language proficiency is required, students must demonstrate at least a reading knowledge in the area of study required by the supervisory committee and consistent with the requirements for the graduate degree program. Normally, the language is selected from French, German, Russian, or Spanish, although other languages may be recommended when there is adequate justification.

Students who are required to demonstrate proficiency in a foreign language must pass a foreign language examination specific to their particular graduate programs. The examinations are administered three times each year by the Department of Languages and Literatures, which certifies language competency. Students planning to take the examination must register in the Graduate College by the deadline. The chair of the student's supervisory committee is responsible for providing the Department of Languages and Literatures with materials from which the examination is prepared. The chair should submit or recommend relevant books and/or journals of approximately 200 pages in length in the desired foreign language.

A student may petition the Graduate College for a re-examination, but must pass the examination in no more than three attempts.

Theses and Dissertations

The master's thesis or equivalent is an introduction to research writing. All doctoral degree candidates must submit a dissertation, with the exception of the Doctor of Musical Arts with concentrations in choral music and solo performance, which requires three recitals and a research paper. The Doctor of Philosophy dissertation should be a valuable educational experience that demonstrates the candidate's mastery of research methods, theory, and tools of the discipline. The dissertation should demonstrate the candidate's ability to address a major intellectual problem and to propose meaningful questions and hypotheses. It should be a contribution to knowledge that is worthy of publication by an established press as a book or monograph or as one or more articles in a reputable journal.

For format, the Graduate College must review the final copy of the master's thesis, doctoral dissertation, and other final documents that are required to be placed in the library. Copies of the *Format Manual* are available in the Graduate College. The student is required to submit a complete copy of the thesis or dissertation for format review at least 10 working days before the oral defense (two weeks if there are no holidays during the time period). Doctoral students must submit a completed Survey of Earned Doctorates Awarded in the United States, conducted by the National Research Council.

Graduate students and their supervisory committee chairs jointly select a style guide or journal format representative of the field of study. The Graduate College allows some flexibility in the format of the manuscript, but Graduate College and library guidelines must be followed.

The student must submit two final copies of a thesis or dissertation to the ASU Bookstore for binding. Bound copies are placed in Hayden Library and University Archives. Doctoral candidates should also submit one copy of the title page, approval page, and abstract (which must not exceed 350 words). The student is responsible for the binding fees; in addition, doctoral students must pay to have their dissertations microfilmed by University Microfilms International (UMI). The fee covers the expense of having the document sent to UMI, where it is microfilmed and cataloged. Information on the dissertation appears in various publications, such as Dissertation Abstracts International and the annual supplement of the Comprehensive Dissertation Index.

Application for Graduation

Students should apply for graduation no later than the date specified in the "Graduate College Calendar," found in the Graduate Catalog. All fees are payable at that time. Students applying for graduation after the deadline listed in the calendar are required to pay a late fee. At the end of the semester in which they apply for graduation, students are officially notified of any degree requirements they have not yet completed. Students are requested to complete a questionnaire which serves as a graduate exit survey. Students who do not complete all degree requirements by their anticipated graduation date are required to pay a refiling fee.

Withdrawal from the University

See page 61 of this catalog.

A master's or doctoral degree student who does not enroll for three calendar years is considered withdrawn and must reapply for admission to a degree program.

Summer Sessions

See page 417 of this catalog.

Dates and Deadlines

The "Graduate College Calendar" in the current *Graduate Catalog* lists deadlines for the submission of theses and dissertations to the Graduate College, the last day to apply for graduation, the last day to hold an oral defense of a thesis or dissertation, and the last day to submit theses and dissertations to the ASU Bookstore for binding.

Student Responsibility

It is the responsibility of the graduate student to know and observe all procedures and requirements of the Graduate College as defined in the *Graduate Catalog*, the *Schedule of Classes*, and the *Format Manual*. Students should also be informed about the requirements concerning their degree programs and any special requirements within their academic units.

The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of the individual colleges. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism, or facilitating such activities. The university and college academic integrity policies are available in the Office of the Senior Vice President and Provost and the offices of the deans of the individual colleges.

Misconduct in Scholarly Research and Creative Activities

Students are expected to maintain the highest standards of integrity and truthfulness in scholarly research and creative activities. Misconduct in scholarly research and creative activities includes, but is not limited to, fabrication, falsification or misrepresentation of data, and plagiarism. Misconduct by any student may result in suspension or expulsion from the university and/or other sanctions as specified by the individual colleges. Policies on misconduct are available in the Office of the Senior Vice President and Provost.

Graduate College Policies and Procedures

For more detailed information on Graduate College policies and procedures, refer to the current *Graduate Catalog*.

Policies and Procedures of the Graduate Council Appeals Board

The Graduate Council Appeals Board (GCAB) acts as the appeals body for graduate students seeking redress on academic decisions regarding their graduate program. Before filing an appeal, the graduate student should discuss the situation with the associate dean of the Graduate College to explore resolution of the matter at the unit or college level.

The purpose of the GCAB is to review written appeals of graduate students. (On occasion a faculty member may be appealing the decision about a graduate student made by a program, an academic unit, the Graduate College, or another college.) Such appeals concern

- 1. retention in graduate programs;
- other academic issues (except grade appeals, which are handled in academic colleges); and
- procedural matters in graduate student programs (e.g., programs of study, thesis/dissertation exams).

The GCAB consists of three or more members of the Graduate Council appointed by the dean of the Graduate College at the beginning of each academic year. In specific cases the GCAB may ask for additional members from the faculty or one or more graduate students to be appointed by the dean of the Graduate College. The GCAB is chaired by one of the members as designated by the dean or associate dean. The GCAB is assisted by the assistant dean who oversees the hearing but does not serve as a member of the GCAB. Membership is on an annual basis, but members of the Graduate Council may serve for a maximum of three consecutive years. To the extent possible, GCAB membership does not change during a student appeal. A member continues to serve on the GCAB into the next academic year if an appeal is continued during that time.

GCAB Meetings. The GCAB meets when notified by the assistant dean that

an appeal is pending. The GCAB requires two-thirds of the committee present for a quorum. A GCAB member must disqualify herself or himself if a case involves a student in her or his academic unit or the member has some direct tie to the student who is appealing. The dean of the Graduate College replaces the individual with a current or past Graduate Council member. A recording secretary is selected before each appeal. This person keeps notes of the hearing. Secretarial support for typing notes is provided by the assistant dean. A tape is made of the hearing.

Jurisdiction of the GCAB. The GCAB has the authority to receive written appeals from graduate students on the review of any action or decision by any university faculty member, staff member, or administrator. However, any appeal must first be reviewed at the level of the academic unit from which the graduate student is making an appeal.

The GCAB has the right to decide not to hear an appeal. In this case, the decision of the academic unit is final. The GCAB may hear appeals on program dismissal, other academic issues, or procedural issues. In addition, the GCAB hears any appeal referred to it by the dean of the Graduate College.

The GCAB does not review

- appeals of course grades, including omnibus courses such as independent research, thesis, or dissertation, which are handled through the academic colleges;
- 2. appeals concerning academic dishonesty, which are handled by the academic unit with appeals to the University Hearing Board;
- appeals concerning scientific misconduct, which are handled by the academic unit with appeals to the Council of Research and Creative Activity through the Office of the Vice President for Research and Strategic Initiatives;
- 4. appeals for which the graduate student has not fully used all other appeal and review processes (e.g., the academic unit);
- appeals filed more than 30 calendar days after receiving notification of the action taken at an appeal by the academic unit (or, if appropriate, another university committee);

- 6. allegations of discrimination; and
- other appeals or grievances under the jurisdiction of other university boards and committees.

Appeals are not heard during the summer. The calendar stops on the last day of exams for the spring semester and begins on the first day of classes for the fall semester.

Mediation. Mediation between the graduate student and any university official is always a preferred option to a hearing. If mediation appears beneficial when the initial appeal is filed with the GCAB. the GCAB may recommend that mediation occur and select a mediator. If mediation is successful and both parties agree to the decision, a written record of the outcome is filed by the mediator with the GCAB, all parties involved, and the dean of the Graduate College. If mediation is not successful, the graduate student has 30 days from the end of the mediation process to request in writing a formal appeal hearing.

Authority. The GCAB may affirm or reverse the original decision being appealed and make such recommenda-

tions for further actions as seem appropriate. In the course of any hearing, the GCAB is authorized to request additional evidence or testimony by any student, faculty or staff member, administrator, other university employee, or other individual as a witness. The GCAB has final authority in procedural matters. The decision of the GCAB is final. The chair of the GCAB notifies all parties of the decision.

Filing an Appeal. Before an appeal comes to the GCAB, the normal channels for resolving disputes must have been consulted. The appellant should consult with the major professor to resolve the issue at that level. If the issue cannot be resolved with the major professor, the appellant should seek out the department chair or designated individual for resolution. In some cases, if the major professor and department chair have not been able to resolve the issue or the outcome still needs to be pursued, it may be appropriate to pursue the issue with the academic college dean. If the issue has not been resolved at one of these levels, an appeal to the GCAB may be pursued.

Before initiating an appeal, the graduate student should speak to the associate dean to see if the issue can be resolved informally. Should negotiation, through the associate dean of the Graduate College, not succeed, the graduate student may submit a written appeal.

All appeals must be submitted in writing to the associate or assistant dean of the Graduate College. Witnesses and any other pertinent evidence must be listed in the appeal. The written appeal must specify the grounds for the appeal as listed in the document "Guidelines for Appeals," available in the Graduate College. Only documents that follow the guidelines are considered, although university regulations pertinent to the case may be used as supporting grounds. It is incumbent upon the student to demonstrate to the GCAB that grounds for the appeal exist. The written appeal may not exceed 10 pages.

The associate or assistant dean notifies the appellee and request, in writing, information from the appellee related to the case. The initial written response by the appellee is submitted within 15 days of receiving notice of the appeal.

Learning and Instructional Technology¹

Graduate Degrees and Majors Offered at ASU Main

Baccalaureate degrees and majors offered at ASU Main are shown on pages 7–8.				
Baccalaureate de	egrees and majors offered at ASU West are	e shown on page 506.		
Master of Accountancy	Early childhood education	French		
Master of Architecture	Elementary education	Comparative literature		
	English as a second language	Language and culture		
Master of Arts	Indian education	Literature		
Anthropology	Mathematics education	Geography		
Archaeology	Multicultural education	German		
Bioarchaeology	Reading education	Comparative literature		
Linguistics	Science education	Language and culture		
Medical anthropology	Secondary education	Literature		
Museum studies	Social studies education	History		
Physical anthropology	Educational Administration	Asian history		
Social-cultural anthropology	and Supervision ¹	British history		
Art	Educational Psychology ¹	European history		
Art education	English	Latin American history		
Art history	Comparative literature	Public history		
Communication	English linguistics	U.S. history		
Curriculum and Instruction ¹	Literature and language	U.S. Western history		
Bilingual education	Rhetoric and composition	Humanities		

¹ Major offered toward more than one degree at the same level.

Communication arts

² Not accepting applications.

³ The major has only one formalized concentration; other areas of study are available.

⁴ Courses for this program are offered at ASU East.

⁵ Students apply to this degree program through the College of Law, not the Graduate College.

Graduate Degrees and Majors Offered at ASU Main (continued)

Mathematics Music Ethnomusicology Music history and literature Music theory Philosophy Political Science American politics Comparative politics International relations Political theory Religious Studies School Library Science^{1, 2} Social and Philosophical Foundations of Education Sociology Spanish Comparative literature Language and culture Linguistics Literature Special Education¹ Theatre **Master of Business Administration** Master of Computer Science¹ Master of Counseling **Master of Education** Counselor Education Counseling and student personnel Curriculum and Instruction¹ Bilingual education Communication arts Early childhood education Elementary education English as a second language Indian education Mathematics education Multicultural education Reading education Science education Secondary education Social studies education Educational Administration and Supervision¹ Educational Media and Computers Business education² Educational Psychology¹ Higher and Adult Education Adult education² Higher education Learning and Instructional Technology¹ School Library Science^{1, 2}

Special Education¹ Gifted Mildly handicapped Multiculturally exceptional Severely/multiply handicapped

Master of Environmental Planning Environmental Planning Urban planning

Master of Fine Arts Art

Ceramics Drawing Fibers Intermedia Metals Painting Photographic studies Photography Printmaking Sculpture Wood Creative Writing Dance Theatre Acting Scenography Theatre for youth

Master of Health Services Administration

Master of Laws²

Master of Mass Communication

Master of Music Composition Music Education Choral music General music Instrumental music Performance Music theatre musical direction Music theatre performance Performance pedagogy Piano accompanying Solo performance (instrumental, keyboard, voice)

Master of Natural Science

Natural Science Botany Chemistry Geology Mathematics Microbiology Physics Zoology

Public Administration Public information management Public management Public policy analysis and evaluation Urban management and planning Master of Science Aerospace Engineering¹ Agribusiness⁴ Agribusiness management and marketing Food quality assurance Bioengineering **Biological Sciences** Botany Ecology Photosynthesis Building Design Computer-aided design Energy performance and climate responsive architecture Facilities development and management Chemical Engineering¹ Biomedical and clinical engineering Chemical process engineering Chemical reactor engineering Energy and materials conversion Environmental control Solid state processing Transport phenomena Chemistry Analytical chemistry Biochemistry Geochemistry Inorganic chemistry Organic chemistry Physical chemistry Solid state chemistry Civil Engineering¹ Environmental/sanitary Geotechnical/soil mechanics Structures Transportation Water resources/hydraulics Communication Disorders Computer Science¹ Construction Construction science Facilities Management Decision and Information Systems Economics Electrical Engineering¹ **Engineering Science**

Master of Public Administration

¹ Major offered toward more than one degree at the same level.

² Not accepting applications.

³ The major has only one formalized concentration; other areas of study are available.

⁴ Courses for this program are offered at ASU East.

⁵ Students apply to this degree program through the College of Law, not the Graduate College.

Graduate Degrees and Majors Offered at ASU Main (continued)

Environmental Resources Exercise Science/Physical Education Family Resources and Human Development Family studies General family resources and human development Geology Industrial Engineering¹ Computer-aided processes Computer-integrated manufacturing Human factors Information systems Operations research Organization control Quality control/reliability Justice Studies Mechanical Engineering¹ Microbiology Molecular and Cellular Biology Ecology Nursing Adult health nursing Community health nursing Community mental health/psychiatric nursing Nursing administration Parent-child nursing Physics Recreation Outdoor recreation Recreation administration Social/psychological aspects of leisure Tourism and commercial recreation Statistics Zoology Ecology³ Master of Science in Design Industrial Design Design methodology, theory, and criticism Facilities planning and management Human factors in design Interior Design Design methodology, theory, and criticism Facilities planning and management Human factors in design

Master of Science in Engineering

Aerospace Engineering Chemical Engineering¹ Biomedical and clinical engineering Chemical process engineering Chemical reactor engineering

Energy and materials conversion Environmental control Solid state processing Transport phenomena Civil Engineering¹ Environmental/sanitary Geotechnical/soil mechanics Structures Transportation Water resources/hydraulics Electrical Engineering Engineering Science¹ Industrial Engineering¹ Computer-aided processes Computer-integrated manufacturing Human factors Information systems Operations research Organization control Quality control/reliability Mechanical Engineering

Master of Social Work

Master of Taxation

Master of Teaching English as a Second Language

Master of Technology⁴

Technology Aeronautical engineering technology Aeronautical management technology Electronics engineering technology Graphic communications technology Industrial management and supervision Manufacturing engineering technology Mechanical engineering technology Welding engineering technology **Doctor of Education** Counselor Education²

Curriculum and Instruction¹ Bilingual education Communication arts Curriculum studies Early childhood education Elementary education English as a second language Indian education Mathematics education Multicultural education Reading education Science education Secondary education Social studies education

Educational Administration and Supervision Higher and Adult Education Adult education² Higher education Learning and Instructional Technology²

Doctor of Musical Arts

Music Choral music General music Instrumental music Music composition Solo performance

Doctor of Philosophy

Aerospace Engineering Anthropology Archaeology Physical anthropology Social-cultural anthropology Bioengineering Botany Ecology Photosynthesis Business Administration Accountancy Decision and information systems Finance Health services research² Management Marketing Purchasing and logistics management Chemical Engineering Biomedical and clinical engineering Chemical process engineering Chemical reactor engineering Energy and materials conversion Environmental control Solid state processing Transport phenomena Chemistry Analytical chemistry Biochemistry Geochemistry Inorganic chemistry Organic chemistry Physical chemistry Solid state chemistry Civil Engineering Environmental/sanitary Geotechnical/soil mechanics Structures Transportation Water resources/hydraulics

¹ Major offered toward more than one degree at the same level.

² Not accepting applications.

³ The major has only one formalized concentration; other areas of study are available.

⁴ Courses for this program are offered at ASU East.

⁵ Students apply to this degree program through the College of Law, not the Graduate College.

Graduate Degrees and Majors Offered at ASU Main (continued)

Communication	Exercise Science	Microbiology
Communicative development	Biomechanics	Molecular and C
Intercultural communication	Motor behavior/sport psychology	Physics
Organizational communication	Physiology of exercise	Political Science
Computer Science	Family Science	American po
Counseling Psychology	Marriage and family therapy ³	Comparative
Curriculum and Instruction	Geography	International
Curriculum studies	Geology	Political theo
Early childhood education	History	Psychology
Educational media and computers	Asian history	Clinical psyc
Elementary education	British history	Development
English education	European history	Environment
Exercise and wellness education	Latin American history	Experimental
Music education	U.S. history	Physiologica
Physical education	Industrial Engineering	Social psychol
Reading education	Computer-aided processes	Science and Eng
Science education	Computer-integrated manufacturing	Social Work
Special education	Human factors	Sociology
Economics	Information systems	Spanish
Educational Leadership and	Operations research	Speech and Hea
Policy Studies	Organization control	Development
Educational Psychology	Quality control/reliability	disorde
Lifespan developmental psychology	Justice Studies	Neuroauditor
Measurement, statistics, and	Criminal and juvenile justice	Neurogeronte
methodological studies	Dispute resolution	disorde
School psychology	Law, justice, and minority populations	Theatre
Electrical Engineering	Law, policy, and evaluation	Theatre for y
Engineering Science	Woman, law, and justice	Zoology
English	Learning and Instructional Technology ¹	Ecology ³
Environmental Design and Planning	Instructional technology	Doctor of Public A
Design	Learning	
History, theory, and criticism	Mathematics	Juris Doctor ⁵
Planning	Mechanical Engineering	

Cellular Biology ce olitics e politics d relations ory chology ntal psychology ntal psychology al psychology al psychology hology ngineering of Materials earing Science ntal neurolinguistic lers ory processes tologic communication lers youth

Doctor of Public Administration

¹ Major offered toward more than one degree at the same level.

² Not accepting applications.

Graduate Degrees and Majors Offered at ASU West

Master of Business Administration

Master of Education

Educational Administration and Supervision Elementary Education Secondary Education

³ The major has only one formalized concentration; other areas of study are available.

⁴ Courses for this program are offered at ASU East.

⁵ Students apply to this degree program through the College of Law, not the Graduate College.