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# Graduate College

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## PURPOSE

Through the faculty, the ASU Graduate College offers programs to meet the educational needs of those who already hold baccalaureate and master's degrees. While many students prepare for careers in research, the professions, and the arts, others study for personal enrichment. Both part-time and full-time students are enrolled in 95 master's and 48 doctoral majors encompassing hundreds of concentrations and specialties. Other students explore new areas of interest or prepare for career advancements 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 the social, cultural, and economic growth and development of Arizona and the Southwest.

One distinctive project that magnifies the Graduate College's dedication to graduate students is the Preparing Future Faculty program, funded by the Pew Charitable Trusts and ASU. The program is designed to educate students about faculty roles and prepare doctoral students specifically for faculty positions in colleges and universities across the nation.

This past year, about 2,000 ASU graduate students were awarded prestigious fellowships and scholarships exceeding \$3.5 million. These awards were funded by the National Science Foundation, NASA, the Ford Foundation, Fulbright, and other public agencies and private foundations.

ASU assisted more than 2,800 outstanding graduate students through academic and tuition scholarship and other financial support programs. The total financial support amounted to \$15.5 million, exemplifying the university's commitment to enabling student success.

Funded programs, together with more than 30 research centers and institutes, provide assistantships and training for many graduate students; further, the centers coordinate con-

ferences, colloquia, and special seminars to heighten the learning experience. The Office of the Vice President for Research and Economic Affairs provides seed money to enable ASU faculty and students to work at the frontiers of knowledge. Such activities continually encourage the creative embrace of change and experimentation.

ASU provides numerous choices in student life, for personal enrichment as well as cultural interaction. Many internationally known speakers present lectures here, bringing together faculty, graduate students, and the community to engage in stimulating dialogue.

**Intellectual Environment.** More than 10,000 students from all 50 states and more than 100 nations are enrolled in graduate study at the university. Such size and diversity contribute to a cosmopolitan setting that is ideal for intellectual discourse and stimulation. As a balance to this large grouping of students, individual graduate programs conduct small colloquia and seminars where students and faculty discuss their work in an intimate, intellectual environment supportive of student development. The result is a spirited, lively atmosphere in which students and faculty members get to know each other through collaborative research and intellectual exchange.

## GRADUATE PROGRAMS

### Degree Programs

Although graduate degree programs differ in many ways, they all share two important characteristics. First, in comparison to baccalaureate programs, they demand a deeper and broader understanding of a body of knowledge in a recognized discipline or profession. Second, especially in doctoral programs, graduate students prepare to make original contributions to their fields through research and other creative activities of a high order. In contrast, then, to the broad-based baccalaureate degree, graduate degrees are specialized. ASU offers several types and levels of postbaccalaureate degrees. For admission information and procedures, access the Web site at [www.asu.edu/graduate/admissions](http://www.asu.edu/graduate/admissions), or refer to the *Application for Graduate Admission* booklet.

**Master's and Doctoral Work.** Many students pursue a master's degree to satisfy their own quest for learning. In some disciplines, such as dance or architecture, the master's degree is normally the terminal or final degree. In other fields, students enter master's programs as a step toward more advanced work, such as doctoral studies, that prepares students for a lifetime of intellectual inquiry and creativity or for the application of knowledge to professional practice.

## GRADUATE COLLEGE

### Interdisciplinary Graduate Degrees and Majors Overseen by the Graduate College

Major	Degree	Concentration	Administered By
Creative Writing Curriculum and Instruction	M.F.A. Ph.D. <sup>1</sup>	— Art education, <sup>2</sup> curriculum studies, early childhood education, elementary education, English education, exercise and wellness education, <sup>3</sup> language and literacy, mathematics education, music education, physical education, science education, special education	Creative Writing Committee Interdisciplinary Committee on Curriculum and Instruction
Exercise Science	Ph.D.	Biomechanics, motor behavior/sport psychology, physiology of exercise	Committee on Exercise Science
Justice Studies	Ph.D.	Criminal and juvenile justice; dispute resolution; law, justice and minority populations; law, policy, and evaluation; women, law, and justice	Committee on Law and Social Sciences
Materials Science	M.S.	—	Committee on the Science and Engineering of Materials
Science and Engineering of Materials	Ph.D.	High-resolution nanostructure analysis, solid- state device materials design	Committee on the Science and Engineering of Materials
Speech and Hearing Science	Ph.D.	Developmental neurolinguistic disorders, neuroauditory processes, neurogerontologic communication disorders	Committee on Speech and Hearing Science
Statistics	M.S.	—	Committee on Statistics

<sup>1</sup> This program is administered in collaboration with the College of Education.

<sup>2</sup> This concentration is administered in collaboration with the Herberger College of Fine Arts.

<sup>3</sup> Doctoral courses for this interdisciplinary program are administered by ASU Main are offered by ASU East.

**Research Degrees.** Students at ASU may pursue research-oriented or practice-oriented degrees. Research-oriented degree programs—the Master of Arts (M.A.), Master of Science (M.S.), and Doctor of Philosophy (Ph.D.)—prepare students for careers of research and scholarship in governmental, business, and industrial organizations or in university or college teaching. Students in these programs develop abilities to evaluate existing knowledge critically and extend it into fresh areas of inquiry and scholarship.

**Professional Degrees.** The professional or practice-oriented degree programs have slightly different names and distinct academic missions. The names of the degrees are commonly tied to the academic unit offering the program, for example, Master of Business Administration (M.B.A.), Master of Music (M.M.), Master of Social Work (M.S.W.), Master of Education (M.Ed.), and Doctor of Education (Ed.D.). With the objective of preparing students for professional practice, such programs require rigorous preparation in the fundamental literature and scholarship of the field. Some degrees require demonstrated expertise through an internship, an exhibition (art), a performance (dance), or a recital (music). Examples of ASU fields in which academic units offer professional programs include architecture and design, business, education, engineering, health services administration, law, nursing, public administration, and social work.

### Nondegree Graduate Study

Many students enter graduate studies without intending to obtain a new degree but rather to enhance personal or professional knowledge. These students may want to advance in their present career, acquire the background to make a career change, or make up academic deficiencies before entering a degree program. All graduate students, degree or nondegree, enjoy the benefits of cultural and intellectual activities at the university, such as colloquia, seminars, and conferences focusing on the latest scholarship in the field. By consulting with appropriate academic units, students can learn which courses are suitable to their needs.

For admission information and procedures, access the Web site at [www.asu.edu/graduate/admissions](http://www.asu.edu/graduate/admissions), or refer to the *Application for Graduate Admission* booklet.

### Graduate Studies and the University Environment

The Graduate College spans the university in supervising graduate studies and offering all postbaccalaureate degrees except the Juris Doctor, which is administered by the College of Law, and graduate degrees offered by ASU West. Since more than 1,600 ASU faculty members teach graduate students in more than 100 instructional units, the Graduate College works closely with the other colleges and academic units. In most cases, graduate instruction is offered by units that also provide related undergraduate programs.

**Interdisciplinary Study.** Although most graduate programs are offered by academic units, diverse inter-

disciplinary programs cross academic disciplines and come 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 academic unit.

Currently, the Graduate College oversees 11 interdisciplinary programs; several others are planned. Existing programs include

1. Creative Writing (M.F.A.);
2. Curriculum and Instruction (Ph.D.), jointly administered with the College of Education;
3. Exercise Science (Ph.D.);
4. Geographic Information Science (Interdisciplinary Certificate);
5. Gerontology (Certificate in Gerontology jointly offered by ASU Main and ASU West);
6. Justice Studies (Ph.D.);
7. Materials Science (M.S.);
8. Science and Engineering of Materials (Ph.D.);
9. Speech and Hearing Science (Ph.D.);
10. Statistics (M.S. and certificate); and
11. Transportation Systems (Certificate in Transportation Systems).

Other interdisciplinary degree and certificate programs include

1. Atmospheric Science (Interdisciplinary Certificate);
2. Communication (Ph.D.), administered by the College of Public Programs;
3. Environmental Design and Planning (Ph.D.), administered by the College of Architecture and Environmental Design;
4. History and Theory of Art (Ph.D.), jointly offered with the University of Arizona and administered by the School of Art;
5. Humanities (M.A.), administered by the College of Liberal Arts and Sciences; and
6. Molecular and Cellular Biology (M.S., Ph.D.), administered by the College of Liberal Arts and Sciences.

Each of these programs utilizes resources and faculty from several disciplines. The programs promote cooperative research and instruction among faculty who share common interests but are housed in different academic units and allow students to pursue degrees that are intellectually coherent but that bring together diverse strengths of the university. See the “[Interdisciplinary Graduate Degrees and Majors Overseen by the Graduate College](#)” table, page 482.

#### **Creative Writing—M.F.A.**

The interdisciplinary M.F.A. degree in Creative Writing (with options in fiction, nonfiction, playwriting, poetry, and screenwriting) is administered by the Creative Writing

Committee. This studio/academic program involves the research, creative activity, and teaching interests of faculty within the Departments of English and Theatre. This program provides 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*.

#### **Curriculum and Instruction—Ph.D.**

The interdisciplinary Ph.D. degree in Curriculum and Instruction is administered by the Interdisciplinary Committee on Curriculum and Instruction and is overseen jointly by the Graduate College and the College of Education. Areas of concentration are available in art education, curriculum studies, early childhood education, elementary education, English education, exercise and wellness education, language and literacy, mathematics education, music education, physical education, science education, and special education. For more information, see the *Graduate Catalog*.

#### **Exercise Science—Ph.D.**

The interdisciplinary Ph.D. degree 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 with concentrations in biomechanics, motor behavior/sport psychology, or physiology of exercise. For more information, see the *Graduate Catalog*.

#### **Gerontology**

An interdisciplinary, 21-semester-hour Certificate in Gerontology, administered by the Committee on Gerontology, may be earned by graduate students who wish to study the biological, psychological, sociological, and policy-related aspects of aging as well as 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 “Gerontology,” page 110.

### **GERONTOLOGY (GRN)**

#### **ASU Main**

#### **GRN 430 Multidisciplinary Approaches to Gerontology. (3)** *once a year*

Examines literature that each discipline brings to the study of gerontology. Covers both theory and practice. Lecture, discussion.  
*General Studies: SB*

#### **GRN 431 Caregiving. (3)**

*once a year*  
Examines theory and practice of caregiving for the senior population. Lecture, discussion.

#### **GRN 440 Aging and Wellness. (3)**

*fall and spring*  
One-on-one service/experiential learning with seniors from the community. May be repeated for credit. Lecture, lab.

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### GRN 450 Biology of Aging. (3)

spring

Examines normal biological aging and changes in the functional capabilities in the elderly. Lecture, lab.

### GRN 460 Alzheimer's and Related Dementias. (3)

fall and spring

Familiarization with Alzheimer's disease and related dementias from a caregiver's perspective. Lecture, lab.

### GRN 484 Undergraduate Internship. (3-6)

fall, spring, summer

### GRN 494 Undergraduate Special Topics. (3)

fall and spring

### GRN 498 Undergraduate Pro-Seminar. (3)

spring

### GRN 499 Undergraduate Individualized Instruction. (3)

fall, spring, summer

**Omnibus Courses.** For an explanation of courses offered but not specifically listed in this catalog, see "Omnibus Courses," page 56.

**Graduate-Level Courses.** For information about courses numbered from 500 to 799, see the *Graduate Catalog*, or access [www.asu.edu/aad/catalogs](http://www.asu.edu/aad/catalogs) on the Web. In some situations, undergraduate students may be eligible to take these courses; for more information, see "Graduate-Level Courses," page 56.

## Geographic Information Science

The interdisciplinary certificate program in Geographic Information Science (GIS) is administered by an Executive Committee. The objective of this program is to enable existing ASU graduate students and GIS professionals with advanced degrees to learn how to apply GIS concepts and technology for the purposes of spatial analysis. For more information, see the *Graduate Catalog*.

## Justice Studies—Ph.D.

The interdisciplinary Ph.D. degree in Justice Studies is administered by the Committee on Law and Social Sciences. The degree program integrates historical, legal, and philosophical approaches with social science training. Areas of concentration 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*.

## Science and Engineering of Materials—Ph.D.

The interdisciplinary Ph.D. degree in Science and Engineering of Materials is administered by the Committee on the Science and Engineering of Materials. Areas of concentration are available in solid-state device materials design and high-resolution nanostructure analysis. Emphasis is placed on the applications of chemical thermodynamics, the mechanics of solids, quantum mechanics and transport theory for investigation of the relationships between the 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)

**Omnibus Courses.** For an explanation of courses offered but not specifically listed in this catalog, see "Omnibus Courses," page 56.

**Graduate-Level Courses.** For information about courses numbered from 500 to 799, see the *Graduate Catalog*, or access [www.asu.edu/aad/catalogs](http://www.asu.edu/aad/catalogs) on the Web. In some situations, undergraduate students may be eligible to take these courses; for more information, see "Graduate-Level Courses," page 56.

## Speech and Hearing Science—Ph.D.

The interdisciplinary Ph.D. degree in Speech and Hearing Science is administered by the Committee on Speech and Hearing Science. Areas of concentration are available in developmental neurolinguistic disorders, neuroauditory processes, and neurogerontologic communication disorders. 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 aging and changes in the neurologic condition have upon human communication and communication disorders. For more information, see the *Graduate Catalog*.

## Statistics—M.S.

The interdisciplinary M.S. degree in Statistics is administered by the Committee on Statistics. The program involves faculty and resources from the School of Accountancy and Information Management and the Department of Mathematics and Statistics. 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*.

## Certificate Programs

A number of certificate programs are offered by various academic units or programs on campus (see the "ASU Graduate Certificates" table, page 114).

## Transportation Systems

The interdisciplinary Certificate in Transportation Systems program is administered by the Committee on Transportation Systems. The objective of this program is to enable existing ASU graduate students and transportation professionals with advanced degrees to examine transportation-related issues from a variety of perspectives and in the context of different travel modes. For more information, see the *Graduate Catalog*.

### TRANSPORTATION SYSTEMS CERTIFICATE (TRC)

**Omnibus Courses.** For an explanation of courses offered but not specifically listed in this catalog, see "Omnibus Courses," page 56.

**Graduate-Level Courses.** For information about courses numbered from 500 to 799, see the *Graduate Catalog*, or access [www.asu.edu/aad/catalogs](http://www.asu.edu/aad/catalogs) on the Web. In some situations, undergraduate students may be eligible to take these courses; for more information, see "Graduate-Level Courses," page 56.

**Interdisciplinary Committee on Linguistics.** Linguistics at ASU is interdisciplinary in nature. The linguistics faculty come from the Departments of Anthropology, Communication, Computer Science and Engineering, English, Languages and Literatures, Philosophy, Psychology, and Speech and Hearing Science and from the College of Education.

The Interdisciplinary Committee on Linguistics coordinates linguistics courses and programs, provides advising, and hosts conferences and lectures.

Faculty from three departments (Anthropology, English, and Languages and Literatures) offer programs with concentrations in linguistics: the M.A. in Anthropology, M.A. in English, M.A. in Spanish, and Master of Teaching English as a Second Language.

### Research Programs

ASU continues to advance as a major research institution. The Office of the Vice President for Research and Economic Affairs provides leadership in obtaining external funding and in coordinating and administering sponsored projects. Many graduate students receive financial support and gain first-hand experience as they participate with faculty members in carrying out these research projects.

Much of this work is associated with campus research centers that help to develop proposals, coordinate activities, and bring together in colloquia and conferences students and faculty with common intellectual interests. Such centers include the Center for Solid State Science, the Institute for Manufacturing Enterprise Systems, the Institute of Human Origins, the Hispanic Research Center, the Joan and David Lincoln Center for Applied Ethics, and the Prevention Intervention Research Center. For more information, see “Research Centers, Institutes, and Laboratories,” page 31.

### Research Facilities

The university lends support to research in diverse ways, including extensive facilities for research and instructional programs. State-of-the-art facilities include an architecture building, a fine arts complex, the Goldwater Center for Science and Engineering, an addition to the Life Sciences Center, and the Computing Commons. The Engineering Research Center, built as part of the Engineering Excellence Program, houses advanced facilities such as the Molecular Beam Epitaxy laboratory and a clean room for microelectronic device fabrication. Among other facilities supporting research on campus are the Institute for Studies in the Arts, in the Herberger College of Fine Arts; the Facility for High Resolution Electron Microscopy, in the College of Liberal Arts and Sciences; and the Southwest Archaeological Collection, in the Department of Anthropology.

### Graduate Student Support Services

Providing academic and professional development support to graduate students is an important part of the Graduate College mission. Services include referral, individual mentoring for disadvantaged students, financial assistance, orientation sessions, workshops, career seminars, and research conferences.

Graduate College Student Programs/Services maintains a variety of programs specifically for graduate students (degree and nondegree). For more information, see the Graduate College Web site at [www.asu.edu/graduate](http://www.asu.edu/graduate).

**Graduate College Financial Assistance Office.** The Graduate College Financial Assistance Office meets the needs of graduate and professional students. Students may receive financial services at Wilson Hall without having to visit other offices on campus. Students may obtain general information about graduate financial assistance at ASU, may turn in documents, or receive status information on their student loans. Students can also apply for emergency short-term loans or pick up forms to report special circumstances. Staff members are available to help students with financial assistance concerns. For more information, see “Financial Aid,” page 53, or access the Web site at [www.asu.edu/graduate/financial](http://www.asu.edu/graduate/financial).

**Advising and Career/Professional Development.** Many graduate students have questions and concerns about which degree to pursue; how to combine their student roles with parenting, partnering, and worker roles; and what to do with their degrees upon graduation. The Graduate College provides the following resources.

*Career/Professional Development Seminars.* The Graduate College, in conjunction with Counseling and Consultation, offers seminars to groups of graduate students interested in exploring career-related subject matters. Examples of seminar topics include dual career issues, the impact of values on career decision making, and transferable skills.

*Career Planning Services for Graduate Students.* In conjunction with Career Services and Counseling and Consultation, the Graduate College provides a brochure listing numerous career planning services for graduate student needs. This publication is also available on the Career Services Web site at [career.asu.edu](http://career.asu.edu).

*Strategies for Success.* The Strategies for Success series of professional development workshops is broken into three categories: teaching and instruction, career development, and enriching the graduate experience. These workshops are open to all registered graduate students.

*Preparing Future Faculty.* Preparing Future Faculty (PFF) is a program coordinated by the Graduate College for doctoral students who are seeking careers in the professorate. Originally a national initiative under the Council of Graduate Schools and the Association of American Colleges and Universities, PFF encourages fresh thinking and planning in faculty preparation, identifies strategies to improve the quality of teaching and learning, and orients doctoral students to different types of higher education institutions.

*Preparing Future Professionals.* The Preparing Future Professionals (PFP) program, administered by the Graduate College, assists doctoral students interested in pursuing nonacademic professions. PFP parallels the well-established and successful PFP program. Through a series of activities, PFP familiarizes doctoral students with various nonacademic career tracks to develop skills to successfully pursue a wide range of professional opportunities.

*Graduate College Support Program (GCSP).* GCSP is designed to increase the number of graduate students from groups underrepresented in their chosen field of study. Students interested in these programs must first go to their respective departments for nomination.

The purpose of the program is to support research and creative activities related to a student’s field of study. Nominations are made by departments, and recipients are supervised by a faculty member.

For students who demonstrate financial need through a FAFSA, the Graduate College offers financial assistance and peer mentoring. GCSP is available primarily to first-year students. However, departments are asked to provide a student’s subsequent funding. The program is based on financial need and the nominations of students by departments. Financial support is provided in the form of a federal work-study to support field-related research that is supervised by a faculty member. For additional academic support, a student meets weekly with an assigned peer mentor who is two or more years advanced in the academic program.



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**Diversity Programs.** Diversity Programs are designed to increase the number of graduate students from groups underrepresented in certain fields of study. Students interested in these programs must first go to their respective departments for nomination.

*The Social and Academic Mentor (SAM) Program.* The SAM program is designed to recruit top graduate students from domestic, international, and underrepresented populations. Academic units submit applications to the Graduate College to nominate a first-year student (mentee) and peer mentor match. The mentor, two or more years advanced in the program, promotes the mentee's social and academic integration into graduate school by using a structured format. The mentor meets weekly with the mentee and schedules regular monthly meetings with the faculty advisor to discuss the mentee's concerns, progress, accomplishments, or department-related matters.

**Orientations.** Before each fall semester, the Graduate College hosts an orientation/reception for new graduate students.

All new teaching assistants (TAs) are required by the university and the Arizona Board of Regents to attend the TA Orientation conducted by the Graduate College. Additional professional development forums are held during the academic year and TAs are encouraged to participate.

**Workshops for Undergraduate Students Considering Graduate Education.** The Graduate College holds workshops to address issues that students contemplating graduate study should consider. The purpose of graduate study, the choices among research and professional degrees, the selection of schools to apply to, and the types and sources of financial support are among the topics discussed.

**Student Organizations.** The Graduate Student Council is part of the Associated Students of Arizona State University (ASASU), the student government for the university. The Graduate Research Support Office represents graduate student interests within ASASU and the Office of Student Life. It assists the Graduate College in planning orientations and other student-related activities. This office, with the Graduate College, also funds small research grants to support graduate students' thesis and dissertation projects. In addition to the council, many other special interest organizations are open to graduate students.

**Format Office.** The thesis, dissertation, or equivalent is the culmination of an important stage of graduate studies. By researching and writing this final work, graduate students are able to demonstrate acquired skills essential to a discipline. The Graduate College publishes a *Format Manual* as a guide in preparing the master's or doctoral document. The *Format Manual* and forms pertaining to procedures for completing all graduation requirements are available in the Graduate College lobby in Wilson Hall or on the Web at [www.asu.edu/graduate/format](http://www.asu.edu/graduate/format).

**Publications Program.** The Graduate College publishes a number of brochures, fliers, and other items pertaining to academic program offerings, procedures, student financial assistance, and related topics and events in graduate education. For more information, call 480/965-3521.

### ASU Graduate Council

The Graduate Council establishes general policies and standards for graduate programs and serves as an advisory board to the Graduate College dean. As part of its duties, the council reviews and makes recommendations regarding graduate academic program proposals. Sixteen faculty members and one student serve on the council, representing a wide variety of degree programs at ASU Main and ASU East. An Academic Senate representative is also elected to serve. Council members are appointed by the president of the university. For a listing of Graduate Council members, access the Web site at [www.asu.edu/graduate/gradcouncil](http://www.asu.edu/graduate/gradcouncil).

### Offices of the Graduate College

The general offices of the college, including those of the dean, admissions, advising, financial assistance, and graduate academic services and programs, are located on the first floor of Wilson Hall. College offices are open Monday through Friday, from 8 A.M. to 5 P.M. The Graduate College may be called at 480/965-3521. The Web address is [www.asu.edu/graduate](http://www.asu.edu/graduate).

## ADMISSION TO THE GRADUATE COLLEGE

### 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, 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, Graduate Management Admission Test, or the Miller Analogies Test. Some programs require a portfolio, letters of recommendation, or a statement of goals. Applicants should contact the academic unit regarding specific requirements.

### Submission of an Application

For admission information and procedures, access the Web site at [www.asu.edu/graduate/admissions](http://www.asu.edu/graduate/admissions), or refer to the *Application for Graduate Admission* booklet. Students may apply via the Web, by mail, or by fax.

### Application Fee

Each application for entry to ASU graduate programs must be accompanied by a nonrefundable application fee. The fee is \$45 to apply for admission to a degree program

and \$15 to apply for nondegree studies. For admission information and procedures, access the Web site at [www.asu.edu/graduate/admissions](http://www.asu.edu/graduate/admissions), or refer to the *Application for Graduate Admission* booklet.

### 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 Service in addition to the requirements of the Graduate College and the academic units to which they apply.

International applicants must meet the requirements of the Graduate College as well as those of the degree programs to which they apply. Applicants from outside the United States are also required to submit additional materials and should follow the procedures described in the *Application for Graduate Admission* booklet or on the Web at [www.asu.edu/graduate/admissions](http://www.asu.edu/graduate/admissions). International applicants should read this information carefully to become familiar with all the requirements, consulting it often for instructions to follow regarding the submission of materials. The *Graduate Catalog* provides essential information about ASU and its graduate programs, but 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).

**TOEFL Requirement.** 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). The TOEFL can be waived for students who have graduated from a college or university in a country whose native language is English or for a student who has had immigrant status (permanent residency) in the United States for at least 18 months. For a complete list of TOEFL requirements, see page 7 of the *Graduate Admissions* booklet, or refer to the Web site at [www.asu.edu/graduate/admissions/international.html](http://www.asu.edu/graduate/admissions/international.html).

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 Speaking Proficiency English Assessment Kit (SPEAK) test, which is administered at ASU. Some degree programs also require TSE or SPEAK scores of 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 Financial Guarantee form is available in the *Application for Graduate Admission* booklet. It can also be accessed through the Graduate College Web site at [www.asu.edu/graduate/admissions](http://www.asu.edu/graduate/admissions). The I-20 or the IAP66 (documents needed to obtain a student visa) are issued only after the completed, properly verified Financial Guarantee form and support document have arrived. International students may enroll at ASU only if they have been admitted to a degree program, a certificate program, or the

postbaccalaureate teacher education program. They must meet all appropriate immigration standards and requirements.

Applications are processed when they are received. However, international applicants should submit all materials in December or January in order to begin study the following fall semester and in August or September in order to begin study the following spring semester. An application fee of \$45 (in U.S. funds) must accompany each formal degree program application.

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 an advisor in the International Student Office.

### Additional Information

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 only once a year, usually in January or February for fall admission. Applicants are urged to contact the academic units regarding deadlines.

Academic units, which must indicate their willingness to admit applicants, frequently set higher standards than those established by the Graduate College. Many qualified applicants are denied because of limits on the number of students admitted each year.

### 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 academic credentials and supporting materials 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 College 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 considered nondegree hours.

### Admission Classifications

**Regular Admission.** Applicants who fulfill all requirements for admission and are academically 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. In such cases, 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 hours required for the degree program.

## GRADUATE COLLEGE

**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 ready to apply to a particular degree program may enroll as a nondegree student. The application process is streamlined and does not require submission of transcripts or test scores. For nondegree admission information and procedures, access the Web site at [www.asu.edu/graduate/admissions](http://www.asu.edu/graduate/admissions), or refer to the *Application for Graduate Admission* booklet. Students may apply electronically. A maximum of nine hours taken at ASU while in this category 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 at ASU is expected to have undergraduate educational experiences, including general education studies, that are appropriate for the program.

### Definition of a Unit of Credit

The Arizona Board of Regents has defined (May 26, 1979) a unit of credit for the institutions under its jurisdiction. A minimum of 45 hours of work by each student is required for each unit of credit. An hour of work is the equivalent of 50 minutes of class time (often called a "contact hour") or 60 minutes of independent study work. For lecture-discussion courses, this requirement equates to at least 15 contact hours and a minimum of 30 hours of work outside of the classroom for each unit of credit. Even though the values of 15 and 30 may vary for different modes of instruction, the minimum total of 45 hours of work for each unit of credit is a constant. Since the unit of credit as defined by the Arizona Board of Regents is the cornerstone of academic degree programs at ASU, degrees granted by other institutions that are recognized by ASU should be based on a similar unit of credit.

## 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 "[Application Fee](#)," page 486.

### Readmission to the Graduate College

Any graduate student who has not been in attendance at the university for one or more semesters must submit an application for readmission 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 reenter. For details on readmission and other matters relating to the application fee, refer to the *Application for Graduate Admission* booklet, or access the Web site at [www.asu.edu/graduate/admissions](http://www.asu.edu/graduate/admissions).

### Determination of Catalog Requirements

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

A student graduates under the curriculum, course requirements, and regulations for graduation in effect at the time of admission to a graduate degree program at ASU. A student may also choose to graduate under any subsequent catalog but may use only one catalog.

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

Graduate students, like all university students, register during the intervals indicated in the *Schedule of Classes* issued by the Office of the Registrar. Details regarding registration and course drop-add procedures are also provided in the *Schedule of Classes*. Day and evening graduate classes, offered on or off campus during the two regular semesters and the summer sessions, are considered part of the regular program.

SunDial, the ASU touch-tone telephone system for registration and fee payment, and the online registration system, accessed at any registrar site, ease the enrollment process.

### 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.



### Withdrawal Policies and Procedures

Students who find it necessary to withdraw from the university should complete an official withdrawal form, available from any registrar site. Until officially withdrawn, the student is registered in all courses and, at the end of the semester, receives grades appropriate for the performance in each course. A student who officially withdraws from the university during the first four weeks of a semester receives the mark of “W” in all courses registered. A student who officially withdraws from the university later than the fourth week receives a mark of “W” or “E,” depending upon the quality of work at the time of official withdrawal. No student is permitted to withdraw during or after the last two weeks of the semester (the last week of classes and final examination week).

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

An instructor may withdraw a student from a class with a mark of “W” or a grade of “E” for disruptive classroom behavior. 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.

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

**Unrestricted Withdrawal.** During the first four weeks of a semester or the first six days of a summer session, a student may withdraw from any course with a mark of “W.” See the *Schedule of Classes* or the *Summer Sessions Bulletin* for the dates of the unrestricted withdrawal period.

**Restricted Withdrawal.** From the fifth week to the end of the 10th week of a semester and from the seventh day to the end of the third week of a summer session, a student may withdraw with a mark of “W” from a course only if the instructor certifies that the student is passing at the time of the withdrawal. See the *Schedule of Classes* or *Summer Sessions Bulletin* for dates of the restricted withdrawal period.

**Medical Withdrawal.** Normally, a medical withdrawal request is made in cases where serious illness or injury prevents a student from completing course work or when other arrangements with the instructor are not possible. Consideration is usually given for complete withdrawal. An application for less than a complete withdrawal must be well documented to justify the selective nature of the medical withdrawal request. This policy applies both to cases involving physical health problems and those involving mental or emotional difficulties.

To receive permission for a medical withdrawal from courses, a student must present a Request for Documented Medical Withdrawal form and proper documentation (usually a letter from a physician) of the medical condition to the medical withdrawal designee of the college of the student’s major. For complete procedural information, contact the appropriate medical withdrawal designee.

### 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. Refer to the latest *Summer Sessions Bulletin* for course load limits for five-week and eight-week sessions. An audited course is counted in the student’s maximum load.

All teaching and research assistants and associates must enroll for a minimum of six semester hours during each semester (fall and spring) 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 half-time (50 percent) teaching and research assistant or associate working 20 clock hours per week may not register for more than 12 semester hours of course work each semester; a third-time (33 percent) assistant or associate for more than 13 semester hours; and a quarter-time (25 percent) assistant or associate for more than 15 semester 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 semester hour of credit (not audit) that appears on the program of study or is an appropriate graduate-level course, such as 595, 695, or 795 Continuing Registration.

Doctoral students fulfilling residence requirements for the Doctor of Philosophy and Doctor of Musical Arts degrees must be enrolled full time (nine semester hours minimum or six semester hours for research assistants or teaching assistants) during the specified period. See “Residency Classification Policies and Procedures,” page 51, and specific degree requirements for fulfilling residence requirements for other doctoral degree programs.

**Enrollment Verification Guidelines.** The registrar is responsible for verifying enrollment according to the general guidelines. See the “[Enrollment Verification Guidelines for Graduate Students](#)” table, page 490.

## GRADUATE COLLEGE DEGREE REQUIREMENTS

### Graduate Advising

The Graduate College’s Advising/Referral Office offers general information about policies, procedures, requirements, and support services. Students with regular admission status should contact their academic unit for degree program advising and program of study planning.

### Grading

The “[Grades](#)” table, page 490, defines grades and gives their values.

A grade of “P” (pass) in a 400-level course may not appear on a program of study. (The grade is not used at the graduate level.) 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. However, both the “D” or “E” and the new grade are used to compute GPAs.

## GRADUATE COLLEGE

### Enrollment Verification Guidelines for Graduate Students

	Full Time	Half Time	Less Than Half Time
<b>Regular semester</b>			
Graduate	9 or more hours	5–8 hours	4 or fewer hours
Graduate assistant*	6 or more hours	—	—
<b>Five-week summer session</b>			
Graduate	3 or more hours	2 hours	1 hour
Graduate assistant*	2 or more hours	1 hour	—
<b>Eight-week summer session</b>			
Graduate	5 or more hours	3–4 hours	2 or fewer hours

\* For enrollment verification purposes, “graduate assistant” is a generic term that includes teaching assistants, research assistants, teaching associates, and research associates.

Graduate course work (500-, 600-, and 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 a “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 (500-, 600-, and 700-level courses) becomes part of the student’s permanent transcript, and 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.”

**Repeating ASU Courses.** Graduate students (degree or nondegree) may retake any courses at any level at ASU, but all grades remain on the student transcript as well as in GPA calculations.

#### Grades

Grade	Definition	Value
A	Excellent	4.00
B	Good	3.00
C	Passing	2.00
D	No graduate credit	1.00
E	Failure	0.00
I	Incomplete	—
W	Withdrawal <sup>1</sup>	—
X	Audit	—
Y	Satisfactory	—
Z	Course in progress <sup>2</sup>	—

<sup>1</sup> This grade is given whenever a student officially withdraws.

<sup>2</sup> This grade is usually given pending completion of courses.

#### University Policy for Student Appeal Procedures on Grades

**Informal.** The following steps, beginning with step A, must be followed by any student seeking to appeal a grade. Student grade appeals must be processed in the regular semes-

ter immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless of whether the student is enrolled at the university. It is university policy that students filing grievances and those who are witnesses will be protected from retaliation. Students who believe they are victims of retaliation should immediately contact the dean of the college in which the course is offered.

- A. The aggrieved student must first undergo the informal procedure of conferring with the instructor, stating the evidence (if any) and reasons for questioning that the grade received was not given in good faith. The instructor is obliged to review the matter, explain the grading procedure utilized, and show how the grade in question was determined. If the instructor is a graduate assistant and this interview does not resolve the difficulty, the student may then go to the faculty member in charge of the course (regular faculty member or director of the course sequence) with the problem.
- B. If the grading dispute is not resolved in step A, the student may appeal to the department chair or other appropriate chair of the area within the department (if any). The department chair may confer with the instructor to handle the problem. Step B applies only in departmentalized colleges.
- C. If these discussions are not adequate to settle the matter to the complainant’s satisfaction, the student may then confer with the dean of the college concerned (or the dean-designate), who will review the case. If unresolved, the dean or designate may refer the case to the college academic grievance hearing committee to review the case formally. In most instances, however, the grievance procedure does not go beyond this level.

**Formal.** The following procedure takes place after steps A, B, and C (or A and C) have been completed.

- D. Each college has on file in the office of the dean (and in each department of the college) the procedures and composition of the undergraduate or graduate academic grievance hearing committee for student grievances. Each college committee shall operate under grievance procedures as stated, which satisfy due process requirements. The committee shall always meet with the student and the instructor in an attempt to resolve the

differences. At the conclusion of the hearing, the committee shall send its recommendations to the dean.

- E. Final action in each case is taken by the dean after full consideration of the committee's recommendation. Grade changes, if any are recommended, may be made by the dean. The dean shall inform the student, instructor, department chair (if any), the registrar, and the grievance committee of any action taken.

### Scholarship

To be eligible for a degree in the Graduate College, a student must achieve two GPAs of "B" (3.00) or higher. 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.

Graduate students (degree or nondegree) may retake any courses at any level at ASU, but all grades remain on the student transcript as well as in GPA calculations.

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.

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.

### 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.** Seniors at ASU within 12 semester hours of graduation may enroll in a 400-level or graduate-level course and reserve the credit for possible use in a future graduate program. The course cannot be used to meet a baccalaureate graduation requirement, however. Before registration in the class, the student must submit a Graduate College Petition form requesting credit reservation; the form must be signed by the student's advisor, the head of the academic unit offering the class, and the dean of the Graduate College.

Permission to reserve a course does not guarantee that the student is admitted to a graduate degree program or that the course may be used toward graduate degree requirements. A maximum of nine hours of credit may be reserved, and only courses with an "A" or "B" grade are applicable. Reserved credit earned before admission to a graduate degree program is classified as nondegree credit. The maximum course load for a student enrolled in a reserved course is 15 semester hours during a regular semester and six hours during a summer session.

**Transfer Credit.** Transfer of credit is the acceptance of credit from another institution 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

percent 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 Main or East is nondegree credit. Nondegree credit taken at ASU Main or East combined with nondegree credit taken at another institution may not exceed nine semester hours on the master's program of study. The nine-hour limit does not apply to doctoral programs.

The date (month/day/year) on the Graduate College 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. Courses taken at ASU West are considered transferred credit.

Certain types of graduate credits cannot be transferred to ASU, including the following:

1. 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;
3. credits awarded by postsecondary 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 unit of credit different from the ones prescribed by the Arizona Board of Regents are subject to conversion before being transferred to ASU.

Transfer credits must be acceptable toward graduate degrees at the institution where the courses were completed. Only resident graduate courses (at the institution where the courses were completed) 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.

### 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, members, or extra members of thesis and dissertation committees upon approval by the

## GRADUATE COLLEGE

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 on master's and doctoral committees at ASU Main. ASU West tenured (or tenure-track) faculty may serve as cochairs for theses and 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 and 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). With the approval of the academic unit and the dean of the Graduate College, former ASU faculty with students completing their degrees may continue to serve as cochairs. At least half of the committee must be faculty from ASU Main.

### Foreign Language Requirements

A graduate degree program may require proficiency in a foreign language. If a foreign language 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 program. 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 at least one month in advance of the examination date. 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 then prepared. The chair should submit or recommend relevant books 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 degree in Music (with a concentration in conducting or performance), which requires three recitals and a research paper. The Ph.D. dissertation should be a valuable educational experience that demonstrates the candidate's mastery of research methods, theory, and tools of the discipline. It should demonstrate the candidate's ability to address a major intellectual problem and to propose mean-

ingful questions and hypotheses. The dissertation 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 and at [www.asu.edu/graduate/format](http://www.asu.edu/graduate/format) on the Web. The student is required to submit a complete copy of the thesis or dissertation for format review at least 10 working days (two weeks if there are no holidays during the time period) before the oral defense. Doctoral students are also encouraged to 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 certain 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. The student is responsible for the binding fees. Bound copies are placed in the Hayden Library and Archives. Doctoral students must submit one copy of the title page, approval page, and abstract (which must not exceed 350 words); the original signature of the doctoral student must appear on the University Microfilms International (UMI) Dissertation Agreement Form. The student is responsible for the UMI microfilming fee, which covers the expense of having the document sent to UMI, where it is microfilmed and catalogued. Information on the dissertation later appears in *Dissertation Abstracts International*.

### Application for Graduation

Students should apply for graduation with the Graduation section of the Office of the Registrar 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 a student applies for graduation, the student is officially notified of any requirements the student has not yet completed.

Students are requested to complete a questionnaire that serves as a graduate student exit survey.

Students who do not complete all degree requirements by their anticipated graduation date are required to pay a refiling fee.

### Summer Sessions

Work taken during the summer sessions carries the same scholastic recognition as that taken during the regular semester. A complete schedule of offerings is available in the *Summer Sessions Bulletin*, which may be obtained from the Office of Summer Sessions.

### Dates and Deadlines

The "Graduate College Calendar," in the *Graduate Catalog*, lists deadlines for the submission of theses and dissertations to the Graduate College, the last day to apply for grad-

uation, 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. This information is also available on the Web at [www.asu.edu/graduate/resources/generalinfo/GradDlms](http://www.asu.edu/graduate/resources/generalinfo/GradDlms).

### 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*. Each student should also be informed about the requirements concerning the student's degree program and any special requirements within the academic unit.

### ACADEMIC INTEGRITY

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 academic integrity policy is available at the Office of the Executive Vice President and Provost of the University, or as part of the *Student Affairs Policies and*

*Procedures Manual*— STA 104-01, at [www.asu.edu/aad/manuals/sta/sta104-01.html](http://www.asu.edu/aad/manuals/sta/sta104-01.html) on the Web.

### 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 other sanctions as specified by the individual colleges. Policies on misconduct are available in the Office of the Vice President for Research and Economic Affairs and on the Web at [www.asu.edu/aad/manuals/rsp/rsp111.html](http://www.asu.edu/aad/manuals/rsp/rsp111.html).

### 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.

For more information, see the *Graduate Catalog*.



The College of Architecture and Environmental Design/North building. The college offers five graduate-level degree programs.

Tim Trumble photo