
Graduate Policies and Procedures

GRADUATE DEGREES AND MAJORS

The Division of Graduate Studies at ASU provides students with opportunities to study beyond the bachelor's degree. The division enrolls students in programs leading to both professional and research-oriented advanced degrees. The MA, MS, and PhD degrees are awarded to students completing programs that culminate in research and creative endeavors. The PhD degree is the highest university award, conferred on candidates who have proven 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. The following professional degrees are offered:

- Master of Accountancy and Information Systems (MAIS)
- Master of Advanced Study (MAS)
- Master of Architecture (MArch)
- Master of Business Administration (MBA)
- Master of Computer Science (MCS)
- Master of Computing Studies (MCST)
- Master of Counseling (MC)
- Master of Education (MEd)
- Master of Engineering (MEng)
- Master of Fine Arts (MFA)
- Master of Health Sector Management (MHSM)
- Master of Liberal Studies (MLSt)
- Master of Mass Communication (MMC)
- Master of Music (MM)
- Master of Natural Science (MNS)
- Master of Physical Education (MPE)
- Master of Public Administration (MPA)
- Master of Public Health (MPH)
- Master of Science in Design (MSD)
- Master of Science in Engineering (MSE)
- Master of Science in Technology (MSTech)
- Master of Social Work (MSW)
- Master of Taxation (MTax)
- Master of Teaching English as a Second Language (MTESL)
- Master of Urban and Environmental Planning (MUEP)
- Professional Science Master's (PSM)
- Doctor of Audiology (AuD)
- Doctor of Education (EdD)
- Doctor of Musical Arts (DMA)
- Doctor of Nursing Science (DNS)

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 Division of Graduate Studies awards degrees upon the recommendation of the faculty offering the graduate degree programs.

Interdisciplinary Study

See "Interdisciplinary Study," page 73.

ADMISSION TO THE DIVISION OF GRADUATE STUDIES

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 Division of Graduate Studies. Remedies for undergraduate deficiencies may be assigned by academic units if the undergraduate degree is based on credits not accepted by ASU, such as life experience or noncredit workshops and seminars.

Division of Graduate Studies 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 Division of Graduate Studies. 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. Students are encouraged to apply via the Web. If students cannot access the Internet, they may call the Division of Graduate Studies at 480/965-6113 or send e-mail to grad-q@asu.edu.

Application Fee

Each application for entry to ASU graduate programs must be accompanied by a nonrefundable application fee. The fee is \$50 to apply for admission to a degree program or for undeclared postbaccalaureate status. For admission information and procedures, access the Web site at www.asu.edu/graduate/admissions.

International Applicants

Applicants who will attend the university while holding F-1 or J-1 visas must meet the requirements of U.S. immigration regulations in addition to the requirements of the Division of Graduate Studies and the academic units 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. International applicants should read this information carefully to become familiar with all requirements, consulting it often for instructions to follow regarding the submission of materials. This catalog provides essential information about ASU and its graduate programs.

As required by the U.S. government, 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 through the Division of Graduate Studies Web site at www.asu.edu/graduate/admissions. The I-20 or the DS-2019 (documents needed to obtain a student visa) are issued only after the completed, properly verified Financial Guarantee form and supporting documents 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 \$50 (in U.S. funds) must accompany each 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.

English Language Requirement. Applicants who are from a country whose native language is not English must provide evidence of English proficiency as indicated by acceptable scores on the Test of English as a Foreign Language (TOEFL), or the International English Language Testing System (IELTS), as follows:

1. The minimum TOEFL requirement for entry into any graduate program is 550 (paper-based) or 213 (computer-based).
2. The minimum IELTS requirement for entry into any graduate program is an overall band score of 6.5 with no individual band score below 6.0.
3. Individual academic units may have higher TOEFL or IELTS requirements for their various programs. Consult the department Web sites and this catalog for more information.

The following exceptions apply to the English proficiency requirement:

1. Applicants who have earned a bachelor's degree or higher from a regionally accredited university in the United States are exempt from the English proficiency requirement. This study must have been done within the United States.
2. Applicants who have completed a minimum of 12 semester hours of graduate level study at a regionally accredited college or university in the United States with a GPA of 3.00 or higher are exempt from the English proficiency requirement.
3. Applicants who have completed at least 90 semester credit hours (or equivalent) with a cumulative grade point average of 3.00 or higher (on a 4.00 scale) at a regionally accredited institution in the United States are exempt from the English proficiency requirement.
4. Applicants who have completed the American English and Culture Program Advanced 2 Level are exempt from the English proficiency requirement.

All international applicants who are from a country whose native language is not English 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.

Additional Information

The Division of Graduate Studies 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 Division of Graduate Studies. Many qualified applicants are denied because of limits on the number of students admitted each year.

Notice of Admission Decisions

Only the dean of graduate studies can make formal offers of admission. The Division of Graduate Studies 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.

Applicants are admitted into the university for the semester indicated on their admission letter and initiate their program by registering for courses. Courses taken before the semester of admission are considered credit completed before enrollment in the degree program. For more information, see "Transfer Credit," page 63.

GRADUATE POLICIES AND PROCEDURES

Admission Classifications

Regular Admission. Applicants who fulfill all requirements for admission and are academically acceptable to both the academic unit and the Division of Graduate Studies 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. Deficiency courses 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.

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 Division of Graduate Studies 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.

Postbaccalaureate Nondegree Admission. A student not immediately intending to earn a degree may enroll as a postbaccalaureate nondegree student. The application process is streamlined and does not require submission of transcripts or test scores. For postbaccalaureate nondegree admission information and procedures, access the Web site at www.asu.edu/graduate/admissions. 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. Also, 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.

DIVISION OF GRADUATE STUDIES PROCEDURES

Change in Graduate Degree Program

A change from one graduate degree program to another requires a new application to the Division of Graduate Studies. The usual admission procedures are followed. For details on matters relating to the application fee, see "Application Fee," page 58.

Readmission to the Division of Graduate Studies

Any graduate student who has not been in attendance at the university for one semester must submit an application for readmission to the Division of Graduate Studies. 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, access the Web site at 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 University Registrar's Office. 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

Withdrawal from the University. To withdraw from *all* classes after having paid registration fees, a student must submit a request to withdraw using ASU Interactive, SunDial, or submit a signed request to any registrar location. The ASU Interactive and SunDial complete withdrawal option is available through the semester transaction deadline. A student may withdraw from all courses with marks of “W” through the semester transaction deadline. See the *Schedule of Classes* or the *Summer Sessions Bulletin* for dates of the complete withdrawal periods.

Instructor-Initiated Drop. An instructor may drop a student for nonattendance during the second week of classes in fall or spring semesters or the first four days of each summer session. Instructor-initiated drops for nonattendance are signed by the dean or dean’s designee. The college notifies students by mail. The student must contact the instructor before the end of the first week of classes if absences during that period cannot be avoided.

Instructor-Initiated Withdrawal. An instructor may withdraw a student from a course with a mark of “W” or a grade of “E” (0.00) only if the student’s continued presence in the course is disruptive to the instructor’s ability to conduct the course. A student may appeal an instructor-initiated withdrawal within 10 days of being withdrawn to the standards committee of the college in which the course is offered. The decision of the committee is final.

Course Withdrawal. A student may withdraw with a grade of “W” from one or more classes beginning with the second week of classes through the tenth week of classes for the fall and spring semesters. For summer session classes, a student may withdraw with a grade of “W” from one or more classes from the seventh day of classes through the third week of the session. To withdraw from all classes a student must request a complete withdrawal.

Complete Withdrawal. A student may withdraw with a grade of “W” from all classes after the semester transaction deadline, or on the last day of classes.

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, foreign language 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.

All doctoral students are expected to fulfill academic residence requirements. Contact the offices of individual degree programs for information on specific residency requirements.

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 62.

DIVISION OF GRADUATE STUDIES DEGREE REQUIREMENTS

Graduate Advising

The Division of Graduate Studies’ 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 62, defines grades and gives their values.

Ordinarily the instructor of a course has full discretion in selecting which grades to use and report from the available grading options.

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.

GRADUATE POLICIES AND PROCEDURES

Enrollment Verification Guidelines for Graduate Students

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

Grades

| Grade | Definition | Value |
|-------|---------------------------------|-------------------|
| A+ | — | 4.33 ¹ |
| A | Excellent | 4.00 |
| A- | — | 3.67 |
| B+ | — | 3.33 |
| B | Good | 3.00 |
| B- | — | 2.67 |
| C+ | — | 2.33 |
| C | Passing | 2.00 |
| D | No graduate credit | 1.00 |
| E | Failure | 0.00 |
| I | Incomplete | — |
| NR | No report | — |
| W | Withdrawal | — |
| X | Audit | — |
| Y | Satisfactory | — |
| Z | Course in progress ² | — |

¹ Although the scale includes a grade of A+ with a value of 4.33, the cumulative GPA is capped at 4.00.

² This grade is usually given pending completion of courses.

Grades of “D” (1.00) and “E” (0.00) cannot be used to meet the requirements for a graduate degree, although they are used to compute GPAs. A student receiving a grade of “D” (1.00) or “E” (0.00) 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” (1.00) or “E” (0.00) and the new grade are used to compute GPAs.

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 serves as a record of the “I” grade and the work required to complete it. When the student has completed the work, the instructor initiates 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.”

A grade of “W” is given whenever a student officially withdraws.

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

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 semester 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. University policy protects students filing grievances and those who are witnesses 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 follow 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 Division of Graduate Studies, 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 course 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 graduate studies can withdraw a student who is not progressing satisfactorily.

The designation of honors (such as *cum laude*) is reserved for undergraduates. The Division of Graduate Studies 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 require-

ment, however. Before registration in the class, the student must submit a Division of Graduate Studies 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 graduate studies.

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 a grade of "B" (3.00) or higher 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.

Under most circumstances, transfer credit may not be applied toward the minimum degree requirements for an ASU degree if they have been counted toward the minimum requirements for a previously-awarded degree.

At the individual academic unit's discretion, 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. At the academic unit's discretion, up to 12 hours of credit taken at another institution and not counted toward a previous degree may be counted toward the minimum semester hours required for a specific ASU doctoral 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 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 dean of graduate studies' 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.

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.

GRADUATE POLICIES AND PROCEDURES

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” (4.00) or “B” (3.00) 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 graduate studies 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. Generally, graduate supervisory committees must consist of a minimum of three individuals.

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 of thesis and dissertation committees upon approval by the Division of Graduate Studies. 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 Division of Graduate Studies.

Qualified individuals outside the university, upon the recommendation of the head of the academic unit and approval of the Division of Graduate Studies, may serve as members of thesis and dissertation committees; however, such individuals generally may not serve as chairs or cochairs (unless they have affiliated faculty status). With the approval of the academic unit and the dean of graduate studies, 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.

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.

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. 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 Division of Graduate Studies 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 PhD 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 meaningful 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 Division of Graduate Studies 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 Division of Graduate Studies and at www.asu.edu/graduate/formatmanual 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 proposed date of the oral defense. Doctoral students are 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 Division of Graduate Studies allows certain flexibility in the format of the manuscript, but Division of Graduate Studies 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 University Registrar’s Office no later than the date specified in the “Division of Graduate Studies Calendar,” page 21. 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. When a student applies for graduation, the student is officially notified of any requirements he or she 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 summer sessions carries the same scholastic recognition as that taken during a 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 “Division of Graduate Studies Calendar,” page 21, lists deadlines for the submission of theses and dissertations to the Division of Graduate Studies, 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. This information is also available on the Web at www.asu.edu/graduate/gener-alinfo/GradDdlns. Published dates are subject to change.

Student Responsibility

Graduate students are responsible for knowing and observing all procedures and requirements of the Division of Graduate Studies as defined in this catalog, the *Schedule of Classes*, and the *Format Manual*. Each student should also be informed about the requirements of his or her 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 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 in the Office of Student Life, or access the Web site at www.asu.edu/studentlife/judicial/integrity.html.

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/rsp210.html.

ASSISTANTSHIPS AND ASSOCIATESHIPS

Application Procedure. Since it is necessary for all applicants to be admitted to degree programs before awards are made, students should apply for admission through the Graduate Admissions Office at the same time they apply for financial assistance.

Teaching and Research Assistantships and Associateships. Appointments as teaching or research assistants and associates (TAs and RAs) are available in most academic units offering graduate work to students admitted with regular status. Students who have completed a master’s degree or the equivalent may be considered for graduate associateships when available.

Note: All teaching and research assistants and associates must enroll for a minimum of six semester hours of appropriate credit during each semester of their appointment. The six hours cannot include audit enrollment. A half-time (50 percent) teaching and research assistant or associate working 20 clock hours per week may not register for more than 12 hours of course work each semester; a third-time (33 percent) assistant or associate for more than 13 hours; and a quarter-time (25 percent) assistant or associate for more than 15 hours.

During the summer sessions, teaching or research assistants and associates employed 25 percent time may enroll for a maximum of six semester hours during a five-week session or nine hours during the eight-week session; those employed 50 percent time may enroll for a maximum of five hours during a five-week session or seven hours during the eight-week session; and those employed 100 percent time may enroll for a maximum of three hours during a five-week session or four hours during the eight-week session.

Teaching and research assistants and associates are treated as residents for tuition purposes. To be eligible, TAs and RAs must be 25 percent FTE or more and their first working day must occur before the end of the first five days of instruction during the semester in question. TAs and RAs also receive partial resident tuition waivers/remission, and TAs/RAs at 50 percent FTE are eligible for university-provided student health insurance.

A number of academic units administer assistantships and associateships under research programs sponsored and supported by government, industry, and foundations. Inquiries concerning requirements and deadlines, as well as applications, should be sent to the head of the appropriate academic unit.

Assistantships, Associateships, 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 and research 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 and paid review sessions) that might be associated with a course for which the assistant or associate has assigned responsibilities.

GRADUATE POLICIES AND PROCEDURES

STUDENT RECORDS

Family Educational Rights and Privacy Act of 1974

This act, known as the Buckley Amendment, sets forth the requirements governing the protection of the privacy of the educational records of students who are or have been in attendance at ASU.

Definitions

Eligible Student. For the purpose of this act, an *eligible student* is defined as any individual formally admitted to and enrolled at ASU or the parents of a *dependent* eligible student. Dependency is defined by Section 152 of the Internal Revenue Code of 1954.

Record. Any information or data recorded in any medium, including, but not limited to, handwriting, print, tapes, film, microfilm, microfiche, and electronic means.

Types of Information

Educational Record. The educational record refers to those records that are directly related to a student and are maintained by an educational institution. Two types of educational records are subject to the provisions of this act, (1) *directory information* and (2) *personally identifiable information*. The term does not include those records specifically excluded by Section 99.3 of the Privacy Act.

Directory Information. *Directory information* includes the following student information: name, local and permanent address, local telephone number, date and place of birth, citizenship, resident status, academic level, major field of study, college of enrollment, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Personally Identifiable Information. *Personally identifiable information* includes the name of a student, the student's parent or other family member(s), a personal identifier such as the student's ASU ID or Social Security number, a list of personal characteristics, or other information that would make the student's identity easily traceable and any information, including directory information, that the student has indicated not to be released.

Records Hold

The Office of the Registrar enforces a financial records hold or administrative hold on the records of a student when an outstanding financial obligation or disciplinary action has been reported.

When a financial hold is placed on the record, the following results may occur:

1. No official transcript is issued.
2. Registration privileges are suspended.
3. Other student services are revoked.

When an *administrative* hold is placed on the record, the following results may occur:

1. Registration privileges are suspended.
2. Other student services may be revoked.

The hold remains effective until removed by the initiating office. It is the student's responsibility to clear the conditions causing the hold.

Access to Records

Students may inspect and review their educational records. Some form of photo identification must be displayed before access to educational records is allowed.

Directory information may be released to anyone without consent of the student, unless the student indicates otherwise. Students may request that this information not be released by completing a form in the Office of the Registrar. Request to withhold this information will exclude the student from being listed in the annual *Directory*.

All other educational records that contain *personally identifiable information* may not be released without the written consent of the student.

Students may grant access to parents or agencies by completing a form in the Office of the Registrar.

Location of Policy and Records

The Custodian of Educational Records at ASU is the Office of the Registrar. Copies of this policy are available in the following offices: the Reserve Section of Hayden Library and the Noble Science and Engineering Library, the Office of the Registrar, the Offices of Undergraduate and Graduate Admissions, and the Student Life Office. The Office of the Registrar also maintains a directory that lists all educational records maintained on students by ASU.

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 programs. Before initiating an appeal, the graduate student should fully utilize all other appeal and review processes available in the student's program, department, or college. The student should also discuss the situation with the associate dean of graduate studies to explore resolution of the matter at the unit or college level before filing an appeal.

The GCAB reviews written appeals of graduate students concerning

1. retention in graduate programs (with the limitations described below);
2. procedural matters in graduate student programs (e.g., procedures related to programs of study, theses, dissertations, and preliminary or comprehensive exams); and
3. other academic issues that are not covered by other university policies or processes.

The GCAB does not review appeals of course grades, allegations of academic dishonesty or scientific misconduct, matters relating to employment or assistantships, allegations of discrimination, or appeals for which the graduate student has not fully utilized all other appeal and review procedures in the academic unit and academic college. The GCAB normally does not review the application of department or program policies regarding adequate academic progress and objective performance or progress measures. Students

should be aware of the involvement of other appropriate units:

1. Grade appeals are subject to review by the dean of the academic college.
2. Allegations of academic dishonesty are subject to review under the ASU Student Academic Integrity Policy.
3. Allegations of scientific misconduct are subject to review under ASU policy RSP 210 (“Misconduct in Research”) in the *Research and Sponsored Projects Policy and Procedures Manual*.
4. Allegations of discrimination should be directed to the ASU Office of Equal Opportunity/Affirmative Action.

The *Guidelines for Graduate Appeals* describing further the GCAB appeal procedures, process, and jurisdiction are available from the Division of Graduate Studies and on the Web at asu.edu/graduate/current/studentappeals.htm.

Master’s Degrees

Faculty at ASU offer programs leading to the Master of Arts (MA) degree, the Master of Science (MS) degree, and various professional master’s degrees. The MA and MS programs serve primarily as an introduction to research; the professional master’s programs are intended primarily as a preparation for a career in professional practice.

Admission to all Master’s Degree Programs. Students wishing to enroll in a master’s program at ASU are admitted according to the procedure described under “Admission to the Division of Graduate Studies,” page 58. Since graduate work presupposes adequate preparation in a selected field at the undergraduate level, deficiencies are specified at the time of admission by the academic unit involved.

Credit Requirements. A minimum of 30 semester hours of graduate work approved by a student’s supervisory committee and the Division of Graduate Studies is required. More than 30 semester hours are required in certain programs.

Supervisory Committee. The supervisory committee is responsible for the guidance and direction of the student’s graduate program. The committee is composed of a minimum of three members, including a chair, for students writing a thesis or equivalent.

Program of Study. After regular status has been granted, it is in the student’s best interest to have an official program of study filed with the Division of Graduate Studies at the earliest possible date. When the program of study is filed, a supervisory committee is appointed by the dean of graduate studies upon the recommendation of the head of the academic unit (verified by the signature on the program of study). Changes in the planned program may be made by the student’s supervisory committee, with the approval of the head of the academic unit and the dean of graduate studies. Forms for the submission of the program of study are available in the Division of Graduate Studies, in the Graduation section of the Office of the Registrar (located in the Student Services Building), or on the Web at www.asu.edu/reg-

[istrar/forms/pos.html](http://registrar/forms/pos.html). A student is not eligible to apply for the comprehensive or final examination until a program of study has been approved.

College of Law Credit. The Division of Graduate Studies accepts a numerical grade of 70 or above for courses taken in the College of Law at ASU as part of an approved program of study for a master’s degree program. These grades are not used in the two GPAs calculated for graduation: the courses on the program of study and all courses numbered 500 and above.

A maximum of six semester hours taken in the College of Law may be included in a 30-hour program of study for a master’s degree. For a 36- to 45-hour program, the number of hours is limited to a maximum of nine semester hours of course work in the College of Law.

Foreign Language Requirements. A graduate degree program may have a foreign language requirement. For certification of proficiency, see “Foreign Language Requirements,” page 64.

Comprehensive Examination. A comprehensive examination, written, oral, or both, administered by the academic unit, is required in all professional master’s programs that do not have a thesis or equivalent requirement. A comprehensive examination is optional in other programs. Students are not eligible to apply for the comprehensives or for the oral defense of the thesis or equivalent until they have been regularly admitted, have filed an approved program of study and removed any deficiencies. Students are required to register for at least one semester hour of credit that appears on the program of study or one hour of appropriate graduate-level credit (such as 595, 695, and 795 Continuing Registration) during the semester or summer session in which they take their comprehensive examinations. Failure in the comprehensive examination is considered final unless the supervisory committee and the head of the academic unit recommend, and the dean of graduate studies approves, a reexamination. Only one reexamination is permitted. A reexamination may be administered no sooner than three months and no later than one year from the date of the original examination.

Thesis or Equivalent Requirements. To satisfy the research requirement for most MA or MS degrees, a student is expected to present a thesis or equivalent, which is defended in an oral examination. Some professional master’s programs may also require a thesis, research project, performance, or exhibition. The requirement varies with each major.

Credit taken to fulfill the thesis or equivalent enrollment requirement must appear on the program of study.

A student writing a thesis must include on the program of study a minimum of six semester hours devoted to the research and writing of the thesis. Of these six hours, at least one hour must be 599 Thesis. The remaining five hours may be any combination of 592 Research and 599 Thesis, with no more than six total 599 Thesis hours being used. Additional 592 Research credits may be included on the program of study at the discretion of the supervisory committee.

GRADUATE POLICIES AND PROCEDURES

A thesis or equivalent should be of high quality, giving evidence that the program provided an introduction to research. Format evaluation of the thesis or equivalent, described under “Theses and Dissertations,” page 64, must be obtained before the date of the oral defense. The final approved copy is bound and placed in Hayden Library. Copies of the *Format Manual* are available in the Division of Graduate Studies or on the Web site at www.asu.edu/graduate/formatmanual.

The final copy of the thesis or equivalent must be reviewed by the student’s supervisory committee and submitted to the Division of Graduate Studies for format evaluation at least 10 working days before the defense date. The examination is conducted by the supervisory committee. Applications for the examination are available at the Division of Graduate Studies or on the Web at www.asu.edu/graduate/forms.

Each student must be enrolled for at least one semester hour of credit that appears on the program of study or one hour of appropriate graduate-level credit (such as 595, 695, or 795 Continuing Registration) during the semester (including summer session) in which the student defends the thesis or equivalent.

Open Thesis Defenses. Master’s thesis defenses are open to all members of the university community. The oral defense engages the supervisory committee and the candidate in a critical, analytical discussion of the research and findings of the study as well as a review of the relation of the thesis to the major field. The presentation of a thesis defense in an open forum fosters a broader awareness of the state of graduate research at the university, promotes a wider scholarly dialogue among disciplines, and recognizes publicly the scholarly contributions of thesis candidates. Announcements are posted in prominent places in the student’s department. The supervisory committee may conduct the final part of its questioning in closed session. Committee deliberations and final vote are conducted in closed session.

In general, it is expected that oral defenses will be held on an ASU campus during regular business hours in order to facilitate student, faculty, and public accessibility. When there are sound educational reasons for holding a defense under different circumstances, contact the Division of Graduate Studies for approval before scheduling the defense.

Graduation. The student is eligible for graduation when all course work is successfully completed, the Division of Graduate Studies scholarship requirements have been met, any required comprehensive examinations have been passed, and the thesis or equivalent, if applicable, has been approved by the supervisory committee and accepted by the head of the academic unit and the dean of graduate studies. The thesis must be submitted to the ASU bookstore for binding. See “Application for Graduation,” page 64.

Maximum Time Limit. Unless stated otherwise for a specific degree program, all work offered toward a master’s degree must be completed within six consecutive years. The six years begin with the first course included on a student’s approved program of study. For example, if the first course listed was taken fall semester 1999, the student must complete all requirements by August 2005. The six-year maxi-

imum time limit applies to nondegree transferred semester hours appearing on a program of study. (See “College of Law Credit,” page 67.)

Withdrawal Policy. See “Withdrawal from the University,” page 61.

Programs Leading to Two Master’s Degrees. A student may pursue concurrent master’s degrees provided that a maximum of one-sixth of the minimum total semester hours required for the completion of both degrees is common to the two programs of study. The total number of hours common to both degree programs may vary from this maximum value only when the Graduate Council has formally approved coordinated degree programs.

In all cases, these guidelines must be followed:

1. course work common to both programs must constitute a well-planned and meaningful part of each of the programs;
2. the course work common to both programs may not include 599 Thesis or 592 Research credits leading to the thesis or equivalent in either degree;
3. graduate credit transferred from another institution may be applied toward only one degree program;
4. when the two degree programs are pursued at the same time, they must have the approval of the heads of both academic units involved; and
5. concurrent enrollment in a doctoral program and master’s degree program may not have common hours appear on both programs of study.

Doctoral Degrees

Faculty at ASU offer programs leading to the Doctor of Philosophy (PhD) degree and various professional doctoral degrees.

DOCTORAL DISSERTATIONS

The doctoral dissertation is based on a substantial and sustained research project and constitutes a significant contribution to knowledge in the student’s discipline. Accordingly, it is presumed that the results should be published in scholarly journals, books, or other appropriate forms, either before or following completion of the doctoral degree. The research on which the dissertation is based should have been conducted during the time of the student’s doctoral studies at ASU, under guidance of ASU faculty, and in accord with Division of Graduate Studies policies and procedures.

The pedagogical function of the dissertation is twofold. On the one hand, students learn to conduct a major, independent research project and to present the results, all under the guidance of an experienced doctoral mentor. On the other hand, the dissertation is a demonstration of the student’s ability to conduct a major research project at the highest level of professional competence. The research experience culminates in a final oral exam, commonly known as the “dissertation defense.” At ASU, defenses are public; students and faculty from the candidate’s unit are especially encouraged to attend. In the successful dissertation defense, doctoral study culminates in a public

affirmation of the student's scholarly competence and of his or her new status in the community of scholars.

The doctoral student must submit two final copies of the dissertation or research paper (research papers are for certain DMA concentrations only) to the ASU Bookstore for binding. The student is responsible for the binding fees. Bound copies are placed in Hayden Library and Archives. See "Theses and Dissertations," page 64, for more information.

Open Dissertation Defenses

Doctoral dissertation defenses are open to all members of the university community. The oral defense engages the supervisory committee and the candidate in a critical, analytical discussion of the research and findings of the study as well as a review of the relation of the dissertation to the specialized field in which it lies. The presentation of dissertation defenses in an open forum fosters a broader awareness of the state of graduate research at the university, promotes a wider scholarly dialogue among disciplines, and recognizes publicly the scholarly contributions of doctoral candidates. Announcements are posted in prominent places in the student's department. Members of the university community are invited to dissertation defenses through announcements published in *ASU Insight*, the university's weekly news bulletin. If circumstances warrant, the supervisory committee may conduct the final part of its questioning in closed session. Committee deliberations and the final vote are conducted in closed session.

In general, it is expected that oral defenses will be held on an ASU campus during regular business hours in order to facilitate student, faculty, and public accessibility. When there are sound educational reasons for holding a defense under different circumstances, contact the Division of Graduate Studies for approval before scheduling the defense.

Coauthored Work in Doctoral Dissertations

The Graduate Council recognizes the necessity of collaborative research by graduate students with their mentors and with other graduate students. These efforts often result in coauthored works, such as journal articles and presentations at meetings. When data or information contained in coauthored works or the actual coauthored works themselves appear in a doctoral dissertation, the graduate author should obtain necessary permission from involved parties (such as written consent from coauthors and the journal that holds the copyright), credit the sources and inspiration of the research, and properly acknowledge the coauthors. For more information, see the *Research and Sponsored Projects Policies and Procedures Manual*—RSP 106 at www.asu.edu/aad/manuals/rsp/rsp106.html.

Course Work After Admission to Doctoral Program

A student with an appropriate master's degree must complete at ASU a minimum of 54 to 60 semester hours of approved graduate work, including 24 hours of dissertation and research (or recital for Music majors), after admission to the doctoral degree program. A student without an appropriate master's degree usually must complete 84 to 90 semester hours of work at ASU.

Research and Dissertation Credits on Programs of Study

The doctoral program of study generally consists of appropriate graduate course work and 24 hours of 792 Research and 799 Dissertation. No more than 24 hours of 799 Dissertation may be included on the doctoral program of study.

College of Law Credit

The Division of Graduate Studies accepts a numerical grade of 70 or above for courses taken in the College of Law at ASU as part of an approved program of study for a doctoral degree program, if the ASU law courses are deemed appropriate. These grades are not used in the two GPAs calculated for graduation, i.e., the courses on the program of study and all courses numbered 500 and above.

Withdrawal Policy

See "Withdrawal Policies and Procedures," page 61.

DOCTOR OF PHILOSOPHY

The Doctor of Philosophy degree is granted upon evidence of excellence in research and the demonstration of independent, creative scholarship culminating in a dissertation.

Admission. See "Admission to the Division of Graduate Studies," page 58, for general requirements. Graduate students may apply for admission to the PhD program by filing an application with the Graduate Admissions Office.

Program Committee. Upon the recommendation of the head of the academic unit, the dean of graduate studies appoints the program committee, consisting of a chair and at least two other members. The program committee advises the student in planning the program of study. The recommendation for the program committee is reviewed simultaneously with the program of study.

Comprehensive Examination Committee. PhD comprehensive examinations are administered by a committee consisting of three to five members, depending on the requirements of the academic unit.

Dissertation Committee. Upon the recommendation of the head of the academic unit, the dean of graduate studies appoints the student's dissertation committee, consisting of a chair and at least two other members. This committee must approve the subject and title of the dissertation. The members of the dissertation committee have the necessary knowledge and skills to advise the student during the formulation of the research topic and during the completion of the research and the dissertation. The chair of the program committee may serve as the chair of the dissertation committee. In some cases, the same members serve on both committees. However, the two different committees may have memberships with overlapping functions.

If the head of the academic unit recommends changes in membership for either committee after the committee has been appointed, the student must submit a change of committee form to the Division of Graduate Studies and receive the approval of the dean of graduate studies.

GRADUATE POLICIES AND PROCEDURES

Program of Study. The program of study should be submitted as early as possible and must have the approval of the student's supervisory committee, head of the academic unit, and the dean of graduate studies. The program of study is reviewed simultaneously with the recommendation for the program committee. In general, PhD degree students should expect to devote to the program of study the equivalent of at least three academic years (84 semester hours) beyond the bachelor's degree. A minimum of 84 semester hours is required; 24 of these hours must be a combination of 792 Research and 799 Dissertation. Of the 84 semester hours, at least 30 hours (which may include research credit) of the approved PhD program and 24 research and dissertation hours must be completed *after admission* to a PhD program at ASU. A maximum of 24 dissertation hours is permitted on the program of study.

Students may not apply credit hours earned for a doctoral degree previously awarded at ASU or another institution toward their current ASU doctoral degree. However, at the individual academic unit's discretion, students may apply up to 30 semester hours from a previously awarded master's degree toward their doctoral program of study.

Continuous Enrollment. Once admitted to a PhD degree program, the student is expected to be enrolled continuously, excluding summer sessions, until all requirements for the degree have been fulfilled. Continuous enrollment promotes steady progress toward the completion of the degree and an ongoing relationship between the student and faculty offering the program. If additional credit is not required toward the PhD degree, the student may enroll for 595, 695, or 795 Continuing Registration. Continuing Registration does not carry credit; no grade is given. If a program of study must be interrupted for one semester, the student may apply for leave status. However, this leave status cannot exceed one semester.

A student on leave is not required to pay fees, but is not permitted to place any demands on university faculty or use any university facilities. A student who interrupts a program without obtaining leave status may be removed automatically by the Division of Graduate Studies, under the assumption that the student has decided to discontinue the program. A student removed by the Division of Graduate Studies for this reason may reapply for admission; the application is considered along with all other new applications to the degree program.

An application for leave status, endorsed by the members of the student's supervisory committee and the head of the academic unit, must be approved by the dean of graduate studies. This request must be filed and approved before the last day of the semester of anticipated absence.

Residency. In general, PhD degree students should expect to devote to their program of study the equivalent of at least three academic years (84 semester hours) beyond the bachelor's degree. At least two consecutive semesters subsequent to admission to the PhD program must be spent in full-time residence at ASU. At least 30 hours of the approved PhD program in which they are enrolled, in addition to the 24 semester hours of research and dissertation credit, must be completed after admission to the PhD program at ASU.

These courses must appear on an approved program of study.

It is expected that, during the period spent in residence, full time (nine semester hours minimum or six semester hours for research assistants or teaching assistants) is devoted to graduate studies. This period is designed to provide an opportunity for students to avail themselves of university resources and to interact fully with faculty and fellow graduate students. This time represents total involvement in the academic major of the program in which they are enrolled.

Foreign Language Requirements. Language requirements are determined by the academic unit concerned. For information concerning certification of proficiency, see "Foreign Language Requirements," page 64.

Comprehensive Examinations. When students have essentially completed the course work in an approved program of study, they should request permission to take the comprehensive examinations. Foreign language requirements, if applicable, must be fulfilled before taking the comprehensive examinations. Students are required to register for at least one semester hour of credit that appears on the program of study or one hour of appropriate graduate-level credit (such as 595, 695, or 795 Continuing Registration) during the semester or summer session in which they take their comprehensive examinations. These written and oral examinations are designed to test the student's mastery of the field of specialization. PhD comprehensive examinations are administered by a committee consisting of three to five members, depending on the requirements of the academic unit. Failure in the comprehensive examinations is considered final unless the supervisory committee and the head of the academic unit recommend, and the dean of graduate studies approves, a reexamination. A reexamination may be administered no sooner than three months and no later than one year from the date of the original examination. Only one reexamination is permitted.

Candidacy. PhD students achieve candidacy status in a letter from the dean of graduate studies upon

1. passing the foreign language examination, if applicable;
2. passing the comprehensive examinations; and
3. successfully defending the dissertation prospectus.

Students must enroll for a minimum of 12 semester hours of 792 Research and 799 Dissertation credit (combined) in subsequent semesters, following the semester in which they are advanced to candidacy.

Note: The 12 semester hours come *after* advancing to candidacy.

Research and Dissertation Requirements. Each candidate must register for a combined total of 24 semester hours of credit for 792 Research and 799 Dissertation. No more than 24 hours of 799 Dissertation may be included on the 84-hour program of study. Courses or semester hours taken beyond the listed requirements should not be included on the program of study. Format evaluation of the dissertation,

described under “Theses and Dissertations,” page 64, must be obtained before the date of the oral defense. Copies of the *Format Manual* are available in the Division of Graduate Studies and on the Web at www.asu.edu/graduate/format-manual.

Final Examination. The final oral examination in defense of the dissertation is mandatory and must be held on the Tempe campus. The oral defense is scheduled by the supervisory committee with the approval of the dean of graduate studies.

In general, it is expected that oral defenses will be held on an ASU campus during regular business hours in order to facilitate student, faculty, and public accessibility. When there are sound educational reasons for holding a defense under different circumstances, contact the Division of Graduate Studies for approval before scheduling the defense.

Graduation. The student is eligible for graduation when the Division of Graduate Studies scholarship requirements have been met, the final oral examination has been passed, and the dissertation has been approved by the supervisory committee and accepted by the head of the academic unit and the dean of graduate studies. Dissertations must be submitted to the ASU bookstore for binding. See “Application for Graduation,” page 64.

Maximum Time Limit. The candidate must take the final oral examination in defense of the dissertation within five years after passing the comprehensive examinations. Any exception must be approved by the supervisory committee and the dean of graduate studies and ordinarily involves repetition of the comprehensive examinations.



Representatives of the first class in the MBA Shanghai program participated in the May 12 commencement ceremony in Tempe. The full class celebrated its graduation June 4 in Shanghai, China.

Tim Trumble photo