

Graduate College

Brian L. Foster, Ph.D.
Dean

Through the faculty, the ASU Graduate College offers programs to meet the educational needs of those who already hold bachelor's degrees. While many students prepare for careers in research, the professions, and the arts, others work for personal enrichment. Both part-time and full-time students are enrolled in 97 master's and 52 doctoral majors encompassing hundreds of concentrations and specialties. Other students explore new areas of interest or prepare for career advancements quite apart from formal degree programs.

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

GRADUATE DEGREES AND MAJORS

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

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

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

Faculty members offering a specific graduate degree program may be members of a single academic unit (such as a department, school, or college), or they may form an interdisciplinary committee consisting of faculty from various academic units. The Graduate College awards degrees upon the recommendation of the faculty offering the graduate degree programs. For the lists of graduate degrees offered at ASU Main and ASU West, see pages 375–377.

Interdisciplinary Study

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

The Graduate College oversees eight interdisciplinary/intercollegiate graduate programs and has joint responsibility with the College of Education for another. These include the following:

Adult Development and Aging Program (Certificate in Gerontology)
 Creative Writing (M.F.A.)
 Curriculum and Instruction (Ph.D.) (jointly administered with the College of Education)
 Exercise Science (Ph.D.)
 Justice Studies (Ph.D.)
 Public Administration (D.P.A.)
 Science and Engineering of Materials (Ph.D.)
 Speech and Hearing Science (Ph.D.)
 Statistics (M.S.)

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

Adult Development and Aging Program

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

For information on the undergraduate minor in Gerontology, see page 21, “Adult Development and Aging.”

GERONTOLOGY

- GRN 494 Undergraduate Special Topics. (3) F, S
- 498 Undergraduate Pro-Seminar. (3) S
- 499 Undergraduate Independent Study. (3) F, S, SS
- 580 Graduate Practicum. (3) F, S
- 590 Graduate Reading and Conference. (3) F, S, SS
- 591 Graduate Seminar. (3) F, S
- Omnibus Courses:** See page 44 for omnibus courses that may be offered.

Creative Writing (M.F.A.)

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

Interdisciplinary Graduate Degrees, Majors, and Concentrations Overseen by the Graduate College

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

Curriculum and Instruction (Ph.D.)

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

Exercise Science (Ph.D.)

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

Justice Studies (Ph.D.)

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

Public Administration (D.P.A.)

The interdisciplinary Doctor of Public Administration degree program is administered by the Committee on Public Administration. The purpose of the degree is to prepare skilled professional public administrators for positions in the public sector and for university teaching. Ethics, modes of decision making, policy analysis, problem-solving skills in budgeting, program evalua-

tion, public personnel management, theoretical assumptions, and value assessments are some of the areas of study available. For details of this program, see the *Graduate Catalog*.

Science and Engineering of Materials (Ph.D.)

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

SCIENCE AND ENGINEERING OF MATERIALS

SEM 556 Electron Microscopy Laboratory.

(3) F Laboratory to support SEM 558. Cross-listed as MSE 556. Pre- or corequisite: SEM 558 or MSE 558.

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

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

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

Omnibus Courses: See page 44 for omnibus courses that may be offered.

Speech and Hearing Science (Ph.D.)

The interdisciplinary Doctor of Philosophy degree program with a major administered by the Committee on Speech and Hearing Science. The purpose of the program is to prepare scholars for careers of basic and applied research in academia or in health care delivery environments. The unifying theme of the program is the influence of aging and changes in neurologic condition on human communication

and its disorders. The program emphasizes this theme across all subdisciplines of speech, language, and hearing. For details of this program, see the *Graduate Catalog*.

Statistics (M.S.)

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

ADMISSION TO THE GRADUATE COLLEGE

Arizona State University is one university with two campuses that are separately accredited by the North Central Association, a regional accrediting body, and by the professional accrediting agencies. Graduate programs on both campuses are served by the Graduate College.

The Graduate College has offices at both ASU Main and ASU West. Applications can be submitted for admission as a nondegree student or degree-seeking student at either office. Application for admission to a specific academic program must be reviewed by the desired campus and program.

For ASU Main

GRADUATE COLLEGE
ARIZONA STATE UNIVERSITY
BOX 871003
TEMPE AZ 85287-1003

For ASU West

GRADUATE COLLEGE
ASU WEST
PO Box 37100
PHOENIX AZ 85069-7100

For more information, call the Graduate College Admissions office at ASU Main at 602/965-6113 or at ASU West at 602/543-4567. Refer to the *Graduate Catalog* for further information.

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. 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 (4.00 = A scale) or the equivalent in the last two years of work leading to the bachelor's degree. A student who enters a graduate degree program is expected to have undergraduate educational experiences, including general education studies, that are similar to those required for the baccalaureate degree at ASU.

Requirements of the Academic Unit

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

Submission of an Application

U.S. citizens and permanent residents should submit the following *in one envelope* (clearly labeled "application") to

For ASU Main

GRADUATE COLLEGE
ARIZONA STATE UNIVERSITY
BOX 871003
TEMPE AZ 85287-1003

For ASU West

GRADUATE COLLEGE
ASU WEST
PO BOX 37100
PHOENIX AZ 85069-7100

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

If all materials are not available, what is available ought to be submitted with the application and fee. The rest of the materials should be submitted as soon as possible.

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

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

Portfolios, letters of recommendation, and statements of goals should be sent directly to the academic unit.

International applicants should submit the following *in one envelope* (clearly labeled "application") to

For ASU Main

GRADUATE COLLEGE
ARIZONA STATE UNIVERSITY
BOX 871003
TEMPE AZ 85287-1003

For ASU West

GRADUATE COLLEGE
ASU WEST
PO BOX 37100
PHOENIX AZ 85069-7100

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

Application Fee

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

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

International Applicants

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

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

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

As required by the U.S. Immigration and Naturalization Service, international applicants must also verify that they have the financial resources to cover their expenses during graduate study at ASU. The Graduate Admissions Office provides the Financial Guarantee form to international applicants, who then must see that the form, with a verification from a bank or sponsoring organization, is completed and returned to Graduate Admissions. The

I-20 and the IAP66 (documents needed to obtain a student visa) are issued only after the completed, properly verified Financial Guarantee form has arrived. International students may enroll at ASU only if they have been admitted to a degree program and therefore may not pursue nondegree studies. They must meet all appropriate immigration standards and requirements.

Applications are processed when they are received. However, international applicants should submit all materials 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 \$35.00 (in U.S. funds) must accompany the formal application, which otherwise will not be evaluated. (For details concerning multiple applications and other matters relating to the application fee, see the *Graduate Catalog*.)

All F-1 or J-1 visa students must have insurance coverage against illness and accident before being permitted to register. Insurance must be maintained throughout the student's enrollment in the university and may be obtained at the time of registration.

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

Application Deadlines

The Graduate College does not have deadlines. Applications are processed as they are received. However, many academic units have specific and early deadlines; many units review applications once a year, usually in January or February for fall admission. Applicants are urged to contact the academic units regarding deadlines.

Application Procedures

When the Graduate Admissions Office has a complete file (the application, Domicile Affidavit (if required), TOEFL (if required), application fee, transcripts and transcript translations (if required), and applicable admissions test scores) for an applicant, one copy is forwarded to the academic unit. A second copy is kept in the Graduate College. Academic units review the file and the supporting materials (such as applicable test scores, portfolios, and letters of recommendation) and, following admission policies established by the Graduate College and the faculty of the academic unit, make a recommen-

dation (regular admission, provisional admission, or denial) to the Graduate College. All recommendations are reviewed and approved by admissions officers in the Graduate College.

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

Academic units, which must indicate their willingness to admit applicants, frequently set higher standards than those established by the Graduate College. Denial decisions may be based on the limitations of departmental resources as well as on the relative qualifications of those competing for admission in a particular semester.

Notice of Admission Decisions

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

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

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

Admission Classifications

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

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 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 assigned deficiency courses with regular or provisional status. The letter of admission specifies the deficiencies that must be completed before the student is awarded a graduate degree. Deficiency courses are taken in addition to those normally required for a degree.

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

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

Recognition of a Degree

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

Definition of a Unit of Credit

See page 45 of this catalog.

GRADUATE COLLEGE PROCEDURES**Change in Graduate Degree Program**

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

Re-entry to the Graduate College

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

Determination of Catalog Requirements

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

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

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

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

Registration

See pages 42–43 of this catalog.

Audit Enrollment

Graduate students may register as auditors in one or more courses with the approval of the supervisory committee chair and the consent of the instructor involved. The student must be registered properly and pay the fees for the course. An audited course is counted in the student's maximum

course load. It does not count for students who must take a minimum number of credits, e.g., teaching assistants or students receiving financial assistance. The mark of "X" is recorded for completion of an audited course, unless the instructor determines that the student's participation or attendance has been inadequate, in which case a "W" may be recorded.

Enrollment Verification

General guidelines on page 43 of this catalog are used only to verify enrollment for the purpose of loan deferments and eligibility. The registrar is responsible for such verifications.

Course Withdrawal

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

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

Course Load

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

All graduate assistants and associates must enroll for a minimum of six semester hours during each 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%) graduate 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%) assistant or associate

for more than 13 hours; and a quarter-time (25%) assistant or associate for more than 15 hours.

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

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

Assistantships and Commercial Services

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

GRADUATE COLLEGE DEGREE REQUIREMENTS**Graduate Advisement**

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

Graduate College Advising Office.

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

Grading

The “Grades” table defines grades and gives their values.

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

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

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

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

Grades

Grade	Definition	Value	Notes
A	Excellent	4.00	
B	Good	3.00	
C	Passing	2.00	
D	No graduate credit	1.00	
E	Failure	0.00	
W	Withdrawal		This grade is given whenever a student officially withdraws from a class.
I	Incomplete		
X	Audit		
Y	Satisfactory		
Z	Course in progress		This grade is usually given pending completion of courses.

Scholarship

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

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

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

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

Graduate Credit Courses

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

Reserving of Course Credit by Undergraduates. See page 42.

Transfer Credit. Transfer of credit is the acceptance of credit from another institution or campus for inclusion in a

program of study leading to a degree awarded by ASU. The number of hours transferred from other institutions may not exceed 20% of the total minimum semester hours required for a master’s degree unless stated otherwise for a specific degree program.

Transfer credit taken before admission to a graduate degree program at ASU is nondegree credit. Nondegree credit taken at ASU combined with nondegree credit taken at another institution may not exceed nine hours on the master’s program of study. The date (month/day/year) on the Graduate 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. The nine-hour limit does not apply to the doctoral programs.

Transfer credits must be acceptable toward graduate degrees at the institution where the courses were completed. 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 different unit of credit than the ones prescribed by the Arizona Board of Regents are subject to conversion before being transferred to ASU.

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

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

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

Graduate Supervisory Committees

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

Upon the recommendation of the committee chair and head of the academic unit, ASU West tenured (or tenure-track) faculty may serve as com-

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

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

Foreign Language Requirements

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

Following a failure in the foreign language examination, the student must petition the Graduate College for permission to retake the examination. A student must pass the examination in no more than three attempts.

Theses and Dissertations

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

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

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

The student must submit two final copies of a thesis or dissertation to the ASU Bookstore for binding. Bound copies are placed in the Hayden Library and Archives. Doctoral candidates should also submit one copy of the title

page, approval page, and abstract (which must not exceed 350 words). The student is responsible for the binding fees; in addition, doctoral students must pay to have their dissertations microfilmed by University Microfilms International (UMI). The fee covers the expense of having the document sent to UMI, where it is microfilmed and cataloged. Information on the dissertation appears in various publications, such as *Dissertation Abstracts International* and the annual supplement of the *Comprehensive Dissertation Index*.

Application for Graduation

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

Withdrawal from the University

See page 46 of this catalog.

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

Summer Sessions

See page 378 of this catalog.

Dates and Deadlines

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

Student Responsibility

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

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

Misconduct in Scholarly Research and Creative Activities

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

Graduate College Policies and Procedures

For more detailed information on Graduate College policies and procedures of particular interest to students, please refer to the current *Graduate Catalog*.

Policies and Procedures of the Graduate Council Appeals Board

The Appeals Board of the Graduate Council acts as the appeals body for graduate students seeking redress on academic decisions regarding their graduate program. The board is composed of five members of the Graduate Council, excluding ex officio council members who hold administrative positions in the Graduate College. The members and chair of the board are appointed by the dean of the Graduate College.

An appeal by a student previously admitted to a graduate degree program may result from an academic decision the student considers adverse. Decisions involving Graduate College policy as stated in the *Graduate Catalog* are within the jurisdiction of the

Appeals Board. Decisions involving policies of the academic unit (center, department, school, or college) are not normally heard by the Graduate Council Appeals Board.

A student may seek redress by writing a letter to the dean of the Graduate College or the chair of the Appeals Board of the Graduate Council. Upon receipt of the letter, the dean or chair informs the student whether the appeal concerns a policy of the academic unit or of the Graduate College, placing it within the jurisdiction of the board.

A student may request an opportunity to appear before the Appeals Board or waive this right. The board may choose to interview faculty and administrators involved in the case and review the student's complete academic record and all documents pertaining to the case. Such reviews are primarily concerned with the observance of stated procedures and policies but may consider extenuating circumstances as related to policy.

In the event that a member of the Appeals Board has been involved in a case as a member of the student's committee or as a member of the faculty offering the graduate program, that member is replaced for the duration of the case, and the dean of the Graduate College or chair of the Appeals Board may select an alternate member from the remaining membership of the Graduate Council. A member of the Appeals Board may request to be excused from a case or may be temporarily replaced whenever there is a potential for conflict of interest. The presence of three members of the board at a meeting is considered a quorum.

Only summary notes, not verbatim transcripts, of the board's proceedings are kept. All written documentation presented in each case is retained in the board's files for a period of one year. Such files are available only to the complainant and respondent in the hearing and do not become part of the student's official university file. The decision of the Appeals Board is reported to members of the Graduate Council for their information. The decision is then communicated to the student in writing by the dean of the Graduate College, and a copy is sent to each member of the Appeals Board.

Graduate Degrees, Majors, and Concentrations Offered at ASU Main

Master of Accountancy**Master of Architecture**

Building Design

Master of Arts

Anthropology
 Archaeology
 Bioarchaeology
 Linguistics
 Museum studies
 Physical anthropology
 Social-cultural anthropology

Art

Art education
 Art history

CommunicationEducational Administration and Supervision¹Educational Psychology¹Elementary Education¹

Bilingual education
 Child development
 Communication arts
 Curriculum
 Early childhood education
 Indian education
 Mathematics
 Multicultural education
 Reading
 Science
 Social studies

English

Comparative literature
 English linguistics
 Literature and language
 Rhetoric and composition

French

Comparative literature
 Language and culture
 Literature

Geography**German**

Comparative literature
 Language and culture
 Literature

History

Asian history
 British history
 European history
 Latin American history
 Public history
 U.S. history
 U.S. Western history

HumanitiesLearning and Instructional Technology¹**Mathematics**

Music History and Literature

Music Theory

Philosophy

Political Science

American politics
 Comparative politics
 International relations
 Political theory

Religious Studies

School Library Science^{1, 2}
 Secondary Education¹
 Social and Philosophical Foundations of Education

Sociology**Spanish**

Comparative literature
 Language and culture
 Linguistics
 Literature
 Special Education¹
 Theatre

Master of Business Administration**Master of Computer Science¹****Master of Counseling****Master of Education**

Counselor Education
 Counseling and student personnel
 Educational Administration and Supervision¹
 Educational Media and Computers
 Business education³
 Educational Psychology¹
 Elementary Education¹
 Bilingual education
 Child development
 Communication arts
 Curriculum
 Early childhood education
 Indian education
 Mathematics
 Multicultural education
 Reading
 Science
 Social studies

Higher and Adult EducationAdult education²

Higher education

Learning and Instructional Technology¹School Library Science^{1, 2}Secondary Education¹

Bilingual education
 English as a second language
 Indian education
 Subject matter fields

Special Education¹

Gifted

Mildly handicapped

Multicultural exceptional

Severely/multiply handicapped

Master of Environmental Planning

Environmental Planning
 Urban planning

Master of Fine Arts**Art**

Ceramics
 Drawing
 Fibers
 Intermedia
 Metals
 Painting
 Photographic studies
 Photography
 Printmaking
 Sculpture
 Wood

Creative Writing

Dance

Theatre

Acting

Scenography

Theatre for youth

Master of Health Services Administration**Master of Laws²****Master of Mass Communication****Master of Music**

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

Master of Natural Science

Natural Science

Botany

Chemistry

Communication disorders

Geology

Mathematics

Microbiology

Physics

Zoology

Master of Public Administration

Public Administration

Public information management

Public management

Public policy analysis and evaluation

Urban management and planning

¹ Major offered toward more than one degree at the same level.² Not accepting applications.³ The major has only one formalized concentration; other areas of study are available.⁴ Students apply to this degree program through the College of Law, not the Graduate College.

Graduate Degrees, Majors, and Concentrations Offered at ASU Main (continued)

Master of Science	Human factors	Information systems
Aerospace Engineering ¹	Information systems	Operations research
Agribusiness	Operations research	Organization control
Agribusiness management and marketing	Organization control	Quality control/reliability
Food quality assurance	Quality control/reliability	Mechanical Engineering ¹
Bioengineering	Justice Studies	Master of Social Work
Biological Sciences	Mechanical Engineering ¹	Master of Taxation
Botany	Microbiology	Master of Teaching English as a Second Language
Ecology ³	Molecular and Cellular Biology	Master of Technology
Building Design	Nursing	Technology
Building energy performance	Adult health nursing	Aeronautical engineering technology
Climate responsive architecture	Community health nursing	Aeronautical management technology
Computer-aided design	Community mental health/psychiatric nursing	Electronics engineering technology
Facilities development and management	Nursing administration	Graphic communications technology
Chemical Engineering ¹	Parent-child nursing	Industrial management and supervision
Biomedical and clinical engineering	Physics	Manufacturing engineering technology
Chemical process engineering	Recreation	Mechanical engineering technology
Chemical reactor engineering	Outdoor recreation	Welding engineering technology
Energy and materials conversion	Recreation administration	
Environmental control	Social/psychological aspects of leisure	Doctor of Education
Solid state processing	Tourism and commercial recreation	Counselor Education ²
Transport phenomena	Statistics	Educational Administration and Supervision
Chemistry	Zoology	Elementary Education ¹
Analytical chemistry	Ecology ³	Bilingual education
Biochemistry	Master of Science in Design	Child development
Geochemistry	Industrial Design	Communication arts
Inorganic chemistry	Design methodology, theory, and criticism	Curriculum
Organic chemistry	Facilities planning and management	Early childhood education
Physical chemistry	Human factors in design	Indian education
Solid state chemistry	Interior Design	Mathematics
Civil Engineering ¹	Design methodology, theory, and criticism	Multicultural education
Environmental/sanitary	Facilities planning and management	Reading
Geotechnical/soil mechanics	Human factors in design	Science
Structures	Master of Science in Engineering	Social studies
Transportation	Aerospace Engineering ¹	Higher and Adult Education
Water resources/hydraulics	Chemical Engineering ¹	Adult education ²
Communication Disorders	Biomedical and clinical engineering	Higher education
Computer Science ¹	Chemical process engineering	Learning and Instructional Technology ¹
Construction	Chemical reactor engineering	Secondary Education
Construction science	Energy and materials conversion	Art education
Facilities	Environmental control	Business education
Management	Solid state processing	Curriculum and instruction
Decision and Information Systems	Transport phenomena	Mathematics education
Economics	Civil Engineering ¹	Music education
Electrical Engineering ¹	Environmental/sanitary	Physical education
Engineering Science ¹	Geotechnical/soil mechanics	Science education
Environmental Resources in Agriculture	Structures	
Exercise Science/Physical Education	Transportation	Doctor of Musical Arts
Family Resources and Human Development	Water resources/hydraulics	Choral Music
Family studies	Electrical Engineering ¹	General Music
General family resources and human development	Engineering Science ¹	Instrumental Music
Geology	Industrial Engineering ¹	Solo Performance
Industrial Engineering ¹	Computer-aided processes	
Computer-aided processes	Computer-integrated manufacturing	
Computer-integrated manufacturing	Human factors	

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

² Not accepting applications.

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

⁴ Students apply to this degree program through the College of Law, not the Graduate College.

Graduate Degrees, Majors, and Concentrations Offered at ASU Main (continued)

Doctor of Philosophy	Curriculum and Instruction	Justice Studies
Aerospace Engineering	Curriculum studies	Criminal and juvenile justice
Anthropology	Early childhood education	Dispute resolution
Archaeology	Educational media and computers	Law, justice, and minority populations
Physical anthropology	Elementary education	Law, policy, and evaluation
Social-cultural anthropology	English education	Women, law, and justice
Bioengineering	Exercise and wellness education	Learning and Instructional Technology ¹
Botany	Music education	Instructional technology
Ecology ³	Physical education	Learning
Business Administration	Reading education	Mathematics
Accountancy	Science education	Mechanical Engineering
Decision and information systems	Special education	Microbiology
Finance	Economics	Molecular and Cellular Biology
Health services research	Educational Leadership and Policy Studies	Physics
Management	Educational Psychology	Political Science
Marketing	Lifespan developmental psychology	American politics
Purchasing and logistics management	Measurement, statistics, and methodological studies	Comparative politics
Chemical Engineering	School psychology	International relations
Biomedical and clinical engineering	Electrical Engineering	Political theory
Chemical process engineering	Elementary Education ^{1, 2}	Psychology
Chemical reactor engineering	Engineering Science	Clinical psychology
Energy and materials conversion	English	Developmental psychology
Environmental control	Exercise Science	Environmental psychology
Solid state processing	Biomechanics	Experimental psychology
Transport phenomena	Motor behavior/sport psychology	Physiological psychology
Chemistry	Physiology of exercise	Social psychology
Analytical chemistry	Geography	Science and Engineering of Materials
Biochemistry	Geology	Social Work ²
Geochemistry	Health Services Administration	Sociology
Inorganic chemistry	History	Spanish
Organic chemistry	Asian history	Special Education ²
Physical chemistry	British history	Speech and Hearing Science
Solid state chemistry	European history	Developmental neurolinguistic disorders
Civil Engineering	Latin American history	Neuroauditory processes
Environmental/sanitary	U.S. history	Neurogerontologic communication disorders
Geotechnical/soil mechanics	Industrial Engineering	Theatre
Structures	Computer-aided processes	Theatre for youth
Transportation	Computer-integrated manufacturing	Zoology
Water resources/hydraulics	Human factors	Ecology ³
Communication	Information systems	Doctor of Public Administration
Communicative development	Operations research	Juris Doctor⁴
Intercultural communication	Organization control	
Organizational communication	Quality control/reliability	
Computer Science		
Counseling Psychology		

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

² Not accepting applications.

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

⁴ Students apply to this degree program through the College of Law, not the Graduate College.

Graduate Degrees, Majors, and Concentrations Offered at ASU West

Master of Business Administration**Master of Education**

Educational Administration and Supervision
 Elementary Education
 Secondary Education