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.

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**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.”

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**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*.

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

<table>
<thead>
<tr>
<th>Major</th>
<th>Degree</th>
<th>Administered by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative Writing</td>
<td>M.F.A.</td>
<td>Creative Writing Committee</td>
</tr>
<tr>
<td>Curriculum and Instruction</td>
<td>Ph.D.</td>
<td>Interdisciplinary Committee on Curriculum and Instruction</td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exercise Science</td>
<td>Ph.D.</td>
<td>Committee on Exercise Science</td>
</tr>
<tr>
<td>Concentrations: biomechanics, motor behavior/sport psychology, physiology of exercise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Justice Studies</td>
<td>Ph.D.</td>
<td>Committee on Law and Social Sciences</td>
</tr>
<tr>
<td>Concentrations: criminal and juvenile justice; dispute resolution; law, justice and minority populations; law, policy, and evaluation; women, law, and justice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Administration</td>
<td>D.P.A.</td>
<td>Committee on Public Administration</td>
</tr>
<tr>
<td>Science and Engineering of Materials</td>
<td>Ph.D.</td>
<td>Committee on the Science and Engineering of Materials</td>
</tr>
<tr>
<td>Speech and Hearing Science</td>
<td>Ph.D.</td>
<td>Committee on Speech and Hearing Science</td>
</tr>
<tr>
<td>Concentrations: developmental neurolinguistic disorders, neuroauditory processes, neurogerontologic communication disorders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td>M.S.</td>
<td>Committee on Statistics</td>
</tr>
</tbody>
</table>

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**GERONTOLOGY**

<table>
<thead>
<tr>
<th>Course</th>
<th>Term(s)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRN 494 Undergraduate Special Topics.</td>
<td>F, S</td>
<td>3</td>
</tr>
<tr>
<td>496 Undergraduate Pro-Seminar.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>499 Undergraduate Independent Study.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>580 Graduate Practicum.</td>
<td>F, S</td>
<td></td>
</tr>
<tr>
<td>590 Graduate Reading and Conference.</td>
<td>F, S, SS</td>
<td></td>
</tr>
<tr>
<td>591 Graduate Seminar.</td>
<td>F, S</td>
<td></td>
</tr>
</tbody>
</table>

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

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.


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
Academic units, make a recommen-
dation (regular admission, provisional
admission, or denial) to the Graduate
College. All recommendations are re-
viewed and approved by admissions of-
fers in the Graduate College.
If there are questions about the likeli-
hood of a student succeeding in the
designated program, the Graduate Col-
lege admissions officers communicate
with the academic unit, perhaps agree-
ing on a provisional admission or ar-
ranging for the student in question to
have a special faculty advisor or an ad-
vanced 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 Col-
lege. Denial decisions may be based on
the limitations of departmental resour-
ces as well as on the relative qualifica-
tions of those competing for admission
in a particular semester.

Notice of Admission Decisions
Only the dean of the Graduate Col-
lege can make formal offers of admis-
sion. The Graduate College notifies all
applicants in writing of the admission
decision.
All documents received by the uni-
versity in connection with an applica-
tion for admission become the property
of Arizona State University. If the ap-
plicant does not enroll in the university
within one year, the admission docu-
ments may be destroyed.
The date (month/day/year) on the
graduate dean’s letter of admission is
the actual date of admission. If the stu-
dent is enrolled in courses on the ad-
mission date, those courses—if applic-
able—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 evi-
dence to suggest the potential for suc-
cess may be admitted on a provisional
basis. Provisional admission provides
an academic unit with more evidence
on which to base its decision. Nor-
mally, the academic unit reviews the
student’s status following completion
of 12 semester hours of approved grad-
uate study. At that time, the academic
unit recommends to the Graduate Col-
lege a change in status to either regular
admission or withdrawal from the pro-
gram. 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 pro-
visional status. The letter of admission
specifies the deficiencies that must be
completed before the student is award-
ed a graduate degree. Deficiency courses
are taken in addition to those nor-
mally 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 stu-
dent. The application process is
streamlined, does not require submis-
sion 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 ap-
propriate 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 aca-
demic units may limit the enrollment of
nondegree students.

Recognition of a Degree
Recognition of a degree isacknow-
ledgment that the program leading to
the degree is equivalent to a program of-
fered by ASU or is an acceptable pro-
gram for the proposed graduate major
at ASU. A student who enters a gradu-
ate degree program at Arizona State
University is expected to have under-
graduate educational experiences, in-
cluding 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 halftime (50%) graduate assistant or associate working 20 clock hours per week may not register for more than 12 hours of course work each semester; a 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

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

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 committee 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
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

<table>
<thead>
<tr>
<th>Major of Accountancy</th>
<th>Master of Environmental Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Design</td>
<td>Environmental Planning</td>
</tr>
<tr>
<td></td>
<td>Urban planning</td>
</tr>
</tbody>
</table>

### Master of Arts

- Anthropology
- Archaeology
- Bioarchaeology
- Linguistics
- Museum studies
- Physical anthropology
- Social-cultural anthropology
- Art
- Art education
- Communication
- Educational Administration and Supervision
- Educational Psychology
- Elementary Education
- 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
- Humanities
- Learning and Instructional Technology
- Mathematics
- Music History and Literature
- Music Theory
- Philosophy
- Political Science
- American politics
- Comparative politics
- International relations
- Political theory
- Religious Studies
- School Library Science
- Secondary Education
- Social and Philosophical Foundations of Education
- Sociology
- Spanish
- Comparative literature
- Language and culture
- Linguistics
- Literature
- Special Education
- Theatre

### Master of Business Administration

### Master of Computer Science

### Master of Counseling

### Master of Education

- Counselor Education
- Counseling and student personnel
- Educational Administration and Supervision
- Educational Media and Computers
- Business education
- Educational Psychology
- Elementary Education
- Bilingual education
- Child development
- Communication arts
- Curriculum
- Early childhood education
- Indian education
- Mathematics
- Multicultural education
- Reading
- Science
- Social studies
- Higher and Adult Education
- Adult education
- Higher education
- Learning and Instructional Technology
- School Library Science
- Secondary Education
- Bilingual education
- English as a second language
- Indian education
- Subject matter fields
- Special Education
- Gifted
- Mildly handicapped
- Multicultural exceptional
- Severely/multiply handicapped

### 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 Laws

### 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

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

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

<table>
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<tr>
<th>Doctor of Philosophy</th>
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<tbody>
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<td>Aerospace Engineering</td>
<td>Curriculum studies</td>
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<td>Anthropology</td>
<td>Early childhood education</td>
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<tr>
<td>Archaeology</td>
<td>Educational media and computers</td>
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<tr>
<td>Physical anthropology</td>
<td>Elementary education</td>
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<tr>
<td>Social-cultural anthropology</td>
<td>English education</td>
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<tr>
<td>Bioengineering</td>
<td>Exercise and wellness education</td>
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<tr>
<td>Botany</td>
<td>Music education</td>
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<tr>
<td>Ecology</td>
<td>Physical education</td>
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<tr>
<td>Business Administration</td>
<td>Reading education</td>
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<tr>
<td>Accountancy</td>
<td>Science education</td>
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<tr>
<td>Decision and information systems</td>
<td>Special education</td>
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<tr>
<td>Finance</td>
<td>Economics</td>
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<tr>
<td>Health services research</td>
<td>Educational Leadership and</td>
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<tr>
<td>Management</td>
<td>Policy Studies</td>
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<tr>
<td>Marketing</td>
<td>Educational Psychology</td>
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<tr>
<td>Purchasing and logistics management</td>
<td>Lifespan developmental psychology</td>
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<tr>
<td>Chemical Engineering</td>
<td>Measurement, statistics, and</td>
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<tr>
<td>Biomedical and clinical engineering</td>
<td>School psychology</td>
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<tr>
<td>Chemical process engineering</td>
<td>Electrical Engineering</td>
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<tr>
<td>Chemical reactor engineering</td>
<td>Elementary Education</td>
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<tr>
<td>Energy and materials conversion</td>
<td>Engineering Science</td>
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<tr>
<td>Environmental control</td>
<td>English</td>
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<tr>
<td>Solid state processing</td>
<td>Exercise Science</td>
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<tr>
<td>Transport phenomena</td>
<td>Biomechanics</td>
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<tr>
<td>Chemistry</td>
<td>Motor behavior/sport psychology</td>
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<tr>
<td>Analytical chemistry</td>
<td>Physiology of exercise</td>
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<tr>
<td>Biochemistry</td>
<td>Geography</td>
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<tr>
<td>Geochemistry</td>
<td>Geology</td>
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<tr>
<td>Inorganic chemistry</td>
<td>Health Services Administration</td>
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<tr>
<td>Organic chemistry</td>
<td>History</td>
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<tr>
<td>Physical chemistry</td>
<td>Asian history</td>
</tr>
<tr>
<td>Solid state chemistry</td>
<td>British history</td>
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<tr>
<td>Civil Engineering</td>
<td>European history</td>
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<tr>
<td>Environmental/sanitary</td>
<td>Latin American history</td>
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<tr>
<td>Geotechnical/soil mechanics</td>
<td>U.S. history</td>
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<tr>
<td>Structures</td>
<td>Industrial Engineering</td>
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<tr>
<td>Transportation</td>
<td>Computer-aided processes</td>
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<tr>
<td>Water resources/hauling</td>
<td>Computer-integrated manufacturing</td>
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<tr>
<td>Communication</td>
<td>Human factors</td>
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<tr>
<td>Communicative development</td>
<td>Information systems</td>
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<tr>
<td>Intercultural communication</td>
<td>Operations research</td>
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<tr>
<td>Organizational communication</td>
<td>Organization control</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Quality control/reliability</td>
</tr>
</tbody>
</table>

Justice Studies  
Criminal and juvenile justice  
Dispute resolution  
Law, justice, and minority populations  
Law, policy, and evaluation  
Women, law, and justice  
Learning and Instructional Technology  
Instructional technology  
Learning  
Mathematics  
Mechanical Engineering  
Microbiology  
Molecular and Cellular Biology  
Physics  
Political Science  
American politics  
Comparative politics  
International relations  
Political theory  
Psychology  
Clinical psychology  
Developmental psychology  
Environmental psychology  
Experimental psychology  
Physiological psychology  
Social psychology  
Science and Engineering of Materials  
Social Work  
Sociology  
Spanish  
Special Education  
Speech and Hearing Science  
Developmental neurolinguistic disorders  
Neuroauditory processes  
Neurogerontologic communication disorders  
Theatre  
Theatre for youth  
Zoology  
Ecology  

Doctor of Public Administration  
Juris Doctor  

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Graduate Degrees, Majors, and Concentrations Offered at ASU West

Master of Business Administration  
Master of Education  
Economic Administration and Supervision  
Elementary Education  
Secondary Education  

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