

Graduate Studies at ASU Main and ASU East

GRADUATE DEGREES AND MAJORS

The Graduate College at ASU provides students with opportunities to study beyond the bachelor's degree. The college enrolls students in programs leading to both professional and research-oriented advanced degrees. The M.A., M.S., and Ph.D. degrees are awarded to students completing programs that culminate in research and creative endeavors. The Ph.D. degree is the highest university award, conferred on candidates who have proven their ability as scholars and original researchers.

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

- 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 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.

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 nine interdisciplinary programs and has joint responsibility with the College of Education for another; several others are planned. Existing interdisciplinary programs are as follows:

- Creative Writing (M.F.A.)
- Curriculum and Instruction (Ph.D.) (jointly administered with the College of Education)
- Exercise Science (Ph.D.)
- Gerontology Program (Certificate in Gerontology)
- 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.)
- Transportation Systems (Certificate)

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

Each of these programs uses resources and faculty from several disciplines. The programs promote cooperative research and instruction among faculty who share common interests but are housed in different academic units. They allow students to pursue degrees that are intellectually coherent but that

bring together diverse strengths of the university.

Certificate Programs

A number of certificate programs are offered by various academic units or programs on campus, see "Certificate" table on page 55.

ADMISSION TO THE GRADUATE COLLEGE

Eligibility

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

Graduate College Requirements

Generally, an applicant must have a GPA of 3.00 (scale is 4.00 = A), or the equivalent, in the last two years of work leading to the bachelor's degree. A student who enters a graduate degree program is expected to have undergraduate educational experiences, including general education studies, that are similar to those required for the baccalaureate degree at ASU.

Requirements of the Academic Unit

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

Submission of an Application

For admission information and procedures, access the Web site at www.asu.edu/graduate/admission or refer to the *Application for Graduate Admission* booklet. Students may apply electronically.

Application Fee

Each application for entry to ASU graduate programs must be accompa-

nied by a nonrefundable application fee. The fee is \$45 to apply for admission to a degree program and \$15 to apply for nondegree studies. For admission information and procedures, access the Web site at www.asu.edu/graduate/admission, or refer to the *Application for Graduate Admission* booklet.

International Applicants

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

International applicants must meet the requirements of the Graduate College as well as those of the degree programs to which they apply. Applicants from outside the United States are also required to submit additional materials and should follow the procedures described in the *Application for Graduate Admission* booklet, or access the Web site at www.asu.edu/graduate/admission. International applicants should read this information carefully to become familiar with all the requirements they must meet and should consult it often for the instructions they must follow in submitting materials. The *Graduate Catalog* provides essential information about ASU and its graduate programs, but applicants can also consult ASU's 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 also require TSE or SPEAK scores of applicants whose native language is not English. For specific information about TSE re-

quirements, contact directly the head of the academic unit.

As required by the U.S. Immigration and Naturalization Service, international applicants must also verify that they have the financial resources to cover their expenses during graduate study at ASU. The Financial Guarantee form is available in the *Application for Graduate Admission* booklet. It can also be accessed through the Graduate College Web site at www.asu.edu/graduate/admission. International applicants must see that the form with a verification from a bank or sponsoring organization is completed and submitted to Graduate Admissions. The I-20 or the IAP66 (documents needed to obtain a student visa) are issued only after the completed, properly verified Financial Guarantee form has arrived. International students may enroll at ASU only if they have been admitted to a degree program, a certificate program, or the postbaccalaureate teacher education program. They must meet all appropriate immigration standards and requirements.

Applications are processed when they are received. However, international applicants should submit all materials in December or January in order to begin study the following fall semester and in August or September in order to begin study the following spring semester. An application fee of \$45 (in U.S. funds) must accompany the formal application, which otherwise is not processed.

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

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

Additional Information

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

Academic units, which must indicate their willingness to admit applicants,

frequently set higher standards than those established by the Graduate College. Many qualified applicants are denied because only a limited number of students are admitted each year.

Notice of Admission Decisions

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

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

The date (month/day/year) on the Graduate 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.

Admission Classifications

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

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

Provisional Admission. A student who does not meet minimum academic standards but has counterbalancing evidence to suggest the potential for success may be admitted on a provisional basis. Provisional admission provides an academic unit with more evidence on which to base its decision. Normally the academic unit reviews the student's status following completion of 12 semester hours of approved graduate study. At that time, the aca-

demical unit recommends to the Graduate College a change in status to either regular admission or withdrawal from the program. When students have completed their provisional requirements, they should check with their advisors to make sure that the change of status has been recommended. A provisional student may also be assigned deficiencies.

Nondegree Admission. A student not interested in earning a degree or not yet ready to apply to a particular degree program may enroll as a nondegree student. The application process is streamlined, and does not require submission of transcripts or test scores. For nondegree admission information and procedures, access the Web site at www.asu.edu/graduate/admission or refer to the *Application for Graduate Admission* booklet. Students may apply electronically. A maximum of nine hours taken at ASU while in this category may be applied toward a master's degree if appropriate for the student's program of study.

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

Recognition of a Degree

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

Definition of a Unit of Credit

The Arizona Board of Regents has defined (May 26, 1979) a unit of credit for the institutions under its jurisdiction. A minimum of 45 hours of work by each student is required for each unit of credit. An hour of work is the equivalent of 50 minutes of class time (often called a "contact hour") or 60 minutes of independent study work. For lecture-discussion courses, this requirement equates to at least 15 contact hours and a minimum of 30 hours of work outside of the classroom for each unit of credit. Even though the values

of 15 and 30 may vary for different modes of instruction, the minimum total of 45 hours of work for each unit of credit is a constant. Since the unit of credit as defined by the Arizona Board of Regents is the cornerstone of academic degree programs at ASU, degrees granted by other institutions that are recognized by ASU should be based on a similar unit of credit.

GRADUATE COLLEGE PROCEDURES

Change in Graduate Degree Program

A change from one graduate degree program to another requires a new application to the Graduate College. The usual admission procedures are followed. For details on matters relating to the application fee, see pages 44–45.

Readmission to the Graduate College

Any graduate student who has not been in attendance at the university for one or more semesters must submit an application for readmission to the Graduate College. The application should be submitted at least one month before the beginning of the semester in which the student plans to re-enter. For details on readmission and other matters relating to the application fee, access the Web site at www.asu.edu/graduate/admission or refer to the *Application for Graduate Admission* booklet.

Determination of Catalog Requirements

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

In determining graduation requirements, a student may use only one catalog.

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

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

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

Audit Enrollment

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

Withdrawal Policies and Procedures

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

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

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

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

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

Restricted Withdrawal. From the fifth week to the end of the 10th week of a semester and from the seventh day to the end of the third week of a summer session, students may withdraw with a mark of "W" from courses only in which the instructor certifies that they are passing at the time of the withdrawal. See the *Schedule of Classes* or the *Summer Sessions Bulletin* for dates of the restricted withdrawal period.

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

To receive permission for a medical withdrawal from courses, a student must present a Request for Documented Medical Withdrawal form and proper documentation (usually a letter from a physician) of the medical condition to the medical-withdrawal desig-

nee of the college of the student's major. For complete procedural information, contact the appropriate medical withdrawal designee.

Course Load

The course load is determined by the supervisory committee but is not to exceed 15 semester hours of credit during each of the two semesters. Refer to the current *Summer Sessions Bulletin* for course load limit for five-week and eight-week sessions. 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.

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, that appears on the program of study or is an appropriate graduate-level course, such as 595, 695, or 795 Continuing Registration.

Doctoral students fulfilling residence requirements for the Doctor of Philosophy and Doctor of Musical Arts degrees must be enrolled full time (nine semester hours minimum or six semester hours for graduate assistants) during the specified period. See specific degree requirements on pages 44–45 for fulfilling residence requirements for other doctoral degree programs.

Summer Course Loads. Refer to the current *Summer Sessions Bulletin* for course load limit for five-week and eight-week sessions.

Enrollment Verification Guidelines. The registrar is responsible for verifying enrollment according to the general guidelines in the "Enrollment Verification Guidelines" table, page 93.

GRADUATE COLLEGE DEGREE REQUIREMENTS

Graduate Advising

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

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

If the work specified on the form is not completed within one calendar year, the "I" grade (500-, 600-, and 700-level courses) becomes part of the student's permanent transcript. The student is not allowed to complete the course work as specified on the "Incomplete" form. The student may, however, repeat the course after the "I" has become permanent, by reregistering, paying fees, and fulfilling all course requirements. The grade for the repeated course appears on the transcript but does not replace the permanent "I."

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

University Policy for Student Appeal Procedures on Grades

Informal. The steps outlined below, beginning with step A, must be followed by any student seeking to appeal a grade. Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless of whether the student is enrolled at the university. It is university policy that students filing grievances and those who are witnesses will be protected from retaliation. Students who believe they are victims of retaliation should immediately contact the dean of the college in which the course is offered.

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

committee to review the case formally. In most instances, however, the grievance procedure will not go beyond this level.

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

- D. Each college has on file in the office of the dean (and in each department of the college) the procedures and composition of the undergraduate or graduate academic grievance hearing committee for student grievances. Each college committee shall operate under grievance procedures as stated which satisfy due process requirements. The committee shall always meet with the student and the instructor in an attempt to resolve the differences. At the conclusion of the hearing, the committee shall send its recommendations to the dean.
- E. Final action in each case will be taken by the dean after full consideration of the committee's recommendation. Grade changes, if any are recommended, may be made by the dean. The dean shall inform the student, instructor, department chair (if any), the registrar, and the grievance committee of any action taken.

Scholarship

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

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

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

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

Enrollment Verification Guidelines

	Full-Time	Half-Time	Less Than Half-Time
Regular Semester			
Graduate	9 or more hours	5–8 hours	4 or fewer hours
Graduate Assistant*	6 or more hours		
Five-Week Summer Session			
Graduate	3 or more hours	2 hours	1 hour
Graduate Assistant*	2 or more hours	1 hour	
Eight-Week Summer Session			
Graduate	5 or more hours	3–4 hours	2 or fewer hours

* For enrollment verification purposes, graduate assistant is a generic term that includes teaching assistant, research assistant, graduate assistant, teaching associate, research associate, and graduate associate.

Graduate Credit Courses

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

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

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

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

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

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

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

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.

Graduate Supervisory Committees

When the program of study is filed, upon the recommendation of the head of the academic unit, the dean of the Graduate College appoints a graduate student's supervisory committee, consisting of a chair and other resident faculty members. The number of members serving on this committee depends on the degree program.

Academic professionals (e.g., research scientists, research engineers), nontenure-track faculty (e.g., adjunct professors, research professors), and individuals granted affiliated faculty status through established university procedures may serve as cochairs, members, or extra members of thesis and

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.

dissertation committees upon approval by the Graduate College. Individuals who are recommended by an academic unit as eligible to serve as a cochair must meet the criteria established by the academic unit and be approved by the Graduate College.

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

Qualified individuals outside the university, upon the recommendation of the head of the academic unit and approval of the Graduate College, may serve as members of thesis and dissertation committees; however, such individuals may not serve as chairs or cochairs (unless they have affiliated faculty status). With the approval of the academic unit and the dean of the Graduate College, former ASU faculty with students completing their degrees may continue to serve as cochairs. At least 50 percent 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 who are required to demonstrate proficiency in a foreign language must pass a foreign language examination specific to their particular graduate programs. The examinations are administered three times each year by the Department of Languages and Literatures, which certifies language competency. Students planning to take the examination must register in the Graduate College at least one month in advance of the examination date. The chair of the student's supervisory committee is responsible for providing the Department of Languages and Literatures with materials from which the examination is then prepared. The chair should submit or recommend relevant books or journals of approximately 200 pages in length in the desired foreign language.

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

Theses and Dissertations

The master's thesis or equivalent is an introduction to research writing. All doctoral degree candidates must submit a dissertation, with the exception of the Doctor of Musical Arts degree in Music (concentrations in choral conducting and solo performance), which requires three recitals and a research paper. The Ph.D. dissertation should be a valuable educational experience that demonstrates the candidate's mastery of research methods, theory, and tools of the

discipline. It should demonstrate the candidate's ability to address a major intellectual problem and to propose meaningful questions and hypotheses. The dissertation should be a contribution to knowledge that is worthy of publication by an established press as a book or monograph or as one or more articles in a reputable journal.

For format, the Graduate College must review the final copy of the master's thesis, doctoral dissertation, and other final documents that are required to be placed in the library. Copies of the *Format Manual* are available in the Graduate College and on the Web at www.asu.edu/graduate. The student is required to submit a complete copy of the thesis or dissertation for format review at least 10 working days (two weeks if there are no holidays during the time period) before the oral defense. Doctoral students 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 certain flexibility in the format of the manuscript, but Graduate College and library guidelines must be followed.

The student must submit two final copies of a thesis or dissertation to the ASU Bookstore for binding. The student is responsible for the binding fees. Bound copies are placed in the Hayden Library and Archives. Doctoral students must submit one copy of the title page, approval page, and abstract (which must not exceed 350 words); the original signature of the doctoral student must appear on the University Microfilms International (UMI) Dissertation Agreement Form. The student is responsible for the UMI microfilming fee, which covers the expense of having the document sent to UMI, where it is microfilmed and catalogued. Information on the dissertation will appear in *Dissertation Abstracts International*.

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 requirements for their degree that they have not yet completed.

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

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

Summer Sessions

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

Dates and Deadlines

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

MISCONDUCT IN SCHOLARLY RESEARCH AND CREATIVE ACTIVITIES

Students are expected to maintain the highest standards of integrity and truthfulness in scholarly research and creative activities. Misconduct in scholarly research and creative activities includes, but is not limited to, fabrication, falsification or misrepresentation of data, and plagiarism. Misconduct by any student may result in suspension or expulsion from the university and other sanctions as specified by the individual colleges. Policies on misconduct are available in the Office of the Vice Provost for Research. (See www.asu.edu/aad/manuals/rsp/rsp111.html.)

ACADEMIC INTEGRITY

The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of the individual colleges.

Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism, or facilitating such activities.

The university academic integrity policy is available in the Office of the Senior Vice President and Provost. (See www.asu.edu/vpsa/pol/gen/sta104-01.html.)

ASSISTANTSHIPS AND ASSOCIATESHIPS

Application Procedure. Since it is necessary for all applicants to be admitted to degree programs before awards are made, students should apply for admission through the Graduate Admissions Office at the same time they apply for financial assistance. For definitions of research, teaching, and graduate assistantships and associateships, see the *Graduate Assistant Handbook*.

Graduate Assistantships and Associateships. Appointments as graduate assistants and associates are available in most academic units offering graduate work to students admitted with regular status. Students who have completed a master's degree or the equivalent may be considered for graduate assistantships when available. All graduate assistants and associates must enroll for a minimum of six semester hours during each semester of their appointment. The six hours cannot include audit enrollment. 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 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; 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 100% time may enroll for a maximum of three hours during a five-week session or four hours during the eight-week session.

Graduate assistantships allow non-resident graduate students to pay tuition at the resident tuition rate. Eligibility applies to graduate assistants and associates working 25% or more time if their first working day occurs before the end of the first five days of instruction during the semester in question. Only under exceptional circumstances are exceptions granted by the Dean's Office.

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

Assistantships, Associateships, and Commercial Services. All graduate students who are hired for class/course support or who hold assistantships or associateships *for a specific course*—including teaching assistants, 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 and paid review sessions) that might be associated with a course for which the assistant/associate has assigned responsibilities.

STUDENT RECORDS

Family Educational Rights and Privacy Act of 1974

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

Definitions

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

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

Types of Information

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

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

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

Access to Records

Eligible students, or parents of a dependent eligible student, may inspect and review their educational records. Some form of photo identification must be displayed before access to educational records is allowed.

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

All other educational records that contain *personally identifiable information* may not be released without the written consent of the student. Parents of a dependent student may challenge denial of such access by producing the most current copy of Internal Revenue Form 1040. If that form lists the student in question as a dependent, the parents will be required to sign an affidavit that affirms that the student is their dependent. The affidavit will be retained by the Office of the Registrar. Upon receipt of the affidavit, the university will make student records available to parents for the rest of that calendar year as specified under the Privacy Act.

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

Location of Policy and Records

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

POLICIES AND PROCEDURES OF THE GRADUATE COUNCIL APPEALS BOARD

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

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

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

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

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

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

The GCAB has the right to decide not to hear an appeal. In this case, the decision of the academic unit is final. The GCAB may hear appeals on pro-

1. retention in graduate programs;

gram dismissal, other academic issues, or procedural issues. In addition, the GCAB hears any appeal referred to it by the dean of the Graduate College.

The GCAB does not review

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

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

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

Authority. The GCAB may affirm or reverse the original decision being appealed and make such recommendations for further actions as seem appro-

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

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

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

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

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

Master's Degrees

Faculty at ASU offer programs leading to the Master of Arts (M.A.) degree, the Master of Science (M.S.) degree, and various professional master's degrees. The M.A. and M.S. programs serve primarily as an introduction to research; the professional master's programs are intended primarily as a preparation for a career in professional practice. The student should consult the academic unit, as well as the sections on page 98 on "Comprehensive Examinations" and "Thesis or Equivalent Requirements," for information on the special requirements for these degrees.

Admission to All Master's Degree Programs. Students wishing to enroll in a master's program at ASU are admitted according to the procedure described on pages 89–90. Since graduate work presupposes adequate preparation in a selected field at the undergraduate level, deficiencies are specified at the time of admission by the academic unit involved.

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

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

Program of Study. After regular status has been granted, it is in the student's best interest to have an official program of study filed with the Graduate College at the earliest possible date. When the program of study is filed, a supervisory committee is appointed by the dean of the Graduate College upon the recommendation of the head of the academic unit (verified by the signature on the program of study). Changes in the planned program may be made by the student's supervisory committee, with the approval of the head of the academic unit and the dean of the Graduate College. Forms

for the submission of the program of study are available in the Graduate College and in the Graduation section of the Office of the Registrar, Student Services Building. A student is not eligible to apply for the comprehensive or final examination until a program of study has been approved and any foreign language requirement completed.

Credit Completed before Admission.

With the approval of the student's supervisory committee, the head of the academic unit, and the dean of the Graduate College, a maximum of nine semester hours of ASU (Main and East) graduate course work completed before admission to a graduate degree program may be included in the program of study for a master's degree. 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. Individual academic units may have a policy of accepting fewer than nine semester hours attained before admission. For details, refer to the specific degree program.

Graduate credit earned at another institution before admission to a graduate degree program at ASU is nondegree credit. Nondegree credit earned at ASU Main and East combined with nondegree credit earned at another institution may not exceed nine semester hours in the program of study. For example, if six semester hours earned before admission to ASU are transferred from another institution, only three nondegree semester hours may be from ASU Main or East for a master's degree program. (See "Transfer Credit," page 93.)

The six-year maximum time limit applies to nondegree/transferred semester hours appearing on a program of study. (See "Maximum Time Limit," page 99.) Certain degree programs may have different maximum time limits. The student should refer to the specific degree program.

College of Law Credit. The Graduate College accepts a numerical grade of 70 or above for courses taken in the College of Law at ASU as part of an approved program of study for a master's degree program. These grades are

not used in the two GPAs calculated for graduation: the courses on the program of study and all courses numbered 500 and above.

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

Foreign Language Requirements. A graduate degree program may have a foreign language requirement. This requirement must be fulfilled before the student is eligible to apply for the final written comprehensive examination or the defense of the thesis or equivalent. For certification of proficiency, see "Foreign Language Requirements," page 94.

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

Thesis or Equivalent Requirements. To satisfy the research requirement for most M.A. or M.S. degrees, a student is expected to present a thesis or equivalent, which is defended in an oral examination. Some professional master's

programs may also require a thesis, research project, performance, or exhibition. The requirement varies with each major. Each student writing a thesis or equivalent must register for a minimum of six semester hours of thesis or for a combination of research and thesis totaling six hours, which are directed toward a common research problem.

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

A student writing a thesis must include on the program of study six hours of 592 Research and 599 Thesis, at least three of which must be 599 Thesis. Although additional 592 Research hours may be included on a program of study, a maximum of six hours of 599 Thesis may be used.

A thesis or equivalent should be of high quality, giving evidence that the program provided an introduction to research. Format evaluation of the thesis or equivalent, described on page 94, must be obtained before its submission to the Graduate College for the oral defense. The final approved copy is bound and placed in the Hayden Library. Copies of the *Format Manual* are available in the Graduate College.

The final copy of the thesis or equivalent must be reviewed by the student's supervisory committee and submitted to the Graduate College for format evaluation at least 10 working days before the defense date. The final oral examination in defense of the thesis or equivalent must be conducted at least one week before the degree conferral date. The examination is conducted by the supervisory committee. Applications for the examination are available at the Graduate College.

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

Open Thesis Defenses. Master's thesis defenses are open to all members of the university community. The oral defense engages the supervisory committee and the candidate in a critical, analytical discussion of the research and findings of the study as well as a review of the relation of the thesis to the major field. The presentation of a thesis defense in an open forum fosters a

broader awareness of the state of graduate research at the university, promotes a wider scholarly dialogue among disciplines, and recognizes publicly the scholarly contributions of thesis candidates. Announcements are posted in prominent places in the student's department. Members of the university community are invited to thesis defenses through announcements published in *ASU Insight*, the university's weekly news bulletin. The supervisory committee may conduct the final part of its questioning in closed session. Committee deliberations and final vote are conducted in closed session.

Graduation. The student is eligible for graduation when all course work is successfully completed, the Graduate College scholarship requirements have been met, any required comprehensive examinations have been passed, and the thesis or equivalent, if applicable, has been approved by the supervisory committee and accepted by the head of the academic unit and the dean of the Graduate College. See "Application for Graduation," pages 94-95.

Maximum Time Limit. Unless stated otherwise for a specific degree program, all work offered toward a master's degree must be completed within six consecutive years. The six years begin with the first course included on a student's approved program of study. For example, if the first course listed was taken fall semester, 1997, the student must complete all requirements by August 2003. The six-year maximum time limit applies to nondegree transferred semester hours appearing on a program of study. (See "Credit Completed before Admission," page 98.)

Withdrawal Policy. See "Withdrawal Policies and Procedures" on page 91.

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

In all cases these guidelines must be followed:

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

Professional Master's Degrees

MASTER OF ACCOUNTANCY

The Master of Accountancy degree provides specialized preparation for careers in professional accounting in accounting information systems/management (i.e., computer systems design and security, EDP audit and management consulting).

Admission. Applicants must complete the program prerequisites. Refer to the School of Accountancy and Information Management for a current listing of required course prerequisites for the program. Applicants must also submit scores from the GMAT exam. All applicants are also required to submit the supplemental application materials required from the school. International applicants whose native language is not English must submit scores from the TOEFL and TSE exams. A complete advising guide and application packet may be obtained from

ARIZONA STATE UNIVERSITY
COLLEGE OF BUSINESS
SCHOOL OF ACCOUNTANCY AND
INFORMATION MANAGEMENT
PO Box 873606
TEMPE AZ 85287-3606

Program of Study. The program of study consists of a minimum of 30 semester hours, as follows:

ACC 515	Professional Practice Seminar	3
At least four of the following courses		12

ACC 511	Taxes and Business Strategy (3)
ACC 541	Strategic Cost Management and Uses of Information Technology (3)
ACC 567	Financial Models in Accounting Systems (3)
ACC 586	Shareholder Value Creation and Financial Statement Analysis (3)
ACC 587	Computerized Accounting Systems (3)
ACC 591	Seminar: Computer Security (3)
ACC 591	Seminar: Electronic Commerce (3)

Additional courses in accounting, computer information systems, computer science, industrial engineering, or other acceptable areas to complete the degree program are selected in consultation with a faculty advisor.

Course Load. Students are limited to 12 hours per trimester.

Foreign Language Requirements. None.

Thesis Requirements. A thesis is optional.

Final Examinations. A final comprehensive, written examination is required of all candidates. In addition, an oral examination in defense of the thesis is required of candidates who elect to write a thesis.

MASTER OF ARCHITECTURE

The Master of Architecture is the accredited professional degree program at ASU. There are two typical programs of study available: (1) a two-year program for applicants who have completed the four-year Bachelor of Science in Design (with a major in Architectural Studies) at ASU or an equivalent degree from another school that offers an accredited professional degree in architecture, and (2) a three-plus-year program for applicants with an undergraduate degree in a discipline or field other than architecture. Both programs promote broad areas of knowledge, professional skill, and a social awareness that the architect must command if architecture is to enhance contemporary life and remain an enduring and valid expression of society.

The program represents an attempt to develop the knowledge and skills necessary for graduates to achieve future leadership roles in the professional

practice of architecture and related environmental design fields.

It is the intention of the faculty that the programs also

1. ensure a basic level of educational experience sufficient to enter the practice of architecture after successfully completing state licensing requirements and examination,
2. encourage the student to develop proficiencies in specific areas compatible with individual interests and university instructional capabilities,
3. provide a breadth of understanding that will encourage and motivate the student to continue learning throughout a professional career, and
4. develop opportunities that combine instruction and research directed toward adding value to the built environment.

Elective foci currently offered in the program include energy-conscious design, computer applications, urban design, architectural history and theory, and architectural administration and management.

In the first year of the two-year program, graduate design studio projects focus on advanced comprehensive problems that require integration of the full range of knowledge and skills from students' undergraduate education. In the second year, students select design studios and undertake final design projects that complement their areas of interest. Courses in technology, history and theory, and architectural management are structured alongside the studio sequence.

The three-plus-year program begins with an intensive 10-week summer session introducing architecture and design fundamentals and continues with a preparatory year of architectural history, technology, and design. The final two years are similar to the two-year program described above. Students with no work experience in architecture must also complete a summer internship between the first and second years.

Application Requirements. An applicant to the M.Arch. program must hold a baccalaureate or graduate degree from a college or university recognized by ASU and must meet the minimum GPA requirements as established by the Graduate College.

In addition, all applicants are required to submit for review a design portfolio, GRE scores (except for international students), a statement of intent, and letters of reference. Applicants are accepted on a space-available basis only. Students may be admitted to the two-year program *with deficiencies* if their previous course work is not equivalent to the ASU undergraduate requirements and standards.

Students intending to apply for admission to the professional program in architecture at the *graduate level* should write the graduate program coordinator well in advance of the application deadline.

International applicants whose native language is not English must submit a TOEFL score of 550 or above. International students should write the Graduate Admissions Office at least one year before the date they plan to begin study.

Application Procedures. Applicants must submit separate application materials to the Graduate College and the School of Architecture.

School of Architecture. In addition to the Graduate College admission requirements, applicants must file all of the following admission materials with

GRADUATE SECRETARY, MASTER OF
ARCHITECTURE PROGRAM
SCHOOL OF ARCHITECTURE
ARIZONA STATE UNIVERSITY
PO BOX 871605
TEMPE AZ 85287-1605

Applicants are encouraged to contact the graduate secretary to be sure that all materials have been received (602/965-2507, arch.grad@asu.edu).

1. *Statement of Intent.* A personal narrative (maximum 600 words or two pages typed) indicating the applicant's interest, previous academic and practical background, and personal and professional educational objectives must be submitted. Students wishing to be considered for a teaching or research assistantship should include an additional one-page statement outlining subject areas in which they feel competent or special skills and qualifications. This statement may be placed at the front of the portfolio.
2. *Letters of Recommendation.* A minimum of three letters of recom-

mendation in support of the applicant must be mailed directly to the Graduate Admissions Committee, School of Architecture. The references should be from professionals or educators familiar with the applicant's experience and capability for graduate work.

3. *Portfolio.* A portfolio of work is required of all applicants. It is extremely important to the judgment of an applicant's qualification for admission and in determining advanced standing. Accordingly, applicants should take appropriate care in its preparation. The portfolio *must* be in a nonzippered presentation binder with acetate sleeves and, for convenience and economy, *must* be no larger than 9" x 12" (image size). The admissions committee is interested in the quality of the work submitted; applicants are therefore advised not to lavish energy and expense on special or unusual packaging. Loose sheets, original drawings, and 35 mm slides should not be submitted. The portfolio should include at least five projects with a range of complexity and concise explanatory statements for each project. Included should be the dates of execution and a brief analysis of the results.

When the work is not completely original, the sources must be given. When the work is of a team nature, the applicant's role and contribution to the project should be clearly indicated. Additional examples of self-directed skills and creative endeavors may also be included. Applicants who have professional experience and wish to submit examples of work done professionally may do so. Of greatest interest are projects in which the applicant has played a *principal* role in design. The applicant's contributions to professional projects must be clearly described.

The portfolio is returned after final admission procedures *provided* the applicant encloses a self-addressed return mailer with sufficient prepaid postage or appears in person to claim the materials within one year of submission. Unclaimed portfolios are retained for only one year. The School of Architecture assumes no liability for lost or damaged materials.

Because of space limitations, not all qualified applicants can be accommodated and the admission process is necessarily selective.

Students should indicate for which program of study they are applying. Those with a four-year degree equivalent to the B.S.D. in Architectural Studies should apply for the two-year program. Those with an undergraduate degree not in architecture should apply for the three-plus-year program. Students who are uncertain about which program suits them should write to the graduate program coordinator for determination of appropriate application. Students must have their name clearly visible on all parts of application; portfolio, statement of intent, etc.

Students with a previous professional degree in architecture (five or six years) who wish to pursue advanced study in climate responsive architecture, building energy performance, computer-aided design, energy simulation and analysis, and facilities development and management should apply to the Master of Science program. See pages 143–144.

Application Deadline. Priority consideration is given to completed applications received on or before January 15. All fellowship and scholarship appointments for entering students are normally made from applicants in this group. Applications for admission received after January 15 can be considered only for remaining vacancies and “alternate” placement. Students are not admitted to the two-year Master of Architecture program at any time other than the beginning of the fall semester. Students are not admitted to the three-plus-year Master of Architecture program at any time other than the beginning of the first summer session.

Personal Interview. A personal interview is not required. However, a candidate wishing to visit the school is welcome and should make arrangements by contacting the Graduate Programs Coordinator in the School of Architecture.

Requirements for the Two-Year Program. The two-year graduate program requires a minimum of 56 semester hours of approved courses and electives and a comprehensive examination. For most students, this program involves an average of 14 semester hours per se-

mester. An internship may be offered as an elective to be taken in the summer before the final year of study. The internship is an honors program individually arranged and approved by the Master of Architecture Committee. Students electing to take a summer internship normally take 12–13 hours per semester during the second year.

Students who can adequately demonstrate competence through experience or previous academic course work for any of the specific requirements outlined below are encouraged to petition the graduate advisor for a course substitution.

Typical Program of Study

First Year

Fall	
ADE 521	Advanced Architectural Studio I 5
ATE 553	Building Systems III 3
ATE 563	Building Structures III 3
	Professional elective* 3
<hr/>	
Total 14

Spring

AAD 551	Architectural Management I 3
ADE 522	Advanced Architectural Studio II 5
APH 681	Architectural Theory 3
	Professional elective* 3
<hr/>	
Total 14

Second Year

Fall	
AAD 552	Architectural Management II 3
ADE 621	Advanced Architectural Studio III 5
ANP 681	Project Development 3
	Professional elective* 3
<hr/>	
Total 14

Spring

AAD 681	Professional Seminar: Capstone 3
ADE 622	Advanced Architectural Studio IV 5
	Approved elective 3
	Professional elective* 3
<hr/>	
Total 14
<hr/>	
Master of Architecture total 56

* Professional electives are individually approved by the graduate advisor based on the selected elective focus, other approved interests, and previous academic and professional experience.

Requirements for the Three-Plus-Year Program. The three-plus-year graduate program requires a minimum of 99 semester hours of approved courses and electives and a comprehensive examination. For most students, this program involves 12 semester hours in the first summer and 14–15 semester hours in each of the subsequent six semesters. A summer internship is also required after the first full year of study unless the student has work experience in an architectural office. A second internship may be offered as an elective to be taken in the summer before the final year of study. The second internship is an honors program individually arranged and approved by the Master of Architecture Committee. Those electing to take a summer internship normally take 12–13 hours per semester during the final year.

Students who can adequately demonstrate competence through experience or previous academic course work for any of the specific requirements outlined below are encouraged to petition the graduate advisor for a course substitution.

Typical Program of Study

First Year

Summer

ADE 510	Foundation Architectural Studio 6
APH 200	Introduction to Architecture 3
APH 509	Foundation Seminar 3
<hr/>	
Total 12

Fall

ADE 511	Core Architectural Studio I ... 6
APH 313	History of Western Architecture I 3
ATE 353	Architectural Construction ... 3
ATE 521	Building Environmental Science 3
<hr/>	
Total 15

Spring

ADE 512	Core Architectural Studio II 6
APH 314	History of Western Architecture II 3
ATE 361	Building Structures I 3
ATE 452	Building Systems II 3
<hr/>	
Total 15

Summer

ARP 584	Clinical Internship 1
<hr/>	
Total 1

Second Year**Fall**

ADE 521	Advanced Architectural Studio I	5
ATE 462	Building Structures II	3
ATE 553	Building Systems III	3
	History elective	3
	Total	14

Spring

AAD 551	Architectural Management I	3
ADE 522	Advanced Architectural Studio II	5
APH 681	Architectural Theory	3
	Professional elective*	3
	Total	14

Third Year**Fall**

AAD 552	Architectural Management II	3
ADE 621	Advanced Architectural Studio III	5
ANP 681	Project Development	3
ATE 563	Building Structures III	3
	Total	14

Spring

AAD 681	Professional Seminar: Capstone	3
ADE 622	Advanced Architectural Studio IV	5
	Professional electives*	6
	Total	14
	Total hours in program	99

* Professional electives are individually approved by the graduate advisor based on the selected elective focus, other approved interests, and previous academic and professional experience.

Comprehensive Examinations. The faculty require that all students pass an oral comprehensive examination based, in part, on a defense of their final design project in ADE 622. Each student is required to undertake an independent design project in ADE 622, based on an approved proposal completed the previous semester in ANP 681. Examiners typically include members of the Architecture faculty and may include distinguished practitioners not on the faculty.

M.Arch./M.B.A. Concurrent Degree Program. A Master of Architecture/ Master of Business Administration concurrent degree program is offered through cooperative arrangement between the faculty of the College of Business and the College of Architec-

ture and Environmental Design. Students may obtain both degrees in approximately three years of study by concurrently meeting the requirements for each degree program. Separate applications are required by the respective units.

This program requires a minimum of 88 semester hours. Once admitted, in consultation with their respective advisors, students develop programs of study that meet degree requirements of both programs and their particular interests. Students interested in this offering should request further information from the School of Architecture graduate advisor.

MASTER OF BUSINESS ADMINISTRATION

The central theme of the program is to build and strengthen capabilities in knowledge and analysis of the functional areas of business, basic skills, and managerial abilities. Knowledge involves textbook and case materials. Basic skills include computing, writing and critical thinking, presentation and speaking, team and group work, interpersonal relations, and time management. There is a strong team emphasis throughout the ASU curriculum.

The M.B.A. program is supported by each of the eight academic units within the College of Business.

Admission. See the general requirements for admission to the Graduate College on pages 89–90. All students applying to graduate business administration programs (except those applying to the M.S. degree in Economics) are required to take the GMAT. The TOEFL is required of all international applicants whose native language is not English or who are not graduates of an institution located in the United States. These applicants are also required to submit scores from the TSE. For more information on testing, call 609/771–7330 or write

EDUCATIONAL TESTING SERVICE
PO Box CN 6103
PRINCETON NJ 08541–6103

Students applying to the M.B.A. program are required to have at least two years of full-time work experience and to submit a statement of personal objectives for the degree program addressing commitment, goals, qualifications, and reasons for interest in the program. Applicants are to provide letters of rec-

ommendation commenting on the student's motivation, commitment, achievements, work experience, and opportunity for success in the program. In addition to the above data, students are to communicate their interest for either the day, evening, or executive program.

Registration. Registration in courses numbered 502 and above is limited to students who have been admitted to a graduate degree program, have the approval of the M.B.A. program office, and have the prerequisites of calculus and computer literacy.

Structure of the M.B.A. Program.

M.B.A. courses are open only to students admitted to the M.B.A. program.

Program Requirements. Before beginning the M.B.A. program, students must have demonstrated computer proficiency in the use of a spreadsheet package and word processing package and must demonstrate strong quantitative ability. Completion of advanced courses in mathematics (e.g., calculus) or statistics or an above average performance on the quantitative section of the GMAT is also required. The program consists of a minimum of 48 hours and is to be completed in two years. Students are admitted to the fall semester only and, generally, enter and graduate as a class.

The core courses are designed to provide a foundation in business knowledge and skills and must be taken in the prescribed sequence.

Elective courses build upon the business core and focus on the further development of an area of study.

The College of Business does not accept credits earned while students are in nondegree status; moreover, graduate business courses are not open to nondegree students.

Foreign Language Requirements.

None.

Thesis Requirements. None.

Comprehensive Examinations. All students must successfully complete the comprehensive requirement established by the College of Business and Graduate College for the M.B.A. degree. The comprehensive exam is integrated with MGT 589 Strategic Management. Students passing this course with a grade of "A" or "B" satisfy the comprehensive exam requirement.

Dual/Concurrent Degree Programs. See page 62.

MASTER OF COMPUTER SCIENCE

The faculty in the Department of Computer Science and Engineering offer a professional program leading to the Master of Computer Science (M.C.S.) degree. The M.C.S. program provides a professionally oriented, graduate-level education in computer science and engineering. The program reflects the dual nature of computer science as both a scientific and engineering discipline by allowing emphasis on theory as well as practical applications. Students can study topics such as artificial intelligence, computer-aided geometric design, computer architecture, computer graphics, computer science theory, database concepts, digital systems design, language processing, operating systems, and software engineering.

Admission. See the general requirements for admission to the Graduate College on pages 89–90. An applicant for the M.C.S. program should normally have a baccalaureate degree in computer science, computer engineering, or a closely related area. The applicant's undergraduate GPA and depth of preparation in computer science and engineering are the primary factors affecting admission. Every applicant must submit scores for the GRE (verbal, quantitative, and analytical required; subject test in computer science is optional). An international student must also submit the results of the TOEFL. The application deadline for admission in the fall semester is January 15, and September 15 for the spring semester.

Program of Study. Each student defines a potentially unique program of study subject to approval by the department and the Graduate College. The program of study must include courses in four focus areas and must contain a minimum of 30 semester hours of approved graduate-level course work. At least 18 hours must be CSE 500-level credits (excluding CSE 598), and at least 27 hours must be for formal course work. The department may prescribe additional courses based on the background of the candidate.

Foreign Language Requirements. None.

Thesis Requirements. None.

Final Examinations. During the last semester of work, an M.C.S. student must complete a final project and submit a report on the project.

MASTER OF COUNSELING

Purpose. The two-year (60-semester-hour minimum) program leads to the professional degree Master of Counseling (M.C.). The M.C. program which focuses on community counseling is accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). This program is designed to prepare students for counseling as a profession, and it includes a set of required professional studies supported by elective subjects in related disciplines. Both practitioner and research options are available.

The M.C. degree identifies the recipient as a professional counselor and prepares individuals to work in a variety of human service fields. Certified teachers who complete this degree are eligible for school counselor certification in Arizona and most other states.

Admission. A student initiates application for admission to the M.C. degree program with the Graduate College. Admission is determined by a variety of criteria in addition to GPAs. Applications are accepted any time but must be completed before February 15 for admission for the following fall semester. The number of students admitted to the M.C. degree program is limited by the size of the faculty and the facilities available for practica. For more information, applicants should consult the Division of Psychology in Education.

Supervisory Committee. Following admission to the M.C. program, a supervisory committee consisting of a chair and two other faculty members are appointed to plan a program of study with the student and to prepare, administer, and evaluate the final examination(s).

Program of Study. The program of study should be planned in consultation with the supervisory committee. Candidates for the M.C. degree must complete one course in the College of Education core for master's students, COE 501. See page 183 under "Education Core Courses" for course listing. In ad-

dition to course work, the program may include supervised practica in consultation, individual and group counseling, marriage and family counseling, and stress management. These experiences involve a variety of client populations. The program of study must be approved by the supervisory committee, the division director, and the dean of the Graduate College.

Credit before Admission. A maximum of 32 semester hours of graduate course work earned in a completed master's degree from an accredited institution may be applied to the program. In all other circumstances, a maximum of nine semester hours of prior course work may be applied to the M.C. degree program.

Final Examinations. Students in the practitioner option are required to take a final written comprehensive examination or prepare a final written paper.

Students in the research option are required to complete a thesis. An oral examination in defense of the thesis is also required.

MASTER OF EDUCATION

Master of Education (M.Ed.) programs in the College of Education prepare scholarly professionals. Programs are available in Counselor Education, Curriculum and Instruction, Educational Administration and Supervision, Educational Media and Computers, Educational Psychology, Higher and Postsecondary Education, Learning and Instructional Technology, and Special Education. Concentrations within the M.Ed. in Curriculum and Instruction include bilingual education, communication arts, early childhood education, elementary education, English as a second language, Indian education, mathematics education, multicultural education, reading education, science education, secondary education, and social studies education. Within Special Education, M.Ed. areas of concentration are education of the gifted, the mildly handicapped, the multicultural exceptional, and severely and multiply handicapped children.

Admission. The College of Education requires above-average performance on the verbal scale of the GRE in addition to the general requirements for admission to the Graduate College. (For some programs the Miller Analogies Test may be substituted for the GRE.)

Individual divisions or programs, however, may require superior test scores or GPA for admission. Division admission committees review a variety of evidence presented by applicants for admission consideration. Applicants with lower test scores or grades below minimum levels may be considered for admission recommendation if counterbalancing evidence suggesting the potential for outstanding performance in a master's program is available to division admission committees.

Program of Study. A minimum of 30 to 36 semester hours of course work approved by the student's supervisory committee, division director, and the Graduate College is required for the Master of Education degree. Candidates for the Master of Education degree should contact the division offering the graduate degree they are seeking for specific core requirements. *A program of study should be filed as early as possible and not later than upon completion of nine semester hours of graduate course work.*

Examinations. All M.Ed. programs require successful completion of written comprehensive examinations. These examinations focus on the specialized content of the specific M.Ed. program of study. Comprehensive examinations are written and evaluated by program faculty. If the student should fail the written comprehensive examination, a re-examination may be administered no sooner than three months and no later than one year from the date of the original examination. Approval of the re-examination must be obtained from the supervisory committee, division director, and the dean of the Graduate College.

MASTER OF ENVIRONMENTAL PLANNING

The faculty in the School of Planning and Landscape Architecture offer a program leading to the professional degree Master of Environmental Planning (M.E.P.). Three areas of specialty are offered: urban and regional development; urban design; and landscape ecological planning. Graduates acquire the knowledge and skills necessary for leadership roles in the planning profession. Students take a core and select additional courses from the area of specialty. *Urban and regional develop-*

ment prepares students for employment in areas such as housing, economic and community development, policy analysis, transportation, and the politics of planning. *Urban design* provides a link between the School of Planning and Landscape Architecture and the other disciplines in the College of Architecture and Environmental Design—architecture, interior design, and industrial design. Students selecting this area of specialty should have a degree in design or planning or be prepared to take basic design courses as a prerequisite. Students are prepared to work in land-use planning, the design of specific parcels of land, the preparation of development controls, and the drafting of guidelines for development controls and design. *Landscape ecological planning* prepares students for careers in public land management, conservation of renewable and nonrenewable resources, the management of solid and hazardous wastes, environmental impact assessment, and land-use planning. All areas of specialty emphasize environmental and urban planning in rapidly developing metropolitan areas, preparing graduates for advanced careers in either the public or private sector.

A common core of required lecture, seminar, and studio courses provides knowledge of urban and environmental planning issues and fundamental theories, practices, and skills in planning. The areas of specialty in urban design and landscape ecological planning offer a series of fundamental and advanced design studios that enhance knowledge of urban form and land planning.

Individual practical experience in planning is provided through an internship program and independent work on a required final thesis. In addition to the planning faculty, the program is enriched by the interdisciplinary participation of faculty from other academic units of the university as well as leading planning and landscape architecture practitioners from the Phoenix area.

Admission Requirements and Procedures. To be considered for the program, the applicant must fulfill all admission requirements of the Graduate College, in addition to meeting admission requirements of the School of Planning and Landscape Architecture. Separate application materials must be submitted.

School of Planning and Landscape Architecture. The following materials should be submitted to

SCHOOL OF PLANNING AND LANDSCAPE ARCHITECTURE
COLLEGE OF ARCHITECTURE AND ENVIRONMENTAL DESIGN
ARIZONA STATE UNIVERSITY
PO Box 872005
TEMPE AZ 85287-2005

1. a statement of intent (maximum 600 words) explaining (a) the applicant's interest in planning; (b) the applicant's academic background, and if appropriate, preparation for the selected area of specialty: urban and regional development, urban design, or landscape ecological planning (these may include written samples or a portfolio); and (c) the applicant's educational objectives;
2. test scores: TOEFL scores from international students whose native language is not English;
3. three letters of recommendation from references who are qualified to comment on the applicant's potential in the selected area of study; and
4. a résumé.

International students who wish to be considered for a teaching assistantship and whose first language is not English are required to pass the TSE administered by the American English and Culture Center at ASU.

Application Deadlines. For fall enrollment, application materials are due in the School of Planning and Landscape Architecture and the Graduate College on March 15.

For spring enrollment, application materials are due in the School of Planning and Landscape Architecture and the Graduate College on October 15.

Selection Procedures and Notifications. School faculty evaluate the applications and supporting materials and recommend to the Graduate College whether the applicant should be granted regular or provisional admission or if admission should be denied. If admission is provisional, the Graduate College specifies in its letter of admission the provisions to be met to gain regular status. The school informs successful applicants of the procedures for enrollment.

Program of Study. See pages 201–201 for faculty and course listings. An approved program of study is 48 semester hours or 51 with an optional internship. The program has the typical distribution as follows:

Required core courses, including two four-hour studios	25
Specialization courses	15
Optional internship	3
Approved elective	3
Thesis	5
<hr/>	
Total	51
Total without internship	48

Students are encouraged to take the required core courses and then to select an area of specialization. The program of study must be approved by the student’s supervisory committee and be completed as specified for graduation. Requests for changes in the program must be made in writing. Some graduate courses may require undergraduate-level prerequisites; specifically, all students are expected to have taken introductory courses in planning and statistics. Inquiries regarding the M.E.P. program should be directed to the School of Planning and Landscape Architecture.

Foreign Language Requirements. None.

Thesis Requirements. A thesis is required.

Final Examinations. A comprehensive oral examination based on the student’s thesis is required. The oral examination is administered by the supervisory committee.

MASTER OF FINE ARTS

The faculty in the School of Art and Departments of Dance and Theatre offer programs leading to the Master of Fine Arts (M.F.A.) degree with majors in Art, Dance, and Theatre, respectively. The faculty in the Departments of English and Theatre offer an interdisciplinary program leading to the M.F.A. degree in Creative Writing.

Major in Art

The M.F.A. degree in Art requires a minimum of 60 hours of graduate work beyond the bachelor’s degree. The objective of this degree is to provide advanced study in one or more of the following concentrations: ceramics, drawing, fibers, intermedia, metals, painting, photographic studies, photog-

raphy, print-making, sculpture, or wood.

Admission. A bachelor’s degree from a college or university recognized by ASU is required. All students applying for the M.F.A. degree must submit to the chair of the Graduate Studio Committee a portfolio of 20 slides of their work with a return envelope and postage. Three letters of recommendation and a statement of intent pertaining to the student’s educational objectives are also required. Because each area of specialization may have unique requirements, students are advised to contact the School of Art for additional information.

Selection Procedures. Faculty review committees appointed by the Graduate Studio Committee make the recommendations for regular or provisional admission or the denial of admission. All aspects of the application are evaluated with the purpose of selecting for the available openings those students who have the most reasonable prospect for success in the proposed programs of study. The application deadline is January 15 for the following fall semester. Each student whose application is complete by the deadline date should be advised of admission status within six weeks of the deadline. Qualified students submitting applications after the deadline may be admitted if openings are available.

Review Sequence

1. All students admitted on provisional status are reviewed after completing the stipulated nine hours of graduate work.
2. All students are reviewed after completing 15 hours of graduate studio work.
3. A progress review may be called at any time during the course of the graduate program.

Following the 15-semester-hour review, the student must form a supervisory committee to direct the program through the completion of the M.F.A. exhibition and final oral examination. For more information, a student should request a copy of the *Guide to M.F.A. Procedures* from the School of Art.

Program of Study. A total of 60 semester hours of graduate credit subject to committee approval is required, including:

1. 27–32 graduate studio hours in the major area(s) of concentration;
2. nine hours of graduate-level art history;
3. nine hours of graduate work outside the area of concentration. These hours may be taken in art history, art auxiliary, art education, or outside the school or college. At least three hours are recommended in a studio discipline; and
4. 10–15 hours of ART 680 Practicum, resulting in an M.F.A. exhibition.

Credit before Admission. Subject to the recommendation of the review committee, students with a completed M.A. degree in Studio Art may have up to 24 hours (exclusive of thesis or project) applied to the M.F.A. program. In other cases a maximum of 12 semester hours of transfer credit may be applied to the degree program. However, only nine hours of nondegree graduate credit taken before admission at ASU or another institution may be used to fill degree requirements (see “Credit Completed before Admission,” page 98).

Foreign Language Requirements. None.

Final Examination. An oral defense of the M.F.A. exhibition (ART 680) is required.

Time Limit. The total program and all requirements for the degree, including transferred course work, must be completed within seven calendar years.

Major in Creative Writing

The M.F.A. degree in Creative Writing is an interdisciplinary program offered jointly by the Department of English, in the College of Liberal Arts and Sciences, and the Department of Theatre, in the College of Fine Arts. This interdisciplinary program, overseen by the Graduate College, involves the faculty research, creative activity, and teaching interests of two academic units. It offers students a unique opportunity to tailor a course of study to fit individual needs, talents, and goals. The Department of English administers the program and reviews applications for admission. The studio/academic program is designed to provide students of demonstrated intelligence, motivation, and creative talent with the opportunity to work under the direction of faculty who are practicing, published

writers. The program includes equal components in literature and writing.

Admission. In addition to meeting the general requirements of the Graduate College, applicants must have an undergraduate major in English or Theatre, with a GPA of 3.00 or above. Applicants who do not have an undergraduate major in English or Theatre may be admitted provisionally, on the condition that they make up deficiencies in course work. Deficiencies in undergraduate preparation may be removed while pursuing the M.F.A. degree; courses taken to remove deficiencies may not be counted toward the degree. Applicants must also submit the following:

1. an acceptable score on the Miller Analogies Test;
2. three letters of recommendation;
3. a professional résumé; and
4. a statement of career goals, including the designation of an area of specialization (options include nonfiction, fiction, poetry, screenwriting, and playwriting) and a manuscript sample of one of the following: 30 pages of drama; 20 pages of poetry; 30 pages of prose fiction or creative nonfiction; or 40 total pages of work in two of these literary forms.

Selection Procedures. Completed application forms should be sent directly to the Graduate College. All other materials and manuscripts, including the teaching assistant application form, should be submitted to the Department of English by February 1. The Creative Writing Committee reviews the materials and manuscripts and makes recommendations for admission by March 15. Guidelines for admission recommendations used by the committee include the following: applicant's academic record and capabilities for successful graduate study; talent and promise demonstrated in the manuscript sample; strength of letters of recommendation; quality of applicant's undergraduate background; and compatibility of the applicant's career goals with the purpose of the degree program.

Program of Study. The program of study requires a minimum of 48 semester hours of graduate credit approved

by the student's supervisory committee, the director of the Creative Writing Committee, and the dean of the Graduate College. Of these, 24 semester hours must be creative writing courses and must include nine hours of ENG 580 or THP 580, nine hours of ENG 455, 594 (which may be taken twice), or 598 or THP 460, 461, or 598. The literature component of 24 hours must include ENG 591 or THE 420 and two of the following courses: ENG 441, 443, 454, 457, 458. For playwrights, THE 504, 505, 520, and 521 are required.

Credit before Admission. Subject to the recommendation of the supervisory committee, students with a completed M.A. or Ph.D. degree in English or Theatre may have up to 15 hours of literature credit applied to the M.F.A. program of study. A maximum of nine hours taken before admission and not as part of a completed degree at ASU and/or another institution may be used to fulfill degree requirements. All course work for the degree must be completed within the six-year time limit.

Comprehensive Examinations. A final written comprehensive examination is required and is scheduled once in each semester and once during the summer. Upon completion of course work, the student is required to take the written examination. Official application is made through the Graduate College. The student is also required to notify the Creative Writing Committee of intent to take the examination at least 30 days in advance. A student is not eligible to apply for the written examination until a program of study has been filed. If the candidate fails the examination, a re-examination may be administered no sooner than three months and no later than one year from the date of the original examination. Permission for re-examination must be obtained from the student's supervisory committee, the director of the Creative Writing Committee, and the dean of the Graduate College. Only one re-examination is permitted. Students are examined in the following areas:

1. 20th-Century American Writers: Modern Period;
2. 20th-Century Writers: Contemporary Period; and
3. 20th-Century Critical Theory.

Playwrights are examined in the following areas: (1) European and American Drama and (2) Dramatic Theory and Criticism. The examination is constructed and graded by members of the Creative Writing Examination Committee.

Practicum and Performance Requirements. ENG 580 Practicum is required of all students in the program. For nine semester hours of credit, the student creates a book-length volume of poetry, short stories, novel, drama, translation, or creative nonfiction (except literary criticism). This project must be approved in advance by the student's supervisory committee on the basis of sample pages and a summary of the proposal. The supervisory committee must evaluate and approve the final project. As the last requirement for the degree, the candidate must read or perform from the practicum project before students and members of the faculty.

Major in Dance

The M.F.A. degree in Dance is a 60 semester hour program. The program is designed to provide opportunities for the student to continue to develop in the areas of dance technique, choreography, performance and production; to gain further understanding of the philosophy, history, theory, and science of dance; and to begin to chart the directions of the future through technology and media opportunities.

Admission. A bachelor's degree with a major in dance or its equivalent is required. Three letters of reference and a résumé must be filed with the Department of Dance for the purpose of assessing the qualifications of the candidate. All applicants must audition for admission to the program. The audition consists of performance of technical phrases in modern dance and ballet as well as the presentation of a solo work of no longer than five minutes, choreographed by the candidate. Videotaped documentation of a group work choreographed by the applicant must also be submitted. For more information, contact the Department of Dance.

Program of Study. A total of 60 semester hours of graduate credit is required, including:

1. 30 hours of dance studio;
2. 12 hours of dance theory;
3. nine hours of electives; and

4. nine hours of individual project (choreography, performance, or other approved project).

In consultation with the graduate director and the student's supervisory committee a program of study may be tailored to meet specific interests, needs, and abilities.

Credit before Admission. Upon approval of the supervisory committee, a maximum of 24 semester hours of graduate credit completed before admission may be applied to the program if these courses were part of a completed master's degree in Dance. All course work appearing on the program of study must meet the seven-year time limit requirement.

Foreign Language Requirements. None.

M.F.A. Project. Each candidate submits a prospectus to his or her supervisory committee outlining the nature of the M.F.A. project. This project may be choreography and/or performance, and may be designed to incorporate technology or other approved research components. Supporting documentation of the project may be written and bound, realized with CD-ROM, or completed through other means, which meet format approval from both the student's supervisory committee and the Graduate College.

Final Examinations. An oral defense of the M.F.A. project is required.

Major in Theatre

The M.F.A. degree in Theatre is a 60-semester-hour professional program with concentrations in acting, scenography, and theatre for youth. It is a terminal degree for students interested in pursuing careers in professional and educational theatre. The concentration in acting is focused on the actor as a creative artist. It emphasizes skills for approaching and creating new work and developing entrepreneurship, performance applications in multimedia interdisciplinary collaboration, artistic integrity, and social responsibility.

In the scenography concentration, students learn skills and methodologies to create and execute designs in at least two areas, selected from costumes, lighting, and scenery.

The concentration in theatre for youth is designed to prepare candidates for work in elementary and secondary

schools as drama specialists; for college and university teaching in the field of theatre for youth; for professional careers in children's theatre; and for work in community theatres, recreational programs, and various social agencies.

Admission. Applicants must meet all admission requirements of the Graduate College. In addition, the Department of Theatre requires a minimum of 30 semester hours of course work in theatre, a minimum GPA of 3.20 for all course work in theatre, and acceptable scores on either the GRE or MAT.

For the concentration in acting, requirements include:

1. an audition consisting of two selections, one classical and one contemporary, not to exceed four minutes total;
2. three letters of recommendation; and
3. a statement of educational and career goals.

Dates and sites for auditions may be obtained from the Department of Theatre.

For the concentration in scenography, three letters of recommendation are required from leaders in the field of theatre, education, or art. In addition, applicants must provide a portfolio of 12 slides of their work with a return envelope and postage, as well as a statement of educational and artistic objectives. An interview is recommended; dates and sites may be obtained from the Department of Theatre.

For the concentration in theatre for youth, three letters of recommendation are required from leaders in the field of theatre for youth, theatre education, or recreation, as well as a statement of educational and career goals. Certification at either the elementary or secondary level is strongly recommended but not required for admission.

More detailed information regarding admission requirements for three areas of concentration may be obtained from the Department of Theatre.

Application Deadline. The first deadline for receipt of applications and test scores is March 1. After that date, admission is subject to space availability.

Program of Study. Each student works closely with a supervisory committee to develop a program of study in required and elective course work. All

M.F.A. candidates majoring in Theatre are evaluated at the end of each semester by their supervisory committee, with the responsibility resting on each student for documenting professional development. The advancement of each student through each of the three years in the M.F.A. program is dependent upon a positive recommendation of the supervisory committee.

The program for the acting concentration consists of a minimum of 60 semester hours, distributed as follows: 48 hours of required course work in the major (THE 500, 504, 505, 520, 521, THP 501, 502, 503, 504, 507, 509, 510, 519, 570, 571, 572, 573, 575, 576, 577, 578, 581, 582); six hours of THP 684 Internship; and six hours of THP 693 Applied Project.

The program for the scenography concentration consists of 60 semester hours distributed as follows: 43 hours of required course work in the major (THE 500 [one hour], 504, 505, 520, 521; THP 506, 530, 540, 545, 649 [three hours], 691, six hours each of THP 684 Internship and THP 693 Applied Project); 12 hours of additional design and/or technical theatre classes which may be selected from THE 430, 431, THP 419, 431, 435, 440, 441, 442, 444, 445, 494 e, f, g, h; and five additional hours of electives subject to the approval of the supervisory committee.

The program for theatre for youth consists of 60 semester hours, distributed as follows: 39 hours of required course work in the major (THE 500, 504, 505, 520, 521, 524; THP 411, 511, and 611 or 618, six hours each of THP 684 Internship and THP 693 Applied Project); and 21 hours of approved electives in the major and related areas.

Credit before Admission. Subject to approval by the supervisory committee, a maximum of 24 semester hours of graduate work from a completed master's degree program earned at ASU or another accredited institution may be applied to the program of study. In other cases, a maximum of nine semester hours of nondegree graduate work from ASU or another institution may be applied (see "Credit Completed before Admission," page 98). All course work for the degree must be completed within the six-year time limit.

Foreign Language Requirements. Optional.

Final Examinations. A comprehensive examination or comprehensive review in the area of concentration is required. In addition, students failing to receive a grade of “B” or higher in THE 504, 505, 520 and 521 must pass a written comprehensive examination on the subject-matter of those courses. A final project (THP 693 Applied Project, six hours credit), supported by written documentation and defended in an oral defense, is required.

Deficiencies. Deficiencies in undergraduate preparation of no more than 12 hours may be removed while pursuing the M.F.A. degree; courses taken to remove deficiencies may not be counted toward the degree.

MASTER OF HEALTH SERVICES ADMINISTRATION

The Master of Health Services Administration (M.H.S.A.) degree program is designed to prepare qualified individuals for management careers in hospitals, group practices, health maintenance organizations, consulting firms, long-term care facilities, associations, government agencies, and other health services organizations. This preparation is carried out by providing the students with selected theories, tools, and techniques, which are the understanding, analysis, and application essential for effective health services administration.

Admission. See the general requirements for admission to the Graduate College on pages 89–90. Applicants are required to submit evidence of their ability to pursue a graduate degree program in health services administration successfully. All students must take the GMAT. For more information, call 609/771–7330 or write

EDUCATIONAL TESTING SERVICE
PO Box CN 6108
PRINCETON NJ 08541–6108

Students applying to the M.H.S.A. degree program should submit an application for admission and two copies of all transcripts directly to the Graduate Admissions Office. Three recommendations commenting on the student’s motivation, commitment, achievements, work experience, and opportunity for success in the program should be addressed directly to the School of Health Administration and Policy. In addition, applicants are required to sub-

mit a statement of personal objectives for the degree program addressing commitment, goals, qualifications, and reasons for interest in the program. Application deadlines are December 15, February 15, March 15, and April 15. Preference for financial assistance will be given to applicants applying by the March 15 deadline. It is required that students visit the campus for a personal interview. In cases where this creates a hardship, a student may ask for a telephone interview with an M.H.S.A. faculty member when the application file is complete. Brochures describing the Master of Health Services Administration are available by calling 602/965–7778 or writing

SCHOOL OF HEALTH ADMINISTRATION
AND POLICY
COLLEGE OF BUSINESS
ARIZONA STATE UNIVERSITY
PO Box 874506
TEMPE AZ 85287–4506

Questions may also be directed by e-mail to asuhap@asuvm.inre.asu.edu.

Program of Study. The program of study consists of a minimum of 48 semester hours: 15 hours of business administration, 27 hours of health services administration, and six hours of electives. Additional semester hours (prerequisites) may be required to strengthen preparation in a given specialty. Subject to availability, students may complete an optional residency/fellowship for a period of up to one year (following completion of the degree program). While each student’s program of study is individually tailored, a typical program is as follows:

Business Administration Component

ACC 502	Financial Accounting	3
ACC 503	Managerial Accounting	3
FIN 502	Managerial Finance	3
MGT 502	Organization Theory and Behavior	3
QBA 502	Managerial Decision Analysis	3
Total	15

Health Services Administration Component

HSA 502	Health Care Organization	3
HSA 505	Community Health Care Perspectives	3
HSA 512	Health Care Economics	3
HSA 520	Health Care Organizational Structure and Policy	3
HSA 522	Health Care Management Systems	3

HSA 532	Financial Management of Health Services	3
HSA 542	Health Care Jurisprudence	3
HSA 589	Integrative Seminar	3
HSA 591	S: Health Care Economics	3
Total	27

Electives Component. Six semester hours of electives intended to provide interdisciplinary breadth or specialization are taken in consultation with the student’s supervisory committee. These six hours must be earned in graduate courses offered in health care administration, business administration, economics, nursing, political science, social work, sociology, or other appropriate disciplines.

Prerequisites. Students lacking sufficient background in business fundamentals are encouraged to take a basic financial accounting course. Those without a basic course in computer skills are required to complete CIS 200. Students must demonstrate strong quantitative ability. This may be accomplished by taking either a calculus course (MAT 210) or quantitative business statistics (QBA 221).

Course Load. Normal full-time course load is 12 hours per semester. Students may petition to take up to 15 hours per semester.

Foreign Language Requirements. None.

Comprehensive Examinations. All students must successfully complete the comprehensive requirement established by the College of Business and Graduate College for the M.H.S.A. degree.

Thesis Requirements. None.

Concurrent Degree Programs

A Master of Health Services Administration/Master of Business Administration concurrent degree program is offered through cooperative arrangement between the faculty of the College of Business and the School of Health Administration and Policy. Students must be admitted to both programs and may complete the course work for both degrees in two years of full-time study by meeting the requirements of each degree program. Separate applications are required and admission requirements of *both programs* must be met. Once admitted, in consultation with their respective faculty advisors, students develop programs of study that meet degree requirements.

The College of Law and the School of Health Administration and Policy offer graduate students a program in Law and Health Services Administration that leads concurrently to the degrees of Juris Doctor/Master of Health Services Administration. Students in the concurrent degree program must be regularly admitted to both the J.D. and the M.H.S.A. degree programs. It is recommended that application to the concurrent degree program be made no later than the end of the first year of law school or first year of enrollment in the M.H.S.A. program. All applicants must comply with the minimum requirements and admission procedures of the Graduate College. Full-time students can expect to complete the concurrent J.D./M.H.S.A. program in four years.

The College of Nursing and the School of Health Administration and Policy offer a concurrent M.H.S.A./M.S. in Nursing (with a concentration in nursing administration) degree program enabling students to pursue concurrent work in health services administration and nursing administration. The concurrent program is designed for nurses whose career goals are focused on management in complex health care delivery systems and offers nurses the opportunity to develop advanced skills in both financial resource management as well as nursing management. Graduates assume leadership positions in hospitals, group practices, HMOs, consulting firms, long-term care facilities, and other health services organizations. Students must be admitted to both programs and may complete the course work for both degrees in three years of full-time study by meeting the requirements of each degree program. Separate applications are required and admission requirements of both programs must be met.

MASTER OF MASS COMMUNICATION

The faculty in the Walter Cronkite School of Journalism and Telecommunication offer a graduate program leading to the professional degree Master of Mass Communication (M.M.C.). The program is designed to help students achieve academic and professional growth, to prepare students for positions in the mass media, and to provide a background to enable persons currently in the media to advance their careers.

Admission. In addition to the general requirements for admission to the Graduate College, the M.M.C. program requires applicants to provide three letters of recommendation (including two from professors in the last unit of study from degree-granting institutions), scores on either the GRE (verbal and quantitative) or the MAT, a biographical sketch that includes all professional media experience, and a 250–500 word statement outlining career aspirations that could be enhanced by admission to the program (the statement is also used as a writing sample). The applicant's undergraduate GPA, letters of recommendation, test scores, and professional media experience are all considered in the admission process. A TOEFL score of 600 or higher is required of all applicants whose native language is not English. Applicants wishing to enroll for fall semester must have all their application materials submitted by March 1.

Admission Classification. Applicants who have an undergraduate degree in an area of mass communication, who meet all other requirements, and who receive regular admission may begin in the program in either the fall or spring semester. A two-year program is designed for applicants who have an undergraduate degree in a discipline other than mass communication. The program consists of 45 semester hours. The first-year courses are designed to provide a foundation in journalism knowledge and skills and must be taken in prescribed sequence. Some first-semester courses are prerequisites for courses to be taken in subsequent semesters.

Registration. Registration in courses numbered 500 is limited to students who have been admitted to the M.M.C. program or have approval from the instructor of the class. Nondegree graduate students may not register for 500-level courses in the School of Journalism and Telecommunication during early registration. Undergraduate students wishing to reserve graduate course credit must follow Graduate College guidelines and obtain approval from the director of graduate studies.

Program of Study. The program consists of 36 semester hours of graduate credit for students with undergraduate degrees in the areas of mass communication. Requirements are as follows:

1. 12 hours of core course work,
2. six to 12 hours of specialization courses,
3. nine to 15 hours of a related area outside the school, and
4. three hours of supervised applied project (MCO 593).

The program consists of 45 semester hours of credit for students with undergraduate degrees in areas other than mass communication. Requirements are as follows:

1. 15 hours of core course work,
2. 12 hours of specialization courses,
3. six hours of mass communication writing skills courses,
4. nine hours of a related area outside the school, and
5. three hours of supervised applied project (MCO 593).

Foreign Language Requirements. None.

Thesis Requirements. None.

Final Examinations. An oral examination in defense of the supervised research or creative project is required.

MASTER OF MUSIC

The faculty in the School of Music offer a graduate program leading to the professional degree Master of Music (M.M.). Three majors are available: Composition, Music Education, and Performance. For the Music Education major, concentrations are available in

1. choral music,
2. general music, and
3. instrumental music.

For the Performance major, concentrations are available in

1. music theatre musical direction,
2. music theatre performance,
3. performance pedagogy,
4. piano accompanying, and
5. solo performance (voice, keyboard, instrumental).

Prerequisites. A Bachelor of Music degree or its equivalent from an accredited institution is required for admission to the M.M. program.

Admission. Admission to all concentrations under the major in Performance, with the exception of music theatre musical direction, is dependent on a successful audition, either in person

or by taped performance. For admission to the major in composition, the applicant must submit three major works showing technical facility in composition. For admission to the M.M. in Music Education degrees, the applicant must have completed all requirements for music teacher certification. Postbaccalaureate certification is available and may be completed concurrently with master's degree work.

Students majoring in Performance with a concentration in solo performance (voice) and performance pedagogy (voice) are required to take a diction examination in French, German, and Italian during registration week of their first semester. Students who do not pass this examination are required to take the appropriate semester(s) of MUP 250.

For admission to the concentration in performance pedagogy (piano), a minimum of one semester of prior piano pedagogy study including significant intern teaching experience is required. In addition, the student must submit an in-person or videotaped demonstration of teaching.

Program of Study. The student must complete a minimum of 32 semester hours of graduate courses, of which at least one-third must be in the area of concentration.

Foreign Language Requirements. Solo performance (voice only) and performance pedagogy (voice only) require a total of 16 semester hours of college-level credit in more than one language chosen from French, German, or Italian. The concentration in piano accompanying requires two semesters of college-level study in French, German, or Italian and two semesters of diction (or the equivalent) in the remaining languages in that group. These requirements may be fulfilled in whole or in part through language instruction in secondary and/or undergraduate school or by other means (see the *General Catalog*, page 352, for Fine Arts graduation requirements). These language requirements are not part of the 32-hour program of study. However, hours toward the requirements may be taken concurrently with the program of study if a deficiency exists.

Final Examination. A final written or oral examination, or both, is required.

An oral examination in defense of the thesis is required if the thesis is an option.

Composition

Composition. MTC 523 (four semester hours), 525, 599; six hours of music history.

Music Education

Choral Music. MUE 548, 549, 550 (or 579), 568, 570; six semester hours of music history (including MHL 575); five hours of music theory. One MHL or MTC course must be in 20th-century music.

General Music. MUE 548, 549, 550 (or 579), 551, 552; six semester hours of music history; five hours of music theory. One MHL or MTC course must be in 20th-century music.

Instrumental Music. MUE 548, 549, 550 (or 579), 564, 566; six semester hours of music history; five hours of music theory. One MHL or MTC course must be in 20th-century music.

Performance

Solo Performance (Voice). MUP 527, 541 (eight semester hours), 551, 595, 596; performing ensembles (two hours); five hours of music history; five hours of music theory.

Solo Performance (Keyboard). MUP 527 (eight semester hours), 551 (or 581), 595, 596; performing ensembles (two hours); five hours of music history and literature; five hours of music theory.

Solo Performance (Instrumental). MUP 527 (eight semester hours), 551, 581, 595, 596; performing ensembles (two hours); five hours of music history; five hours of music theory.

Piano Accompanying. MUP 527 Studio Instruction (eight semester hours), 511 (or 521 Studio Instruction [four hours]), 588 (four hours), 595, 596; five hours of music history; five hours in music theory.

Performance Pedagogy. MUP 527 (eight semester hours), 541 (voice only), 551 and/or 581, 595, 596; performing ensembles (two hours), (piano only: MUP 440, 507, 508, 581 [four hours], or proficiency); five hours in music history; five hours of music theory.

Music Theatre Musical Direction. MUP 521 Studio Instruction (four semester hours), 540, 551, 571 (three

hours), 591, 595, 596; a three-hour graduate THP course designed for directors (as approved by supervisory committee); musical direction of two musical theatre productions; five hours of music history; five hours of music theory.

Music Theatre Performance. MUP 511 Studio Instruction (six semester hours), 551, 570 (three hours), 571 (three hours), 595, 596; a three-hour graduate THP course designed for actors (as approved by supervisory committee); leading roles in two musical theatre productions; five hours of music history; five hours of music theory.

MASTER OF NATURAL SCIENCE

The Master of Natural Science (M.N.S.) degree offers the opportunity for interdisciplinary graduate training in the natural sciences (biological sciences, mathematics, and physical sciences) and cognate areas. The degree program is especially suited for individuals who desire professional training rather than research training. Because of designed flexibility, the degree also offers the opportunity for individualized professional graduate programs depending upon the backgrounds and goals of the students. The major is Natural Science and the student is expected to emphasize course work in two or more areas of concentration. The program must be interdisciplinary. Additional information about this program can be found under the various majors in the natural sciences in the *Graduate Catalog* and by contacting faculty offering the following concentrations:

1. biology,
2. chemistry,
3. geology,
4. mathematics,
5. microbiology,
6. physics, and
7. plant biology.

Admission. See pages 89–90 for general admission requirements. A prerequisite for admission is the availability of resources for the proposed program and a faculty member in one of the departments to serve as graduate advisor. The submission of scores on the GRE (verbal, quantitative, and analytical) is required of all applicants.

Supervisory Committee. The supervisory committee, consisting of three faculty members, is appointed by the dean of the Graduate College upon the recommendation of the chair of the academic unit in which the graduate advisor serves as a faculty member. The supervisory committee is formed soon after the student has been admitted to the degree program. The graduate advisor and student suggest names of persons to serve on the supervisory committee. The composition of the supervisory committee must reflect the interdisciplinary nature of the program.

Program of Study. A program of study is recommended by the supervisory committee after conferring with the student. The minimum number of semester hours required for the degree is 30. An additional number of semester hours may be required by the supervisory committee depending upon the background of the student and the nature of the proposed program. In some cases undergraduate courses may be required in order to remove deficiencies.

Foreign Language Requirements. None.

Thesis Requirements. A thesis is optional.

Final Examinations. A final written or oral examination, or both, is required. Each examination is administered by the supervisory committee.

MASTER OF PHYSICAL EDUCATION

The faculty in the Department of Exercise Science and Physical Education offer a program leading to the Master of Physical Education (M.P.E.) degree. The M.P.E. degree is designed to prepare scholarly professionals (i.e., teachers of physical education). Emphasis is placed on improving instructional effectiveness and developing a quality physical education curriculum in a school setting. Three areas of study are available: elementary, secondary, and adapted physical education.

Admission. Applicants who hold a bachelor's degree in education and who are certified to teach may apply to the M.P.E. degree directly. Applicants with a bachelor's degree in physical education but who are not certified to teach will apply to the postbaccalaureate/M.P.E. degree. Deficiencies will be assessed where applicable.

Program of Study. A minimum of 33 semester hours of course work is required for the M.P.E. program, with 18 hours of required core courses, six hours of cognate area, and nine hours of recommended electives. A total of 58 semester hours is required of students completing both the postbaccalaureate program and the M.P.E.

Foreign Language Requirements. None.

Final Examinations. A final written comprehensive examination is required.

MASTER OF PUBLIC ADMINISTRATION

The faculty in the School of Public Affairs offer public administration programs that prepare students for careers in public management, public policy analysis and evaluation, urban management and planning, and public information management. To improve public management, the school maintains public service programs that educate and advise public service practitioners. To improve public policymaking, the school maintains research and service programs that identify issues, disseminate information, and propose solutions to major public problems. To foster the next generation of scholars, the school maintains research programs designed to advance understanding of the processes by which public resources and personnel are organized to formulate, implement, and manage public policy decisions.

Faculty in the School of Public Affairs offer a 42-credit-hour professional Master of Public Administration (M.P.A.) degree. The M.P.A. is an interdisciplinary, professional degree designed to prepare students for public service, public management, and policy analysis at the local, state, and national levels of government. The M.P.A. degree is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA).

Admission. Applicants to the M.P.A. program are considered for admission irrespective of undergraduate major, although students may be required to complete additional courses and/or workshops to prepare themselves for the core courses.

The applicant's undergraduate GPA, GRE scores (verbal, quantitative, and analytical), letters of recommendation, statement of educational and career

goals, and professional experience are all considered in the admissions process. In addition, TOEFL scores (550 or higher) are required for international students. Admission may be limited by space availability.

Although applications for admission can be sent at any time, they should be received by July 1 for fall semester admission and December 1 for spring semester admission. Students requesting graduate assistantships and tuition scholarships should have their application files completed by March 1.

All applicants must submit the following materials to the Graduate College:

1. an official application;
2. official transcripts of all undergraduate and graduate work;
3. scores on the GRE (verbal, quantitative, and analytical; special subject tests not required); and
4. TOEFL scores for international students.

All applicants must submit the following materials to the School of Public Affairs:

1. three letters of recommendation, at least two of which should be written by faculty who can evaluate the applicant's academic performance;
2. a written statement of applicant's educational and career goals, which also is used as a sample of the applicant's writing abilities; and
3. resume or additional documents as the applicant sees fit.

Program of Study. The M.P.A. program consists of forty-two hours of graduate credit. Students take twenty-four of these hours in eight core classes in the School of Public Affairs, and eighteen additional hours in elective courses. Students are encouraged to develop a concentration with their elective courses. Four areas of concentration are offered:

1. public information management,
2. public management,
3. public policy analysis and evaluation, and
4. urban management and planning.

No more than nine semester hours of ASU graduate courses taken before admission to the school and approved by the M.P.A. Committee can be included in the Program of Study.

Students enrolling in core courses must demonstrate minimum competency in statistics, American government, and computer applications. Courses taken to fulfill the competency do not count toward the 42-hour degree program. Competency in statistics or American government is met with a grade of "B" or higher in approved courses, passing a diagnostic test approved by the M.P.A. Committee, or earning a grade of "B" or higher in such approved courses as PAF 401, POS 401, PSY 230, QBA 221, and SOC 395 for statistics and POS 310 for American government. Competency in computer applications is met by enrollment in university short courses and training seminars.

Internship. A public service internship is recommended for M.P.A. students without previous administrative experience in government. The purpose of the internship is to provide students with practical and professional experience in a specific career area. Students work in and for public organizations applying the knowledge, skills, and abilities acquired in their program of study. During the internship experience, students can develop a professional network that will aid them in their pursuit of a career in government or non-profit organizations. Students can apply three hours of internship credit to the degree program. To receive course credit for an internship, students are required to attend class sessions and submit a paper to the internship coordinator.

Foreign Language Requirements. None.

Comprehensive Examination. None.

Thesis Requirements. None.

Capstone Requirement. The M.P.A. degree requires students to demonstrate competency for public service by synthesizing and applying core course knowledge, skills, and abilities to public service problems. Students demonstrate their public service competency by earning an "A" or a "B" in the M.P.A. capstone course, PAF 508 Public Service.

MASTER OF SCIENCE IN DESIGN

The Master of Science in Design (M.S.D.) degree with a major in Design and concentrations in graphic design, industrial design, and interior design prepares students for leadership positions in industry research and teaching. The program has four goals:

1. to provide a graduate program for students who have a baccalaureate degree in Graphic Design, Industrial Design, Interior Design, or a related design discipline;
2. to provide the opportunity for the development of specialized research and design skills to support the graphic design, industrial design, and interior design professions;
3. to provide the opportunity for professionals to gain the necessary research and design skills for academic careers; and
4. to develop critical skills which enable the graduate to contribute to the literature of design through articles, essays, and books, or to participate in conferences related to their concentration.

Admission Requirements. Applicants must hold a baccalaureate degree in Graphic Design, Industrial Design, Interior Design, or a related design discipline to participate in this terminal degree program. When applying for admission, applicants must declare one of three concentrations: graphic design, industrial design, or interior design. Additionally, the areas of interest must be identified from the following: facility planning and management, human factors in design, or design methodology, theory and criticism. admission to the M.S.D. program is selective on a space-available basis.

Application Procedures. Applicants must file separate application materials to both the Graduate College and the School of Design.

School of Design Requirements. The following materials should be submitted to

SCHOOL OF DESIGN
COLLEGE OF ARCHITECTURE AND
ENVIRONMENTAL DESIGN
ARIZONA STATE UNIVERSITY
PO Box 872105
TEMPE AZ 85287-2105

1. a statement of intent (maximum 600 words) explaining the applicant's interest in pursuing a post-professional research degree with a concentration in graphic design, industrial design, or interior design and the basis for selecting an area of interest (facilities planning and management; human factors in design; or design methodology, theory and criticism), the applicant's academic background, and, if appropriate, additional preparation for the selected concentration/area of interest;
2. TOEFL scores from international students whose native language is not English;
3. three letters of recommendation from persons who are qualified to comment on the applicant's potential in the selected concentration;
4. an additional statement from applicants wishing to be considered for teaching or research assistantships outlining areas in which they feel competent to serve as a teaching or research assistant and inexpensive copies of samples of work that will not be returned (international students who wish to be considered for a teaching assistantship and whose first language is not English are required to pass the Test of Spoken English [TSE] administered by the American English and Culture Center at ASU); and
5. an 8.5" x 11" folio documenting papers and projects that support the intended concentration.

The portfolio is returned after final admission procedures, provided sufficient prepaid postage is enclosed, or if the materials are claimed in person within one year of submission. Unclaimed portfolios are retained for only one year. The School of Design assumes no liability for lost or damaged materials.

Application Deadlines. Primary consideration is given to completed applications received by the deadlines. Applications for assistantships and scholarships normally are considered at the same time.

All materials must be received by the Graduate College and the school by March 1 for fall semester. Late applications are accepted until all positions are filled.

Selection Procedures and Notifications. The faculty evaluate the applications and supporting materials and recommend to the Graduate College whether the applicant should be granted regular or provisional admission or if admission should be denied. If admission is provisional, the Graduate College specifies in its letter of admission the provisions to be met to gain regular status. The school informs successful applicants of the procedures for enrollment.

Program of Study. See pages 178–180 for faculty and course listings. The program of study consists of 36 semester hours of course work at the 500 level or above with the following distribution:

DSC 580 Practicum: Methods of Teaching Design	3
Approved courses in the concentration/area of interest	12
Approved electives outside the school	9
Approved research methods courses	6
Thesis or Applied Project	6
<hr/>	
Total	36

Graphic Design Concentration

The graphic design program educates and develops students for both the graphic design profession and for academic positions. The goal of the faculty is to offer the best graphic design education, allowing the graduating student every option available. Applied research is intended to help students think critically as individuals and in team situations. Students opting for this concentration can expect to work in the areas of corporate identity, brand identity, publication design, museum informational design, broadcast graphics, ad design, informational graphics, environmental graphics, Web site design, and others. Students pursuing graduate studies can expect to be equally well prepared with critical and analytical thinking skills coupled with a diversified portfolio. Individuals interested in advanced studies to strengthen and refine student’s proficiency in the language, process, and technical aspects of the profession will participate in this concentration. An Applied Project is the capstone experience for this concentration.

Industrial Design Concentration

Industrial design is primarily concerned with how humans perceive and use designed objects. The discipline of

industrial design has been defined as the professional service of creating and developing concepts and specifications that optimize the appearance, function, and value of products and systems for the mutual benefit of both the user and the manufacturer. This service is often provided in the context of a cooperative working relationship with other members of a development group. The industrial designer’s contribution places special emphasis on human characteristics, needs, and interests that require detailed understanding of visual, tactile, safety, and convenience criteria. Industrial designers combine these considerations with practical concern for technical processes, manufacturing requirements, economics, and marketing, including distribution, sales, and service. Individuals wishing to further studies in the development of product and its relationship to human factors will participate in this concentration. An Applied Project is the capstone experience for this concentration.

Interior Design Concentration

Interior design focuses on educating designers for a professional world that needs informed and developed talent. The concentration emphasizes preparation in building bridges between the academic world and the profession. The goal is to develop technically accomplished and conceptually sophisticated graduates who continue to evolve as practicing professionals and educators. Graduates in this concentration accept entry-level professional/research positions in a variety of settings, including interior design firms, architectural firms specializing in interior space planning and design, and facilities and master planning within the corporate environment. Individuals wishing to further studies in the development of interior space will participate in this concentration. An Applied Project is the capstone experience for this concentration.

Areas of Study

Facilities Planning and Management in Design. This area of study focuses on the coordination of the work place and equipment with the people and organizational structure of the institution. The intent is to combine programming and management practices with current professional and technical expertise to provide humane and effective work environments. Facility-related responsi-

bilities to support this concentration cluster into seven functional units: programming; facilities analysis; space management; interior planning and design; human factors; interior codes; public welfare and safety; and interior installation. A thesis is the capstone experience for this area of study.

Human Factors in Design. This area of study identifies the problems, establishes the strategies, and develops the design solutions needed for issues surrounding the human/machine interface. The human/machine interface is the focus although the principles have wider application to other systems and environments. Special emphasis is placed on the relationship between the human and test performance factors. Emphases include qualities of function; methods of forming organizational relationships; factors of environmental control systems (acoustics and illumination); and human factors in product and interior design. Subject matter also includes the design of equipment, machines and spaces, ergonomics and forms of ergonomic documentation, analysis of relationships between spaces, objects, and people as simulated through computer animation, imaging, and traditional modeling techniques. Because of the significant impact of human factors on the work environment, this concentration shares courses and faculty with the facilities planning and management concentration. A thesis is the capstone experience for this area of study.

Design Methodology, Theory and Criticism in Design. This area of study is available to majors with backgrounds in art or design history, industrial design, interior design, architecture, sociology, environmental psychology, or research methods. Two foci exist: (1) the development of critical skills based on understanding the theories and philosophies that form the basis of contemporary design and (2) the ability to recognize and interpret emerging design issues and trends through impact identification and analysis. Applications include design education, design marketing and production decision, and design criticism. The program examines successful design strategies for problem solving and theories related to design forecasting. A thesis is the capstone experience for this area of study.

Foreign Language Requirements. None.

Practicum. All students must enroll in a three-hour teaching practicum that focuses on the problems and issues surrounding studio instruction. Emphasis is on the techniques of criticism and individual and group studio teaching.

Thesis or Applied Project. For students choosing the thesis option, six semester hours of 599 Thesis and 592 Research apply toward the thesis. Guidelines in the *Format Manual* must be followed. For students choosing the applied project option, six hours of 593 Applied Project apply.

Final Examinations. An oral examination in defense of the thesis or applied project is required.

MASTER OF SCIENCE IN ENGINEERING

The faculty in the College of Engineering and Applied Sciences offer professional programs leading to the Master of Science in Engineering (M.S.E.) degree with majors in Aerospace Engineering, Chemical Engineering, Civil Engineering, Electrical Engineering, Engineering Science, Industrial Engineering, and Mechanical Engineering. The programs are designed to bridge the gap between knowledge of engineering sciences and creative engineering practice while at the same time increasing the depth and breadth of knowledge in selected areas of emphasis. The pattern of course work applicable to the degree is potentially unique for each student, although it must conform to the general guidelines for subject matter content for the degree as authorized in the *Graduate Catalog*.

Two options are available within the M.S.E. degree program. Option 1 requires a thesis and is designed primarily for full-time students. Option 2 is designed for full-time students not intending to write a thesis and for students who hold full-time jobs and must attend university classes on a part-time basis. A thesis or equivalent is not required of students who elect this option.

Admission. Applicants are expected to satisfy all requirements for admission to the Graduate College. Entry into this program normally requires a bachelor's degree with a major in engineering or

in a closely related bachelor's degree program.

Deficiencies for admission to the graduate degree programs are specified at the time of admission. The verbal, quantitative, and analytical components of the Graduate Record Examination (GRE) are recommended but not required unless specified by the respective academic unit in which the major is offered. TOEFL scores must be submitted by international applicants before admission is considered. Applicants with TOEFL scores of 550 or higher are regularly admitted without requiring further language study. Applicants with scores below 550 are regularly admitted but must complete study in ASU's American English and Culture Program (AECPC) before enrolling in course work in the academic program.

Program of Study. In general, all candidates for the M.S.E. degree program are required to complete 30 semester hours. Additional courses may be assigned by the supervisory committee depending on the background of the candidate.

Option 1. A minimum of six semester hours of research and thesis credit must be included in the 30 hours.

Option 2. A minimum of 30 semester hours and a comprehensive examination are required.

Foreign Language Requirements. None.

Thesis Requirements. Only students who elect Option 1 are required to write a thesis.

Final Examinations. A final oral examination in defense of the thesis is required for students who choose Option 1. A final comprehensive examination is required for students in Option 2. Examination format and times should be obtained from the academic unit.

MASTER OF SOCIAL WORK

The professional program leading to the Master of Social Work (M.S.W.) degree prepares social workers for advanced direct practice, planning, administration, and community practice. The program is designed to prepare social workers capable of responding effectively to the needs of special populations in the Southwest—the ethnic

groups of the region, the aged, urban and rural poor, children at risk, the disabled, and women who are victims of poverty, discrimination and violence—in its curriculum and its practicum assignments. The M.S.W. degree program is accredited by the Council on Social Work Education.

Application Procedures. Students applying to the graduate program in Social Work must follow the procedures for admission to the Graduate College (see pages 89–90). In addition the applicant must submit the following to

ACADEMIC SERVICES
SCHOOL OF SOCIAL WORK
ARIZONA STATE UNIVERSITY
PO BOX 871802
TEMPE AZ 85287-1802

1. application to the graduate Social Work program,
2. statement of educational and career goals in sufficient detail to indicate compatibility with the educational objectives and capabilities of the School of Social Work,
3. three letters of reference using the reference letter forms provided by the School of Social Work, and
4. test scores from either the GRE or the MAT.

Admission

Regular Admission. Applicants must meet admission requirements of the Graduate College and the School of Social Work. Among other considerations for acceptance by the Graduate College, the applicant must have a GPA of 3.00 (4.00 = A) in the last two years of work leading to the bachelor's degree. The applicant's score on an aptitude examination—the GRE or MAT—is also considered.

Provisional Admission. Applicants with lower test scores or grades below minimum levels may be considered for provisional admission if there is counterbalancing evidence suggesting the potential of outstanding performance in the M.S.W. program. Normally, final determination of removal of provisional status is made by the time the student has completed 12 hours of approved graduate study. The provisional student does not begin field work until this status has been changed. However, the student carries the same academic load as a regularly admitted student and is expected to meet the same standards for continuation in the program.

All students are required to successfully complete a course in human biology before enrollment in the graduate program. Additionally, all students must have successfully completed a course in statistics either prior to admission or by the end of the first year in the M.S.W. program.

Applications to the M.S.W. program are accepted from November 1 to March 1 preceding the fall semester to which the applicant is seeking admission. All applicants are reviewed for admission for the fall semester only.

Program of Study. The standard program consists of 60 hours including both classroom instruction and field practicum. It is divided into a foundation year (core curriculum) and a concentration year. During both years, students spend two days a week in a practicum setting. The foundation curriculum is the same for all students and must be completed before entering the concentration year. The following are the required foundation courses:

SWG 501	Human Behavior in the Social Environment I	3
SWG 502	Human Behavior in the Social Environment II	3
SWG 510	Foundation Practice I	3
SWG 511	Foundation Practice II	3
SWG 519	Research Methods in Social Work	3
SWG 531	Social Policy and Services I	3
SWG 533	Diversity and Oppression in Social Work Context	3
SWG 541	Field Practicum I	3
SWG 542	Field Practicum II	3
SWG 580	Community and Organizational Change	3
Total		30

In the second year, students concentrate in either direct practice or planning, administration and community practice. Six to nine hours of electives are available for students either to take additional course work in their concentration or to increase knowledge and skill in such areas as health and mental health, family and child welfare, or aging.

The following are required concentration courses:

Direct Practice (DP)

SWG 606	Differential Assessment of Client Functioning	3
SWG 611	Social Work with Families	3
SWG 619	Practice-Oriented Research	3
SWG 621	Integrative Seminar	3

SWG 632	Social Policy and Services II	3
SWG 641	Advanced Practicum: Direct Practice I	3
SWG 642	Advanced Practicum: Direct Practice II	3
One of the following five approved advanced courses		3
SWG 613	Social Work with Individuals (3)	
SWG 614	Social Work with Families in Transition (3)	
SWG 616	Social Work with Chemically Dependent Families (3)	
SWG 617	Social Work Practice with Children and Adolescents (3)	
SWG 618	Family Violence (3)	
Electives		6
Total		30

Planning, Administration and Community Practice (PAC)

SWG 623	Agency Research in Social Work	3
SWG 632	Social Policy and Services II	3
SWG 643	Advanced Practicum/PAC I	3
SWG 644	Advanced Practicum/PAC II	3
SWG 680	Program Planning in Social Services	3
SWG 681	Social Work Administration or SWG 682 Community Participation Strategies (3)	3
Electives		12
Total		30

Electives may be selected from offerings at the School of Social Work or courses offered through other departments with the approval of student's advisor. The total semester hours for each concentration equals 30.

Transfer Credit. Upon recommendation of the admissions committee, the first year of graduate study (up to 30 graduate semester hours) earned at another CSWE accredited school of social work may be transferred and applied toward the M.S.W. degree at ASU. Under these circumstances, the student must complete the second full year of graduate study (at least 30 semester hours of graduate work) at ASU, resulting in a 60-hour program composed of the work from both schools. A full report from the school at which the intended transfer credit was obtained is required.

In other cases, with the approval of the program director, up to six semester hours of graduate work completed at

another university may be transferred as elective credit.

Consideration for acceptance of prior graduate credits must be applied for at the time of admission. The grades of all transfer credit must be a "B" or higher.

Nondegree Course Work. A maximum of nine graduate semester hours earned as a nondegree student in the ASU School of Social Work or six semester hours earned at another graduate degree program at ASU may be applied toward the program of study as elective credit. A combination of credit earned as a nondegree student—at ASU or transferred from another university—may not exceed nine hours.

Course work toward a master's degree must be completed within six consecutive years. The six-year period begins with the first course included on the student's approved program of study.

Consideration for acceptance of nondegree work must be applied for at the time of admission.

Exemptions and Waiver Examinations. The number of hours required to complete the M.S.W. degree ranges from 40 to 60 semester hours, with 60 hours representing the standard program. In addition to transferring credit (see policy on transfer credit), admitted students may meet requirements of up to 20 hours of credit towards the degree by (1) exempting up to nine hours of foundation course work without examination or (2) successfully completing examinations in any of the foundation courses except field practicum.

Exemptions. Only students from B.S.W. programs accredited by the Council on Social Work Education can be considered for exemptions. In order to be eligible for an exemption from any course, students must have received their B.S.W. degree no more than five years prior to the date of admission or must demonstrate current continuing education credits. Admitted B.S.W. students from ASU are exempted from the courses listed below without examination if they meet the stated GPA requirements. B.S.W. students from other accredited programs may also be exempted from the same courses, but must submit their course content material (course description, syllabus, and outline) for review by the

M.S.W. director for an equivalency review to determine exemption. B.S.W. students may be exempted from the following courses:

1. SWG 519, if the student has at least a “B” in SWU 320 or 420 or an equivalent social work course;
2. SWG 531, if the student has at least a “B” in SWU 432 or equivalent social work courses; and/or
3. SWG 533, if the student has at least a “B” in SWU 474 or an equivalent social work course.

Waiver Examinations. Students who believe they have successfully completed equivalent undergraduate courses or have related work experience covering content taught in the courses listed below can request to take a written waiver examination.

SWG 501	Human Behavior in the Social Environment I	3
SWG 502	Human Behavior in the Social Environment II	3
SWG 510	Foundation Practice I	3
SWG 511	Foundation Practice II*	3
SWG 519	Research Methods in Social Work	3
SWG 531	Social Policy and Services I ..	3
SWG 533	Diversity and Oppression in Social Work Context	3
SWG 580	Community and Organizational Change	3

* Only students who successfully pass the waiver exam for SWG 510 Foundation Practice I will be allowed to take the waiver exam for SWG 511 Foundation Practice II.

Comprehensive Examinations. ASU requires a comprehensive examination for graduation in all professional master’s programs that do not have a thesis requirement. All Social Work students must pass a written comprehensive examination, administered by the school, before graduation.

Academic Standing and Curriculum Sequencing. In order to remain in good academic standing, the student must maintain an overall GPA of 3.00 at the end of each semester. Most courses in the program are sequential; successful completion of the prior course in the sequence is required to enroll in the following course. Students may not enroll in any second-year required courses until all foundation courses have been successfully completed.

Tucson Component. The School of Social Work offers the full foundation year (30 semester hours of credit) and some concentration-year course work in Tucson. Students may be required to commute to Tempe during both semesters of their concentration year. Courses are scheduled, however, so that the minimum of travel time is required of students. For application to the Tucson component, call 520/884-5507.

Part-Time Program. A limited number of students are admitted each year to a planned part-time program. Students interested in this option must specifically apply to the part-time program. At least one academic year must be taken on a full-time basis. A maximum of one year of field work may be completed at the agency where the student is employed.

Financial Assistance. Recent federal reductions in support of human services and educational programs have severely limited the resources available for stipends. Therefore, it is important that applicants have a sound financial plan to cover expenses for the duration of the degree program.

Financial assistance information is available from Student Financial Assistance Office, Student Services Building, 602/965-3355.

MASTER OF TAXATION

The Master of Taxation (M.Tax.) degree is a specialized program providing persons with the highly technical and demanding skills required to administer the tax laws in both the private and public sectors of the economy. Students applying to this program must submit scores on the GMAT. International applicants whose native language is not English must submit scores from the TOEFL and the TSE or SPEAK exams.

Prerequisites. Students whose transcripts do not include certain undergraduate courses or their equivalents must complete these courses. Most persons holding an undergraduate degree in accountancy should have satisfied these requirements. Contact the School of Accountancy and Information Management for a current list of the program prerequisites.

Program of Study. The program of study consists of a minimum of 30 se-

mester hours. The following courses are required:

ACC 515	Professional Practice Seminar	3
ACC 521	Tax Research	3
ACC 571	Taxation of Corporations and Shareholders	3
ACC 573	Taxation of Partners and Partnerships	3
ACC 575	Estate and Gift Taxation	3
Total	15

Additional courses in accountancy, finance, general business, law, public affairs, or other acceptable areas to complete the degree program are selected in consultation with a faculty advisor. The program of study must include a minimum of 15 semester hours of credit in graduate-level accounting courses and a minimum of 24 semester hours of resident credit in courses open exclusively to graduate students. A maximum of six hours may be taken outside the College of Business.

Course Load. Students are limited to 12 hours per trimester.

Foreign Language Requirements. None.

Thesis Requirements. A thesis is optional.

Final Examinations. A final comprehensive written examination is required of all candidates. In addition, an oral examination in defense of the thesis is required of candidates who elect to write a thesis.

MASTER OF TEACHING ENGLISH AS A SECOND LANGUAGE

The M.TESL degree is designed for students who seek a professionally oriented graduate education in the teaching of English as a second language.

Admission Requirements. All applicants must meet the general requirements for admission to the Graduate College (see pages 89-90). International students must submit a TOEFL score of at least 580.

Program of Study. The program requires a minimum of 30 hours of approved graduate course work and must include LIN 500 RM: Linguistics, 510 English Linguistics, 572 Theories Underlying the Acquisition of English as a Second Language, 574 The Teaching of English as a Second Language, and a

three-hour applied project (LIN 593) overseen by the supervisory committee.

Foreign Language Requirements. A foreign language is required. International students whose native language is not English may fulfill the foreign language requirement by (1) providing evidence that English is not the medium of instruction at their native-language universities and (2) satisfactory completion of the TSE.

Applied Project. A three-hour applied project, LIN 593, which is overseen by the director, chosen from the English department linguistics/TESL faculty, is required. Two additional faculty members serve with the director to form a committee for the final oral examination on the project.

Final Examinations. An oral examination on the applied project is required. (See above.)

MASTER OF TECHNOLOGY

The Master of Technology degree program is offered by the faculty in four departments of the College of Technology and Applied Sciences: Aeronautical Management Technology, Electronics and Computer Engineering Technology, Information and Management Technology, and Manufacturing and Aeronautical Engineering Technology. Courses are offered at ASU East. The following eight areas of concentration are available:

1. aeronautical engineering technology,
2. aeronautical management technology,
3. electronics and computer engineering technology,
4. graphic communications technology,
5. industrial management and supervision,
6. manufacturing engineering technology,
7. mechanical engineering technology, and
8. welding engineering technology.

The professional programs leading to the Master of Technology degree are intended as preparation for a career in a selected branch of technology or as the foundation for further advanced study. Graduates of this program are provided with technical and professional skills

for use in leadership positions in industry and education.

Faculty members administering the program have been selected because of relevant backgrounds in industry and business along with their academic training and teaching experience.

Admission. Admission to the Master of Technology degree program requires the completion of all general admission requirements and procedures set forth by the Graduate College. The College of Technology and Applied Sciences also requires an appropriate baccalaureate degree from an accredited college or university, with a minimum of 30 semester hours in technology or equivalent and 16 hours of physical science and mathematics appropriate to the program pursued. The specific requirements vary within each department.

Graduate work presupposes an adequate technical preparation in a selected technology at the undergraduate level. Deficiencies for admission to the graduate program, if any, are specified at the time of admission. The applicant's past work and professional experience is also evaluated and taken into consideration when determining admission classification.

To be considered for regular admission, a 3.00 GPA is required.

Program of Study. The program of study is designed to promote greater depth of understanding and preparation in technology as it can be applied to industry and education. The program of study is planned in consultation with the appointed supervisory committee. It is designed for flexibility, permitting the student to select a combination of courses in a technological area and a supporting area to meet individual career goals.

A minimum of 32 semester hours is required for the Master of Technology degree program. Of these 32 hours, a minimum of 15 hours must be 500-level courses and part of the approved program. Specific credit requirements vary within each department. The minimum requirements are as follows:

Technical area	15-18
Supporting area	9-11
Research course	3
Applied Project	3
Total	32

A maximum of nine semester hours of appropriate course work completed

before admission may be included in the program of study for the Master of Technology degree program.

A master's degree candidate forms a supervisory committee, the chair of which is from one of the three technology departments within the College of Technology and Applied Sciences. The chair and the committee members assist the student in selecting appropriate courses to meet the degree requirements and the student's goals. Specific program patterns are approved by the committee.

The Department of Aeronautical Management Technology provides students the opportunity to select courses, to be included in the technical area of their program of study, in aeronautical management technology.

The Department of Electronics and Computer Engineering Technology offers several areas of study within the electronics and computer engineering technology concentration. These include electronic communication systems, digital/computer systems, systems control and instrumentation, microelectronics, and electronics engineering technology education.

The Department of Information and Management Technology provides students the opportunity to study in graphic communications technology, industrial management and supervision, safety management, hazardous materials and waste management, and interactive computer graphics.

The Department of Manufacturing and Aeronautical Engineering Technology provides students the opportunity to select courses to be included in the technical area of their program of study, under the concentrations of aeronautical engineering technology, manufacturing engineering technology, mechanical engineering technology, and welding engineering technology. Students may also select course work from computer integrated manufacturing engineering technology and from robotics and automation engineering technology.

Doctoral Degrees

DOCTORAL DISSERTATIONS

The doctoral dissertation is based on a substantial and sustained research project and constitutes a significant contribution to knowledge in the student's discipline. Accordingly, it is

presumed that the results should be published in scholarly journals, books, or other appropriate forms, either before or following completion of the doctoral degree. The research on which the dissertation is based should have been conducted during the time of the student's doctoral studies at ASU, under guidance of ASU faculty, and in accord with Graduate College policies and procedures.

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

The doctoral student must submit two final copies of the dissertation or research paper (for D.M.A. degree students in certain concentrations) to the ASU Bookstore for binding. The student is responsible for the binding fees. Bound copies are placed in the Hayden Library and Archives. See page 94 for information on theses and dissertations.

Open Dissertation Defenses

Doctoral dissertation defenses are open to all members of the university community. The oral defense engages the supervisory committee and the candidate in a critical, analytical discussion of the research and findings of the study as well as a review of the relation of the dissertation to the specialized field in which it lies. The presentation of dissertation defenses in an open forum fosters a broader awareness of the state of graduate research at the university, promotes a wider scholarly dialogue among disciplines, and recognizes publicly the scholarly contributions of doctoral candidates. Announcements are posted in prominent places in the student's department. Members of the university community

are invited to dissertation defenses through announcements published in *ASU Insight*, the university's weekly news bulletin. If circumstances warrant, the supervisory committee may conduct the final part of its questioning in closed session. Committee deliberations and the final vote are conducted in closed session.

Coauthored Work in Doctoral Dissertations

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

Course Work After Admission to Doctoral Program

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

Research and Dissertation Credits on Programs of Study

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

Thesis Credit on Doctoral Programs of Study

A maximum of six hours of thesis credit may be included in a doctoral program of study. The thesis credit must be recorded, the thesis successfully defended, and the degree conferred.

College of Law Credit

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

Withdrawal Policy

See "Withdrawal Policies and Procedures" on page 91.

DOCTOR OF EDUCATION

The Doctor of Education (Ed.D.) degree is primarily a professional degree, designed for persons who wish to pursue careers as leaders in education or as applied researchers. Emphasis is on application of research and theory in education, and on acquisition of professional skills. Prospective students must demonstrate superior scholarship and leadership in professional education. Each student is expected to acquire broad knowledge in the major field and to produce a dissertation addressing a significant educational issue or problem.

Admission. Applicants must meet the general requirements established by the Graduate College as well as College of Education requirements. Satisfaction of these requirements does not guarantee admission. All divisions require submission of a two-page formal letter of application describing the applicant's prior relevant experience and accomplishments and specifying areas of greatest interest as well as career goals. Individual divisions or programs may have standards higher than these minimums or may require submission of additional materials. Applicants should consult the division director or program coordinator for specific admission requirements.

Program of Study. The program requires a minimum of 60 semester hours beyond the master's degree. Of these, at least six hours must be in internship. College of Education core courses must also be completed. These vary according to the degree sought. See page 183 under "Education Core Courses" for a listing. The recommendation for the program committee is reviewed simultaneously with the program of study.

The quality of student work is evaluated through written comprehensive examinations, formal oral and written presentation of the dissertation proposal, and a final oral examination in defense of the dissertation. Students must demonstrate competence both in the application of research findings and in conducting research. The dean of the Graduate College, upon recommendation of the division director, appoints the dissertation committee for each Ed.D. student. This committee reviews and evaluates the student's dissertation proposal and conducts the final oral examination.

Residency. The minimum residence requirement for the Ed.D. degree is completion of 30 semester hours within a period of 18 consecutive months after admission to the doctoral program at ASU.

Continuous Enrollment and Re-entry. Graduate students in the College of Education who have not been in attendance at ASU for one or more semesters must apply to the Graduate College for re-entry and, following approval of the re-entry application, must register for a minimum of one semester hour of graduate credit in the degree area during each of the following semesters. Applications for re-entry are considered along with all other new applications to the degree program.

Re-entry is not an issue for students who maintain continuous enrollment and make satisfactory progress toward their degrees. If a program of study must be interrupted for one or more semesters, the student must apply to the supervisory committee and the division director for leave status, not to exceed one calendar year.

Foreign Language Requirements. None.

Comprehensive Examinations. When students have essentially completed the course work in an approved program of study, they should request permission from the Graduate College to take the comprehensive examinations. The written and oral examinations are designed to assess the student's mastery of the field of specialization. Failure in the comprehensive examinations is considered final unless the supervisory committee and the director of the division recommend, and the dean of the

Graduate College approves, a re-examination. A re-examination may be administered no sooner than three months and no later than one year from the date of the original examination. Only one re-examination is permitted.

Candidacy. Doctoral students should apply for admission to candidacy immediately after they have met all requirements for the degree, except the dissertation. These requirements include passing the comprehensive examinations and other requirements specified by the division.

Research and Dissertation Requirements. The dissertation should demonstrate advanced analytic competence and contribute to the understanding and improvement of professional practice. Each candidate must register for a combined total of 24 semester hours credit for 792 Research and 799 Dissertation. The final copy of the dissertation must be reviewed by the supervisory committee and the staff of the Graduate College at least three weeks before the degree conferral date. Copies of the *Format Manual* are available in the Graduate College.

Final Examinations. The final oral examination in defense of the dissertation is mandatory and must be held on the campus of ASU. The oral defense is scheduled by the supervisory committee with the approval of the dean of the Graduate College.

Graduation. The student is eligible for graduation when the Graduate College scholarship requirements have been met, the final oral examination has been passed, and the dissertation has been approved by the supervisory committee and accepted by the director of the division and the dean of the Graduate College.

Applications for graduation should be made no later than the date specified in the Graduate College calendar.

DOCTOR OF MUSICAL ARTS

The Doctor of Musical Arts (D.M.A.) is a professional degree program designed for students desiring a high level of performance proficiency as well as for those students preparing for teaching positions at the university level. The major is Music with five concentrations: choral music, general

music, instrumental music, music composition, and solo performance.

Admission. Students seeking admission normally hold the Master of Music degree. Applicants with other degrees are considered if they have received graduate training similar to that normally expected in a Master of Music degree program. The application for admission must be accompanied by an applicant's statement relating to goals, preparation, and educational background. The applicant must submit scores for the GRE (quantitative and verbal) or the MAT. Three letters of recommendation are required. Applicants must perform a satisfactory audition or submit a tape recording of performances or compositions as appropriate to the concentration. The deadline is February 15 for teaching assistantship applications.

Supervisory Committee. When the program of study is filed, the supervisory committee is appointed by the dean of the Graduate College upon recommendation of the director and the graduate committee of the School of Music. The committee consists of five members; at least three should be from the major field.

Program of Study. A total of 90 semester hours beyond the bachelor's degree is required. Only 36 hours from a master's degree or other postgraduate work will be counted toward the 90 hour requirement.

Continuous Enrollment. Once admitted to a D.M.A. degree program, the student is expected to be enrolled continuously, excluding summer sessions, until all requirements for the degree have been fulfilled. This requirement applies to students admitted fall 1994 and thereafter. Continuous enrollment promotes steady progress toward the completion of the degree and an ongoing relationship between the student and faculty offering the program. If additional credit is not required toward the D.M.A. degree, the student may enroll for Continuing Registration 595, 695, or 795. Continuing Registration does not carry credit; no grade is given. If a program of study must be interrupted for one or more semesters, the student may apply for leave status, not to exceed one calendar year. A student

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

An application for leave status, endorsed by the members of the student's supervisory committee and the head of the academic unit, must be approved by the dean of the Graduate College. This request must be filed and approved no later than the last day of registration in the semester of anticipated absence.

Residency. In general, the D.M.A. degree student should expect to spend at least the equivalent of three academic years beyond the bachelor's degree in the program. At least two semesters following the first year (30–32 semester hours) of graduate study must be spent in continuous full-time residence at ASU. After the first year (30–32 semester hours), at least 54 hours must be completed in residence.

Foreign Language Requirements.

Competency in at least one foreign language is required for solo performance and composition concentrations. Some concentrations require two foreign languages.

Comprehensive Examinations. Near the completion of course work, the student must apply to the Graduate College, through the supervisory committee and the school director, for permission to take the comprehensive examinations. These written and oral examinations are designed to assess the student's competency in the major and supportive fields. Failure in the comprehensive examinations is considered final unless the supervisory committee recommends, and the dean of the Graduate College approves, a re-examination. A re-examination may be administered no sooner than three months and no later than one year from the date of the original examination. Only one re-examination is permitted.

Candidacy. Doctoral students should apply for admission to candidacy immediately after they have met all requirements for the degree, *except the dissertation*. These requirements include passing the comprehensive examinations and foreign language examination, if applicable, and meeting other requirements specified by the academic unit.

Dissertation, Research Papers, and Recitals. The general music, instrumental music, and composition concentrations require a dissertation of an original and creative nature. The choral music concentration requires either a dissertation or a series of projects and a research paper. Both the choral music and instrumental music concentrations require a conducting recital. The general music concentration requires an equivalent in-service workshop. The solo performance concentration requires at least three recitals following admission to the program and a research paper. All candidates must enroll for a total of 24 semester hours of credit in recital (MUP 796), research (MUP 792), and dissertation (MUP 799) as appropriate to the concentration. An oral review of the dissertation/research paper/recitals must be held no later than three weeks before the degree conferral date.

Final Examinations. The final oral examination in defense of the dissertation or research paper is scheduled by the Graduate College. The exam is conducted by the supervisory committee and others appointed by the dean of the Graduate College. All final oral examinations must be conducted at least one week before the degree conferral date.

Graduation. The student is eligible for graduation when the final oral examination has been passed, Graduate College scholarship requirements have been met, and the dissertation/research paper has been approved by the supervisory committee, the director of the school, and the dean of the Graduate College.

Applications for graduation should be made no later than the date specified in the Graduate College calendar.

Maximum Time Limit. D.M.A. candidates must complete all requirements

within five years after the comprehensive exams have been passed.

DOCTOR OF PHILOSOPHY

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

Admission. The general requirements for admission to the Graduate College are given on pages 89–90. Graduate students may apply for admission to the Ph.D. program by filing a written application with the Graduate Admissions Office.

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

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

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

If the head of the academic unit recommends changes in membership for either committee after the committee has been appointed, the student must submit a change of committee form to the Graduate College and receive the

approval of the dean of the Graduate College.

Program of Study. The program of study should be submitted as early as possible and must have the approval of the student's supervisory committee, head of the academic unit, and the dean of the Graduate College. The program of study is reviewed simultaneously with the recommendation for the program committee. In general, Ph.D. degree students should expect to devote to the program of study the equivalent of at least three academic years (84 semester hours) beyond the bachelor's degree. A minimum of 84 semester hours is required; 24 of these hours must be a combination of 792 Research and 799 Dissertation. Of the 84 semester hours, at least 30 hours (which may include research credit) of the approved Ph.D. program and 24 research and dissertation hours must be completed *after admission* to a Ph.D. program at ASU. No more than 24 hours of 799 Dissertation may be included on the 84-hour program of study. On the Ph.D. program of study, a student may use up to six hours (maximum) of thesis credit from the master's degree. The master's thesis must have been defended and the hours must have been used as part of a completed master's program.

Continuous Enrollment. Once admitted to a Ph.D. degree program, the student is expected to be enrolled continuously, excluding summer sessions, until all requirements for the degree have been fulfilled. Continuous enrollment promotes steady progress toward the completion of the degree and an ongoing relationship between the student and faculty offering the program. If additional credit is not required toward the Ph.D. degree, the student may enroll for 595, 695, or 795 Continuing Registration. Continuing Registration does not carry credit; no grade is given. If a program of study must be interrupted for one or more semesters, the student may apply for leave status, not to exceed one calendar year. A student on leave is not required to pay fees, but is not permitted to place any demands on university faculty or use any university facilities. A student who interrupts a program without obtaining leave status may be removed automatically from the Graduate College, under the assumption that the student has decided to discontinue the program. A student

removed from the Graduate College for this reason may reapply for admission; the application is considered along with all other new applications to the degree program.

An application for leave status, endorsed by the members of the student's supervisory committee and the head of the academic unit, must be approved by the dean of the Graduate College. This request must be filed and approved no later than the last day of registration in the semester of anticipated absence.

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

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

Foreign Language Requirements. Language requirements are determined by the academic unit concerned. For information concerning certification of proficiency, see page 94.

Comprehensive Examinations. When students have essentially completed the course work in an approved program of study, they should request permission from the Graduate College to take the comprehensive examinations. Some academic units may require that the foreign language requirements be fulfilled before taking the comprehensive examinations. These written and oral examinations are designed to test the student's mastery of the field of specialization. Ph.D. comprehensive exami-

nations are administered by a committee consisting of three to five members, depending on the requirements of the academic unit. Failure in the comprehensive examinations is considered final unless the supervisory committee and the head of the academic unit recommend, and the dean of the Graduate College approves, a re-examination. A re-examination may be administered no sooner than three months and no later than one year from the date of the original examination. Only one re-examination is permitted.

Candidacy. Ph.D. students will achieve candidacy status in a letter from the Graduate College dean upon:

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

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

Research and Dissertation Requirements. Each candidate must register for a combined total of 24 semester hours of credit for 792 Research and 799 Dissertation. No more than 24 hours of 799 Dissertation may be included on the 84-hour program of study. Courses or semester hours taken beyond the listed requirements should not be included on the program of study. The final copy of the dissertation must be reviewed by the supervisory committee and the Graduate College at least three weeks before the degree conferral date. Copies of the *Format Manual* are available in the Graduate College.

Final Examinations. The final oral examination in defense of the dissertation is mandatory and must be held on the campus of ASU. The oral defense is scheduled by the supervisory committee with the approval of the dean of the Graduate College.

Graduation. The student is eligible for graduation when the Graduate College scholarship requirements have been met, the final oral examination

has been passed, and the dissertation has been approved by the supervisory committee and accepted by the head of the academic unit and the dean of the Graduate College.

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

DOCTOR OF PUBLIC ADMINISTRATION

The purpose of the Doctor of Public Administration (D.P.A.) degree program is to prepare skilled professional public administrators for high-level positions in the public sector, and to foster the next generation of public administration scholars in research and university teaching. The program is designed to emphasize both normative and conceptual content pertaining to value assessments, theoretical assumptions, ethics, and modes of decision making, as well as practitioner problem-solving skills in budgeting, public personnel management, public finance, planning, program evaluation, and policy analysis.

The D.P.A. degree program is interdisciplinary in nature and is offered by faculty from various colleges. One of the unique features of this interdisciplinary program is that, because it utilizes faculty research and teaching interests from a number of academic units, a student may tailor a course of study to fit individual needs and goals. The D.P.A. degree program is administered by an executive committee appointed by and responsible to the dean of the Graduate College.

Admission. Applications are reviewed by an admissions committee appointed by the director of the executive committee. Recommendations for admission are made by the director of the executive committee to the dean of the Graduate College. Minimum Graduate College admission requirements, as stated on pages 89–90, must be met.

Additionally, each applicant must provide a letter of career goals and statement of reasons for seeking the D.P.A. degree, a GRE test score, a professional résumé, and six letters of recommendation (three from faculty and three from professional public administrators). International students must submit both TOEFL and TSE scores. Admissions recommendations are made only once each year, with admitted students beginning their studies in the fall semester. To assure consideration for the ensuing fall semester, submit applications for admission, graduate assistantship, and tuition waiver by February 15. Only applicants already holding a master's degree are considered. If deficiencies exist in public administration course work at the master's level, appropriate classes are prescribed.

Program of Study. When the program of study is filed, a supervisory committee consisting of at least three persons is appointed by the dean of the Graduate College upon the recommendation of the director of the executive committee. The chair of the supervisory committee serves as the student's graduate advisor. The supervisory committee advises the student in developing a program of study and assumes primary responsibility in assessing the student's progress in the program. The program consists of a minimum of 60 semester hours of graduate work beyond the master's degree. Of the 60 semester hours, at least 24 must be dissertation and research credit. A minimum of 30 semester hours of approved course work, exclusive of dissertation and research, must be taken at ASU after admission to the program. A sequence of four core courses is required of all students, followed by a screening examination.

Residency. The minimum residency requirement for the D.P.A. degree consists of 30 semester hours of doctoral program credit within a period of 24 consecutive months.

Comprehensive Examinations. Upon completion of course work, and before dissertation research, the student is given a written examination in each of the areas of specialization. The written examinations are followed by a single

oral examination. If the student should fail one or more components of the examination, a re-examination may be administered no sooner than three months and no later than one year from the date of the original examination. Approval for this re-examination must be obtained from the supervisory committee, the director of the executive committee, and the dean of the Graduate College. A second failure is considered final and dismissal from the program is recommended to the Graduate College.

Candidacy. Doctoral students should apply for admission to candidacy immediately after they have met all requirements for the degree, *except the dissertation*. These requirements include passing the comprehensive examinations and other requirements specified by the executive committee.

Dissertation Requirements. A dissertation is required of each student. The dissertation must consist of a fully documented written analysis demonstrating a high level of skill and competence. Each student must register for a minimum of 24 hours of dissertation and research. The dissertation is supervised by a committee of at least three faculty members appointed by the dean of the Graduate College.

Final Examinations. The final oral examination in defense of the dissertation is scheduled by the dean of the Graduate College and conducted by the student's dissertation committee. A candidate must pass the final examination within five years after completing the comprehensive examination. Any exception must be approved by the dissertation committee, the director of the executive committee, and the dean of the Graduate College.

Graduation. The student is eligible for graduation when the Graduate College scholarship requirements have been met, the final oral examination has been passed, and the dissertation has been approved by the supervisory committee and accepted by the director of the executive committee and the dean of the Graduate College.

Applications for graduation should be made no later than the date specified in the Graduate College calendar.