

# Graduate Studies



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## Nature of Program

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Graduate Studies at ASU West provides students with opportunities to study beyond the bachelor's degree.

Professional graduate programs emphasize training that leads to professional practice. In these degree programs, students develop a high-order mastery of a comprehensive body of knowledge and the ability to organize and carry out significant investigations in their professional field. The following degrees are offered through Graduate Studies:

Master of Arts Degree  
in Communication Studies

Master of Arts Degree  
in Criminal Justice

Master of Arts Degree  
in Interdisciplinary Studies

Master of Business Administration

Master of Education

Master of Social Work

## Admission to Graduate Studies

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### Eligibility

To be eligible for admission to graduate studies, applicants must hold a U.S. bachelor's degree from a regionally accredited institution. A bachelor's degree in the U.S. is considered to be a four year degree which was preceded by 12 years of primary and secondary schoolwork. Undergraduate deficiencies may be assigned if the undergraduate degree is based on credits not accepted by ASU, such as life experience or noncredit workshops and seminars.

### Graduate Studies requirements

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

### Requirements of the academic unit

Academic units or programs may have admission requirements in addition to those of Graduate Studies. Some 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 also require additional materials such as a portfolio, letters of recommendation, or a statement of goals. Applicants should contact the academic unit regarding specific requirements.

## Submission of an application

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

Graduate Studies  
Arizona State University West  
P.O. Box 37100  
Phoenix, AZ 85069-7100

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

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

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

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

## Application fee

Each application for entry to ASU West graduate programs must be accompanied by a nonrefundable application fee. The fee is \$50 to apply for admission to a degree program and \$25 to apply for nondegree studies.

ASU West nondegree or degree students who have not been enrolled at ASU West for one or more semesters must apply to reenter the university in their previous degree or nondegree status. Reentry applications must be accompanied by a nonrefundable \$25 application fee.

ASU faculty and staff who are eligible for reduced tuition rates are granted waivers of the application fee.

## International applicants

Applicants who will attend the university while holding F-1 or J-1 visas must meet the regulations of the Citizenship and Immigration Services (CIS) in addition to the requirements of Graduate Studies and the degree programs to which they apply.

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 Main Testing Services. Some degree programs also require TSE or SPEAK scores of all applicants whose native language is not English. For specific information about TSE requirements, contact directly the head of the academic unit.

As required by the U.S. CIS, international applicants must also verify that they have the financial resources to cover their expenses during graduate study at ASU West. Graduate Studies provides the Financial

Guarantee form to international applicants, who then must see that the form with a verification from a bank or sponsoring organization is completed and returned to Graduate Studies. The SEVIS 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 West only if they have been admitted to a degree program. They must meet all appropriate immigration standards and requirements.

Applications are processed when they are received. However, international applicants should submit all materials in December or January in order to begin study the following fall semester and in August or September in order to begin study the following spring semester. An application fee of \$50 (in U.S. funds) must accompany the formal application, which otherwise is not evaluated. (See [page 104](#), “Application Fee,” in this catalog regarding multiple applications and other matters relating to the application fee.)

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.

**International applications.** International applicants should submit the following *in one envelope* (clearly labeled “application”) to:

Graduate Studies  
Arizona State University West  
P.O. Box 37100  
Phoenix, AZ 85069-7100

1. application ([www.west.asu.edu/graduate](http://www.west.asu.edu/graduate));
2. application fee;

3. two copies of all college and university academic records;

4. translation of all college and university academic records;

*All records must be in English. If the registrar of your institution does not issue records in English, original language records must be submitted with translations. Translations must be literal, complete versions of original records. Documents must be translated by a university or government official, not the applicant.*

5. TOEFL score;

6. appropriate test score report (e.g., GRE, GMAT); and

7. Financial Guarantee form. (This item may be submitted at a later time.)

## Application deadlines

Graduate Studies does not have deadlines. Applications are processed as they are received. However, many academic units have specific and early deadlines. Applicants are urged to contact the academic units regarding deadlines.

## Application procedures

When Graduate Studies has a complete file (the application, Domicile Affidavit, application fee, transcripts, and applicable national admissions test scores) for an applicant, one copy is forwarded to the academic unit. The second copy becomes part of the applicant’s permanent record. Academic units review the file and the supporting materials (such as applicable test scores, portfolios, and letters of recommendation) and, following admission policies established by Graduate Studies and the faculty of the academic unit, make a recommendation (regular admission, regular admission with deficiencies, provisional

admission, or denial) to Graduate Studies. All recommendations are reviewed and approved by admissions officers in the Graduate Studies Office. If there are questions about the likelihood of a student succeeding in the designated program, Graduate Studies admissions officers communicate with the academic unit, perhaps agreeing on a provisional admission or arranging for the student in question to have a special faculty advisor or an advanced graduate student assigned as a mentor. Other times they may suggest that the student take some preliminary courses as a nondegree student. International students, however, may enroll at ASU West only if they have been admitted to a degree program and therefore may not pursue nondegree studies. They must meet all appropriate immigration standards and requirements.

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

### Notice of admission decisions

Only the associate vice provost for academic programs and graduate studies can make formal offers of admission. The Office of Graduate Studies 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 West. 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 Studies' letter of admission is the actual date of admission. If the student is enrolled in courses on the admission date, those courses—if applicable—may be considered part of a program of study. Courses taken the semester before this date are nondegree hours.

### Readmission to Graduate Studies

Any former graduate student who has not been in attendance at the university for one or more semesters must submit an application for reinstatement to Graduate Studies. The application should be submitted at least one month before the beginning of the semester in which the student plans to reenter. For details on reentry and other matters relating to the application fee, see [page 104](#) of this catalog.

### Admission classifications

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

**Regular admission with deficiencies.** A student whose grades and test scores are at an acceptable level but who does not have the undergraduate background expected by the academic unit and the university may be assigned deficiency courses. The letter of admission specifies the deficiencies that must be completed before the student is awarded a graduate degree. Deficiency courses are taken in addition to those normally required for a degree.

**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 pro-

vides an academic unit with more evidence on which to base its decision. Normally the academic unit reviews the student's status following completion of 12 semester hours of approved graduate study. At that time, the academic unit recommends to Graduate Studies a change in status to either regular admission or withdrawal from the program. When students have completed their provisional requirements, they should check with their advisors to make sure that the change of status has been recommended. A provisional student may also be assigned deficiencies.

**Nondegree admission.** A student not interested in earning a degree or not yet ready to apply to a particular degree program may enroll as a nondegree student. The application process is streamlined, does not require submission of transcripts or test scores, and can be completed during a single visit to the Admissions and Records office or the Office of Graduate Studies. This process may also be completed by mail.

A maximum of nine hours taken at ASU West while in this category may be applied toward a master's degree at ASU West 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, see [page 116](#).

### **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 West is expected to have undergraduate educational experiences, including general education studies, that are appropriate for the program.

# Graduate Studies Policies and Procedures

## Change in graduate degree program

A change from one graduate degree program to another requires a new application to Graduate Studies. The usual admission procedures are followed. For details on matters relating to the application fee, see [page 104](#) of this catalog.

## Determination of catalog requirements

*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 West. 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 *ASU West Schedule of Classes*. Details regarding registration and course drop-add procedures are also provided in the current *ASU West 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.

## Audit enrollment

Graduate students may register as auditors in one or more courses; see the academic unit's graduate advisor for more information. 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., graduate 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.

## 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 *ASU West Summer Sessions Schedule of Classes*, which may be obtained from the Admissions and Records office.

## Course load

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

All graduate assistants and associates must enroll for a minimum of six semester hours during each semester (fall and spring) of their appointment. The six hours cannot include audit enrollment. Enrollment in continuing registration (595 or 695) does not fulfill the six-hour requirement. A half-time (50%) graduate assistant or associate working 20 clock hours per week may not register for more than 12 hours of course work each semester; a third-time (33%) assistant or associate for more than 13 hours; and a quarter-time (25%) assistant or associate for more than 15 hours.

During the summer sessions, graduate assistants 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.

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

**Summer course loads.** The maximum load for each five-week session is seven semester hours and nine semester hours for an eight-week session. The student registering for any combination of sessions may not exceed a total of 14 semester hours.

## Course withdrawal

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

Failure to withdraw officially from a course results in a grade of “E” (0.00), which is used in the computation of the GPA. *The ASU West 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” (0.00) for disruptive classroom behavior. A student may appeal an instructor-initiated

withdrawal to the standards committee of the unit in which the course is offered. The decision of the committee is final.

## Withdrawal from the university

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

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 a grade of “E” (0.00), 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).

## 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 policies are available in the Graduate Studies Office.

## 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 programs. Policies on misconduct are available in the Graduate Studies Office.

## Policies and procedures of the Graduate Studies Advisory Council Appeals Board (GSAB)

The purpose of the GSAB is to review written appeals of graduate students (or on occasion a faculty member may bring an appeal regarding a decision about a graduate student) made by a program, department, school, college, or by the Graduate Studies Office.

### Policy

**Grounds for appeal.** GSAB will respond to a request for an appeal on allegations of:

1. Unfair removal from a graduate degree program;
2. An adverse evaluation on an academic matter other than grades; or
3. An unfair procedure in part of the graduate program (e.g. comprehensive examinations).

GSAB will respond to a request for an appeal if it appears or is alleged that:

4. All other remedies open to the graduate student have been exhausted;
5. The graduate student was previously denied a fair hearing;
6. The decision being appealed is not supported by substantial evidence;
7. The sanction being imposed is beyond the authority of the personnel involved; or
8. The sanction or action is unduly severe or disproportionately harsh in comparison to like cases.

**Composition.** The GSAB consists of three members of the Graduate Studies Advisory Council, selected from the regular voting membership of the Council, and called together by the associate vice provost for academic programs and graduate studies only when an appeal is received. Appointments to GSAB shall not be longer than three academic years. A chairperson will be designated by the associate vice provost for academic programs and graduate studies. In specific cases, GSAB may ask the associate vice provost academic programs and graduate studies to appoint additional members from the faculty or a graduate student representative.

### GSAB meetings.

1. GSAB will meet when notified by the associate vice provost for academic programs and graduate studies that an appeal is pending.
2. Two-thirds of the committee will constitute a quorum.
3. A GSAB member must disqualify him/herself if a case involves a student in his/her immediate unit, or if the member has some direct connection to the appellant. Should this occur, the associate vice provost

for academic programs and graduate studies will replace the individual with a current or past Graduate Studies Advisory Council member.

4. A recording secretary will be appointed at the beginning of each meeting and detailed records will be kept of the deliberations. An audiotape may be made of the meetings.

**General jurisdiction.** GSAB 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. GSAB has the right to decide not to hear an appeal, in which case the decision of the academic unit stands. GSAB may hear appeals on program dismissals, other academic issues or procedural issues, and will consider appeals referred by the associate vice provost for academic programs and graduate studies.

**Limitations.** The GSAB will not hear:

1. appeals of course grades;
2. appeals concerning academic dishonesty;
3. appeals for which the student has not fully used all other appeal and review processes;
4. appeals filed more than 30 calendar days after receiving notification of the action being appealed;
5. allegations of discrimination;
6. other appeals or grievances that are more appropriately heard by other university committees.

Note: Appeals are not heard during the summer.

### **Authority.**

1. GSAB may affirm, modify or set aside the decision being appealed, and recommend further actions as deemed appropriate.
2. GSAB may request additional evidence or testimony.
3. GSAB has final authority in procedural matters, and if all participants (including the appellant) agree, reasonable variations in procedures may be made.
4. GSAB makes a recommendation to the provost, whose decision is final.

### **Procedures**

**Filing an appeal.** Before an appeal is forwarded to GSAB, all preceding opportunities for resolving disputes must have been fully explored, beginning with the professor/staff member responsible, the department chair or other relevant supervisor, and the dean or equivalent administrator.

All appeals must be submitted in writing, according to the format described in the Graduate Appeals Petition (copy available from the Graduate Studies Office) and clearly specify the grounds for the appeal. The document must not exceed ten pages, including attachments.

The associate vice provost for academic programs and graduate studies will notify the appellee of the appeal, and request in writing, information relevant to the case. A fifteen working day time limit will be specified for the appellee to provide the information, from the date of notification.

All documents, including the appeal, the appellee's responses, lists of witnesses and other documentary evidence constitutes the written evidence in the case, and will be transmitted to all parties and GSAB members as soon as possible. GSAB may accept or reject any additional evidence provided during the course of the hearing.

**Initial review of appeals.**

1. Members of GSAB will be convened by the chair, to conduct an initial review of the appeal to determine whether the appeal is subject to dismissal, redirection to another university administrative process, redirection to mediation, or to be heard by GSAB. (If the appeal is deemed to be incomplete, GSAB members may ask the appellant to provide an amended appeal within a reasonable time.)
2. If an appeal is directed to mediation and that mediation fails, evidence emerging during the mediation process cannot be considered by GSAB during the hearing process, unless all parties agree to its consideration.

**Hearings.** All hearings shall be conducted in accordance with written rules of procedures adopted by GSAB and made available to all parties.

1. All written materials must be circulated to all parties at least two days prior to any scheduled hearing, and all parties have the opportunity for a written response to specific documents.
2. Parties to the appeal have the right to be present and to hear all statements made to GSAB.
3. Parties to the appeal have the right to present oral and written statements, and witnesses.
4. GSAB has the right to have an advisor present, call witnesses, or introduce information deemed relevant to the appeal.
5. Parties have the right to bring an advisor to the hearings, and must inform the chair that an advisor will be present at least

48 hours prior to the hearing. The advisors may advise the parties but cannot participate directly in the process and cannot address the GSAB.

6. GSAB may establish time limits for presentations.
7. Hearings normally are closed to the public, however, GSAB may consider a written request by the appellant to open the meetings. If it is agreed to hold open hearings, witnesses are excluded from the meeting until they have given evidence.
8. Parties may agree on a resolution at any point in the hearing process.
9. If the appeal involves more than one student, collective hearings may be held, at the discretion of the GSAB, however, individual findings and recommendations should be rendered.
10. The chair will preside and rule on matters of procedure, and has the right to dismiss any person from the hearing, should his/her conduct become disorderly.

**Findings, recommendations.** Upon completion of the hearings, GSAB will meet in closed session to deliberate recommendations. All issues presented in the appeal should be addressed. Recommendations should clearly state whether the appealed decision is affirmed, set aside, or modified, and what further actions if any, are needed. The chair will send written recommendations to the provost, via the associate vice provost for academic programs and graduate studies, and provide copies to all parties to the appeal, and members of GSAB.

# Graduate Studies Degree Requirements

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## Graduate advisement

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

## Student responsibility

It is the responsibility of the graduate student to know and observe all procedures and requirements of Graduate Studies as defined in the *ASU West Catalog* and the *ASU West Schedule of Classes*. Each student should also be informed about the requirements concerning the student's degree program and any special requirements within the academic unit.

## Admission to all master's degree programs

Students wishing to enroll in a master's program at ASU West are admitted according to the procedure described on [pages 103-107](#) (see also specific program descriptions). 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.

## 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 at the West campus. 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 West is nondegree credit. Nondegree credit taken at ASU West combined with nondegree credit taken at another institution may not exceed nine hours on the master's program of study. The date (month/day/year) on the official 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.

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 West, 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 and correspondence 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 West.

Only resident graduate courses with a grade of “B” (3.00) or higher 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 Graduate Studies from the office of the registrar at the institution where the credit was earned.

#### **Correspondence and extension courses.**

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

### **Credit requirements**

A minimum of 30 semester hours of graduate work approved by a student’s advisor and Graduate Studies is required. More than 30 semester hours are required in certain programs.

### **Program of study**

Upon receiving regular admission status the student should contact appropriate faculty and/or academic advisors. Such advising contact helps students form a committee (when applicable) and create an official Program of Study. The student must complete and file a Program of Study before one-third of the semester hours required for the graduate degree program are completed. The Program of Study must be approved first by the faculty and/or academic advisor, then the director of the graduate studies program, and finally by the associate vice-provost for academic programs and graduate studies.

Courses appearing on an approved ASU West graduate degree Program of Study must be 500 or higher, except one 400 level course may be included on the Program of Study.

The faculty and/or academic advisor, the director of the graduate studies program, and the associate vice-provost for academic pro-

grams and graduate studies must also approve changes to the Program of Study.

Forms for the submission of the Program of Study are available in the Graduate Studies Office (FAB S301) and on line at <http://westcgi.west.asu.edu/acadaffairs/gradstudies/forms.cfm>.

Students who have not filed a Program of Study in compliance with the one-third rule will be prevented from further registration.

A student may not apply for the comprehensive or final examination until a Program of Study has been approved and any foreign language requirement completed.

### **Grading**

<u>Grade</u>	<u>Definition</u>	<u>Value</u>
A+	–	4.33 <sup>1</sup>
A	Excellent	4.00
A-	–	3.67
B+	–	3.33
B	Good	3.00
B-	–	2.67
C+	–	2.33
C	Passing	2.00
D	No graduate credit	1.00
E	Failure	0.00
I	Incomplete	–
W	Withdrawal <sup>2</sup>	–
X	Audit	–
Y	Satisfactory	–
Z	Course in progress <sup>3</sup>	–

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

<sup>2</sup> A grade of “W” is given whenever a student officially withdraws.

<sup>3</sup> This grade is usually given pending completion of courses such as practicum, research, applied project, and thesis (580, 680, 692, 593, 693; and 599).

A grade of “P” (pass) in a 400 level course may not appear on a program of study. Grades of “D” (1.00) and “E” (0.00) cannot be used to meet the requirements for a graduate degree, although they are used to compute the GPAs. A student receiving a grade of “D” (1.00) or “E” (0.00) must repeat the course in a regularly scheduled (not an

individualized instruction) class if it is to be included in the program of study. However, both the grade of “D” (1.00) or “E” (0.00) and the new grade are used to compute the GPAs. Grades on transfer work or ASU law credit are not included in computing GPAs.

Graduate course work (500 and 600 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 and 600 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 West courses.** Graduate students (degree or nondegree) may retake any courses at any level at ASU West, but all grades remain on the student transcript as well as in GPA calculations.

## Standards and retention

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

The designation of academic recognition (*summa cum laude*, *magna cum laude*, and *cum laude*) is reserved for undergraduates.

Graduate Studies does not use these academic distinctions.

Academic excellence is expected of students doing graduate work. Upon recommendation from the head of the academic unit, the associate vice provost for academic programs and graduate studies can withdraw a student who is not progressing satisfactorily.

## Graduate credit courses

Courses at the 500 and 600 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 West 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 Studies Petition form requesting credit reservation; the form must be signed by the student’s advisor, the head of the academic unit offering the class, and the associate vice provost for academic programs and graduate studies.

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 a grade of “B” (3.00) or higher are applicable. Reserved credit earned before admission to a graduate

degree program is classified as nondegree credit. The maximum course load for a student enrolled in a reserved course is 15 semester hours during a regular semester and six hours during a summer session.

### **College of Law credit**

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

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

### **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 comprehensives 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 Continuing Registration 595 or 695) during the semester or summer session in which they take their comprehensive examinations. Failure in the comprehensive examination is considered final unless the graduate academic advisor and the head of the academic unit recommend, and the asso-

ciate vice provost for academic programs and graduate studies 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.

### **Graduation**

The student is eligible for graduation when all course work is successfully completed, the Graduate Studies scholarship requirements have been met, any required comprehensive examinations have been passed, and have been approved by the graduate academic advisor and accepted by the head of the academic unit and the associate vice provost for academic programs and graduate studies.

**Application for graduation.** Students should apply for graduation no later than the date specified in the "University Calendar," see [pages 3-4](#). All fees are payable at that time. Students applying for graduation after the deadline 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 who do not complete all degree requirements by their anticipated graduation date are required to pay a refiling fee.

### **Maximum time limit**

Unless stated otherwise for a specific degree program, all work offered toward a master's degree must be completed within six consecutive years. The six years begin with the first course included on a student's approved program of study. For example, if the first course listed was taken fall semester 1999, the student must complete all requirements by August 2005. The six-year maximum time limit applies to nondegree transferred semester hours appearing on a program of study.

### **Withdrawal policy**

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

### **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 Studies Advisory Council (GSAC) 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 Thesis (599) or Research (592) credits leading to the thesis or equivalent in either degree program;
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.

## **Research and Teaching Assistantships, Scholarships, and Loans**

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### **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 Graduate Studies at the same time they apply for financial assistance.

### **Definitions**

The following definitions are provided to assist in interpreting awards. "Resident tuition" refers to the fee charged to all students who register for classes at ASU West. "Nonresident tuition" refers to additional charges assessed to nonresidents.

### **Assistantships and associateships**

Appointments as research or teaching assistants (RAs & TAs) 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 associateships when available.

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.

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

Course load requirements for research and teaching assistants and associates are detailed on [pages 108-109](#).

### **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.

### **Scholarships**

**Graduate Studies Awards for Tuition.** Graduate Studies Awards for Tuition (GSAT) are available on a competitive basis to graduate students with outstanding academic records. This scholarship covers the *resident tuition only (not nonresident tuition)* and is granted for the academic year or one semester only (not including summer sessions). Applicants must be regularly admitted to a graduate degree program; continuing students must also be in good standing (3.00 postbaccalaureate GPA

at ASU). A graduate student may be nominated for this scholarship by the head of the student's academic unit. Application forms and further information may be obtained from each academic unit. Graduate Studies does not accept direct applications. Applicants must meet deadlines established by the academic units and Graduate Studies.

**Seeking Talent, Expanding Participation, Unleashing Potential.** Seeking Talent, Expanding Participation, Unleashing Potential (STEP-UP) awards are available on a competitive basis to graduate students with outstanding academic records; granted for the academic year or one semester only (not including summer sessions). Applicants must be regularly admitted to a graduate degree program; continuing students must also be in good standing (3.00 postbaccalaureate GPA at ASU). Application forms and further information may be obtained from each academic unit. Applications should be completed and returned to the academic unit. Graduate Studies does not accept direct applications. Applicants must meet deadlines established by their academic unit and Graduate Studies.

**Sponsored Scholarships.** The scholarships listed below are offered through the Graduate College at ASU Main.

**Herman E. DeMund Memorial Scholarship.** One \$2,000 scholarship is awarded annually to a deserving graduate student at ASU. Students who are regularly admitted to a graduate degree program are eligible to be nominated for this award. Nominations are made by the heads of the individual academic units to the Graduate College and the recipient is chosen from these nominees. The selection for this award is made on the basis of scholastic ability.

The deadline for the submission of nominations is announced by the Graduate College.

**Other forms of scholarship support.** Students are encouraged to contact the academic unit in which they intend to study to determine if other sources of support are available.

The Graduate College publishes *GradNews*, a newsletter listing current grant and scholarship information. The college also maintains a file and some reference books and posts announcements of national and regional scholarships for which students may be eligible. Announcements are available for review in Center Lobby, Wilson Hall, ASU Main. Funding source information is available on reserve at Hayden Library.

## **Loans**

Loans are available to students enrolled in graduate programs to meet reasonable educational expenses. Inquiries should be directed to Financial Aid Services, University Center Building 120, (602) 543-8178.