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# Division of Graduate Studies

[www.asu.edu/graduate](http://www.asu.edu/graduate)

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## PURPOSE

The ASU Division of Graduate Studies offers programs to meet the educational needs of those who already hold baccalaureate and master's degrees. While many students prepare for careers in research, the professions, and the arts, others study for personal enrichment. Both part-time and full-time students are enrolled in a wide range of master's and doctoral degree programs encompassing hundreds of concentrations and specialties. Other students explore new areas of interest or prepare for career advancements apart from formal degree programs.

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

One distinctive project that magnifies the Division of Graduate Studies' dedication to graduate students is the Preparing Future Faculty program, which is designed to educate students about faculty roles and prepare doctoral students specifically for faculty positions in colleges and universities across the nation.

This past year, a large number of ASU graduate students were awarded prestigious fellowships and scholarships funded by the National Science Foundation, NASA, the Ford Foundation, Fulbright, and other public agencies and private foundations.

Funded programs, together with more than 30 research centers and institutes, provide assistantships and training for many graduate students; further, the centers coordinate conferences, colloquia, and special seminars to heighten the learning experience. The Office of the Vice President for Research and Economic Affairs provides seed money to enable ASU faculty and students to work at the frontiers of

knowledge. Such activities continually encourage the creative embrace of change and experimentation.

ASU provides numerous choices in student life, for personal enrichment as well as cultural interaction. Many internationally known speakers present lectures here, bringing together faculty, graduate students, and the community to engage in stimulating dialogue.

**Intellectual Environment.** More than 11,000 students from all 50 states and more than 100 nations are enrolled in graduate study at the university. Such size and diversity contribute to a cosmopolitan setting that is ideal for intellectual discourse and stimulation. As a balance to this large grouping of students, individual graduate programs conduct small colloquia and seminars where students and faculty discuss their work in an intimate, intellectual environment supportive of student development. The result is a spirited, lively atmosphere in which students and faculty members get to know each other through collaborative research and intellectual exchange.

## GRADUATE PROGRAMS

### Degree Programs

Although graduate degree programs differ in many ways, they all share two important characteristics. First, in comparison to baccalaureate programs, they demand a deeper and broader understanding of a body of knowledge in a recognized discipline or profession. Second, especially in doctoral programs, graduate students prepare to make original contributions to their fields through research and other creative activities of a high order. ASU offers several types and levels of postbaccalaureate degrees. For admission information and procedures, access the Web site at [www.asu.edu/graduate/admissions](http://www.asu.edu/graduate/admissions).

**Master's and Doctoral Work.** Many students pursue a master's degree to satisfy their own quest for learning. In some disciplines, such as dance or architecture, the master's degree is frequently the terminal or final degree. In other fields, students enter master's programs as a step toward more advanced work, such as doctoral studies, that prepares students for a lifetime of intellectual inquiry and creativity or for the application of knowledge to professional practice.

**Research Degrees.** Students at ASU may pursue research-oriented or practice-oriented degrees. Research-oriented degree programs—including the Master of Arts (MA), Master of Science (MS), and Doctor of Philosophy (PhD)—prepare students for careers in research and scholarship in governmental, business, and industrial organizations or in university or college teaching. Students in these programs

develop the ability to evaluate existing knowledge critically and to extend it into fresh areas of inquiry and scholarship.

**Professional Degrees.** The professional or practice-oriented degree programs have slightly different names and distinct academic missions. The names of the degrees are commonly tied to the academic unit offering the program, for example, Master of Business Administration (MBA), Master of Music (MM), Master of Social Work (MSW), and Doctor of Education (EdD). With the objective of preparing students for professional practice, such programs require rigorous preparation in the fundamental literature and scholarship of the field. Some degrees require demonstrated expertise through an internship, an exhibition (art), a performance, or a recital (music). Examples of ASU fields in which academic units offer professional programs include architecture and design, business, education, engineering, health services administration, law, nursing, public administration, and social work.

### Nondegree Graduate Study

Many students enter graduate studies without intending to obtain a new degree but rather to enhance personal or professional knowledge. These students may want to advance in their present career, acquire the background to make a career change, or make up academic deficiencies before entering a degree program. All graduate students, degree or nondegree, enjoy the benefits of cultural and intellectual activities at the university, such as colloquia, seminars, and conferences focusing on the latest scholarship in the field. By consulting with appropriate academic units, students can learn which courses are suitable to their needs.

*Note:* A maximum of nine semester hours taken at ASU as a nondegree graduate student may be applied, at the academic unit's discretion, toward a future ASU master's degree.

For admission information and procedures, access the Web site at [www.asu.edu/graduate/admissions](http://www.asu.edu/graduate/admissions).

### Clinics on Preparing for Graduate School

Assistance is offered to prospective graduate students through workshops. Topics include the admissions process, program selection, and financial support. For more information, call the Division of Graduate Studies at 480/965-3521, or access the Web site at [www.asu.edu/graduate](http://www.asu.edu/graduate).

### Graduate Studies and the University Environment

The Division of Graduate Studies spans the university in supervising graduate studies. Since more than 1,600 ASU faculty members teach graduate students in more than 100 instructional units, the Division of Graduate Studies works closely with the university's colleges and academic units. In most cases, graduate instruction is offered by units that also provide related undergraduate programs.

### Interdisciplinary Study

For more information, see "Graduate Interdisciplinary Programs," page 509.

## RESEARCH

ASU continues to advance as a major research institution. The Office of the Vice President for Research and Economic Affairs provides leadership in obtaining external funding

and in coordinating and administering sponsored projects. Many graduate students receive financial support and gain first-hand experience as they participate with faculty members in carrying out these research projects.

Much of this work is associated with campus research centers that help to develop proposals, coordinate activities, and bring together in colloquia and conferences students and faculty with common intellectual interests. Such centers include the Center for Solid State Science, the Institute for Manufacturing Enterprise Systems, the Institute of Human Origins, the Hispanic Research Center, the Joan and David Lincoln Center for Applied Ethics, and the Prevention Intervention Research Center. For more information, see "Research Centers," page 33.

### Research Facilities

ASU lends support to research in diverse ways, including providing extensive facilities for research and instructional programs. State-of-the-art facilities include an architecture building, a fine arts complex, the Goldwater Center for Science and Engineering, an addition to the Life Sciences Center, and the Computing Commons. The Engineering Research Center, built as part of the Engineering Excellence Program, houses advanced facilities such as the Molecular Beam Epitaxy laboratory and a clean room for microelectronic device fabrication. Among other facilities supporting research on campus are the Institute for Studies in the Arts, in the Katherine K. Herberger College of Fine Arts; the Facility for High Resolution Electron Microscopy, in the College of Liberal Arts and Sciences; and the Southwest Archaeological Collection, in the Department of Anthropology.

**Library System.** The ASU library system is a major research facility (see "University Libraries and Collections," page 28). It contains more than 3 million volumes of books and approximately 6.6 million pieces of microforms and subscribes to more than 36,000 serials. Among the nation's research libraries, it is in the top quarter in annual volume acquisition. It is especially strong in amassing current monographs and serials to support graduate programs. Some of the most important research collections include manuscripts and rare photographs on Arizona and Southwest topics and an excellent collection of social science materials on Southwestern and border studies topics, including materials on northwestern Mexico. In the humanities, the Hayden Library has an outstanding collection of literary works and literary criticism from small and major presses in American and English literature. The Child Drama Collection is also outstanding. A growing rare book and manuscript collection supports the research interests of academic units. The Arthur Young Tax Library emphasizes accounting and law. The Noble Science and Engineering Library is a designated U.S. Patent Depository and, as such, is one of fewer than 30 U.S. academic libraries to receive copies of all new patents. The entire collection of U.S. patents in microfilm is housed in the Noble Library.

The libraries contain extensive U.S. and Arizona government documents and selected international documents.

The Music Library contains scores and sound recordings.

The Architecture and Environmental Design Library houses a nationally recognized set of materials on solar

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energy and research collections on the work of Frank Lloyd Wright and Paolo Soleri as well as other Arizona architects.

The libraries offer excellent support to researchers interested in electronic information sources. The online library system incorporates the usual catalog to ASU library holdings as well as several other important electronic reference databases and gateways. Bibliographic information on the library holdings can be accessed from any location in the world via a modem-equipped microcomputer.

The library system belongs to the Center for Research Libraries, permitting access to the center's vast collections of materials for extended loan periods.

**Graduate Student Support Services.** Providing academic and professional development support to graduate students is an important part of the Division of Graduate Studies mission. Services include referral, individual mentoring for disadvantaged students, financial assistance, orientation sessions, workshops, career seminars, and research conferences. Division of Graduate Studies Student Programs/Services maintains a variety of programs specifically for graduate students (degree and nondegree). For more information, access the Division of Graduate Studies Web site at [www.asu.edu/graduate](http://www.asu.edu/graduate).

**Division of Graduate Studies Financial Support Office.** The Division of Graduate Studies Financial Support Office assists graduate students applying for external fellowships. The office processes tuition waivers/remission and health insurance benefits for research and teaching assistants, tuition fellowships for students who are not research or teaching assistants, travel grants, and other financial support in partnership with academic units.

For assistance with loans, access the Web site at [www.asu.edu/fa](http://www.asu.edu/fa), or visit Student Financial Assistance in SSV 216A.

**Advising and Career/Professional Development.** Many graduate students have questions and concerns about which degree to pursue; how to combine their student roles with parenting, partnering, and worker roles; and what to do with their degrees upon graduation. The Division of Graduate Studies provides the following resources.

*Preparing Future Faculty.* Preparing Future Faculty (PFF) is a program coordinated by the Division of Graduate Studies for doctoral students who are seeking careers in the professorate. Originally a national initiative under the Council of Graduate Schools and the Association of American Colleges and Universities, PFF encourages fresh thinking and planning in faculty preparation, identifies strategies to improve the quality of teaching and learning, and orients doctoral students to different types of higher education institutions.

*Preparing Future Professionals.* The Preparing Future Professionals (PFP) program, administered by the Division of Graduate Studies, assists doctoral students interested in pursuing nonacademic professions. PFP parallels the well-established and successful PFF program. Through a series of activities, PFP familiarizes doctoral students with various nonacademic career tracks to develop skills to successfully pursue a wide range of career opportunities.

*Strategies for Success.* The Strategies for Success series of professional development workshops is broken into three categories: teaching and instruction, career development, and enriching the graduate experience. These workshops are open to all registered graduate students.

**Diversity Programs.** Diversity Programs are designed to increase the number of graduate students from groups underrepresented in certain professions and fields of study. *STEP-UP.* The Division of Graduate Studies STEP-UP (Seeking Talent, Expanding Participation, Unleashing Potential) program is designed to assist academic units in the recruitment and retention of excellent first-year graduate students from underrepresented groups. STEP-UP provides academic and financial support through assistantships. For more information, contact specific academic units.

*The Social and Academic Mentor (SAM) Program.* The SAM program is designed to recruit top graduate students from domestic, international, and underrepresented populations. Academic units submit nominations to the Division of Graduate Studies for a first-year student (mentee) and peer mentor match. The mentor, two or more years advanced in the program, promotes the mentee's social and academic integration into graduate studies by using a structured approach. The mentor receives an hourly compensation.

**Orientations.** Before each fall semester, the Division of Graduate Studies hosts an orientation/reception for new graduate students. An online orientation is available on the Division of Graduate Studies' Web site at [www.asu.edu/graduate](http://www.asu.edu/graduate).

All new teaching assistants (TAs) are required by the university and the Arizona Board of Regents to attend the TA Orientation conducted by the Division of Graduate Studies. Additional professional development forums are held during the academic year and TAs are encouraged to participate.

**Workshops for Undergraduate Students Considering Graduate Education.** The Division of Graduate Studies holds workshops to address issues that students contemplating graduate study should consider. The purpose of graduate study, the choices among research and professional degrees, the selection of schools to apply to, and the types and sources of financial support are among the topics discussed.

**Student Organizations.** The Graduate and Professional Student Association (GPSA) is part of the Associated Students of Arizona State University (ASASU), the student government for the university. The GPSA represents graduate student interests within ASASU and the Office of Student Life. It assists the Division of Graduate Studies in planning orientations, the Graduate and Professional Student Appreciation Week, and other student-related activities. This office, with the Division of Graduate Studies, also funds small research grants to support graduate students' thesis and dissertation projects. In addition to the GPSA, many other special interest organizations are available for graduate students, such as the Latino(a) Graduate Student Association, American Indian Graduate Student Association, Black Graduate Student Association, and the Graduate Women's Association.

**Format Advising.** The thesis, dissertation, or equivalent is the culmination of an important stage of graduate studies. By researching and writing this final work, graduate students are able to demonstrate acquired skills essential to a discipline. The Division of Graduate Studies publishes a *Format Manual* as a guide in preparing the master's or doctoral document. The *Format Manual* and forms pertaining to procedures for completing all graduation requirements are available in the Division of Graduate Studies lobby in Wilson Hall or on the Web at [www.asu.edu/graduate/format](http://www.asu.edu/graduate/format).

**Publications Program.** The Division of Graduate Studies publishes a number of brochures, fliers, and other items pertaining to academic program offerings, procedures, student financial assistance, and related topics and events in graduate education. For more information, call 480/965-3521.

### ASU Graduate Councils

The mission of the Division of Graduate Studies is to promote and support—in partnership with schools, departments, colleges, and campuses—the integrity, quality, and vitality of ASU graduate programs, including master's degrees professional degrees, and doctoral degrees. The Graduate Councils (East, Tempe, and West Campus councils) consist of faculty from each campus who review and make recommendations regarding the quality and nature of programs, policies, and standards related to graduate education. The councils serve in an advisory capacity to the vice provost and dean of Graduate Studies. In addition to the faculty leadership of each campus, the dean and associate deans of the Division of Graduate Studies serve in ex-officio capacities to enhance and foster cross-campus collaboration and communication. For more information, access the Web site at [www.asu.edu/graduate/gradcouncil](http://www.asu.edu/graduate/gradcouncil).

### Offices of the Division of Graduate Studies

The general offices of the division, including those of the dean, admissions, advising, financial assistance, and graduate academic services and programs, are located on the first floor of Wilson Hall. Division offices are open Monday through Friday, from 8 A.M. to 5 P.M. The Division of Graduate Studies may be called at 480/965-3521. The Web address is [www.asu.edu/graduate](http://www.asu.edu/graduate).

## ADMISSION TO THE DIVISION OF GRADUATE STUDIES

### Eligibility

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

### Division of Graduate Studies Requirements

Generally, an applicant must have a GPA of 3.00 (scale is 4.00 = A), or the equivalent, in the last two years of work leading to the bachelor's degree. A student who enters a graduate degree program is expected to have undergraduate educational experiences, including general education stud-

ies, that are similar to those required for the baccalaureate degree at ASU.

### Requirements of the Academic Unit

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

### Submission of an Application

For admission information and procedures, access the Web site at [www.asu.edu/graduate/admissions](http://www.asu.edu/graduate/admissions). Students are encouraged to apply via the Web. If students cannot access the Internet, they may call the Division of Graduate Studies at 480/965-6113 or send e-mail to [grad-q@asu.edu](mailto:grad-q@asu.edu).

### Application Fee

Each application for entry to ASU graduate programs must be accompanied by a nonrefundable application fee. The fee is \$50 to apply for admission to a degree program and \$50 to apply for nondegree studies. For admission information and procedures, access the Web site at [www.asu.edu/graduate/admissions](http://www.asu.edu/graduate/admissions).

### International Applicants

Applicants who will attend the university while holding F-1 or J-1 visas must meet the requirements of U.S. immigration regulations in addition to the requirements of the Division of Graduate Studies and the academic units to which they apply.

Applicants from outside the United States are also required to submit additional materials and should follow the procedures described in the *Application for Graduate Admission* booklet or on the Web at [www.asu.edu/graduate/admissions](http://www.asu.edu/graduate/admissions). International applicants should read this information carefully to become familiar with all the requirements, consulting it often for instructions to follow regarding the submission of materials. The *Graduate Catalog* provides essential information about ASU and its graduate programs.

As required by the U.S. government, international applicants must also verify that they have the financial resources to cover their expenses during graduate study at ASU. The Financial Guarantee form is available through the Division of Graduate Studies Web site at [www.asu.edu/graduate/admissions](http://www.asu.edu/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 and support documents have arrived. International students may enroll at ASU only if they have been admitted to a degree program, a certificate program, or the postbaccalaureate teacher education program. They must meet all appropriate immigration standards and requirements.

Applications are processed when they are received. However, international applicants should submit all materials in December or January in order to begin study the following fall semester and in August or September in order to begin

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study the following spring semester. An application fee of \$50 (in U.S. funds) must accompany each application.

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

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

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

1. The minimum TOEFL requirement for entry into any graduate program is 550 (paper-based) or 213 (computer-based).
2. Individual academic units may have higher TOEFL requirements for their various programs. Consult the department Web sites and this catalog for more information.

The following exceptions apply to the TOEFL requirement:

1. Applicants who have earned a bachelor's degree or higher from a university in the United States are exempt from the TOEFL requirement. This study must have been done within the United States.
2. Applicants who have completed a minimum of 12 semester hours of graduate level study at a regionally accredited college or university in the United States with a GPA of 3.00 or higher are exempt from the TOEFL requirement.
3. Applicants who have completed the American English and Culture Program Advanced 2 Level are exempt from the TOEFL requirement.

All international applicants who are from a country whose native language is not English and who wish to apply for teaching assistantships must pass an examination that certifies their skill in speaking English—either the Test of Spoken English (TSE), which may be taken in the student's home country, or the Speaking Proficiency English Assessment Kit (SPEAK) test, which is administered at ASU. Some degree programs also require TSE or SPEAK scores of applicants whose native language is not English. For specific information about TSE requirements, contact the head of the academic unit.

### Additional Information

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

Academic units, which must indicate their willingness to admit applicants, frequently set higher standards than those established by the Division of Graduate Studies. Many qual-

ified applicants are denied because of limits on the number of students admitted each year.

### Notice of Admission Decisions

Only the dean of graduate studies can make formal offers of admission. The Division of Graduate Studies notifies all applicants in writing of the admission decision.

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

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

### Admission Classifications

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

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

**Provisional Admission.** A student who does not meet minimum academic standards but has counterbalancing evidence to suggest the potential for success may be admitted on a provisional basis. Provisional admission provides an academic unit with more evidence on which to base its decision. Normally the academic unit reviews the student's status following completion of 12 semester hours of approved graduate study. At that time, the academic unit recommends to the Division of Graduate Studies a change in status to either regular admission or withdrawal from the program. When students have completed their provisional requirements, they should check with their advisors to make sure that the change of status has been recommended. A provisional student may also be assigned deficiencies.

**Nondegree Admission.** A student not immediately intending to earn a degree 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/admissions](http://www.asu.edu/graduate/admissions). A maximum of nine hours taken at ASU while in this category may be applied toward a master's degree if appropriate for the student's program of study.

The six-year maximum time limit applies to nondegree semester hours appearing on a master's program of study. Also, because of limited class size and resources, certain

academic units may limit the enrollment of nondegree students.

### Recognition of a Degree

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

### Definition of a Unit of Credit

The Arizona Board of Regents has defined (May 26, 1979) a unit of credit for the institutions under its jurisdiction. A minimum of 45 hours of work by each student is required for each unit of credit. An hour of work is the equivalent of 50 minutes of class time (often called a “contact hour”) or 60 minutes of independent study work. For lecture-discussion courses, this requirement equates to at least 15 contact hours and a minimum of 30 hours of work outside of the classroom for each unit of credit. Even though the values of 15 and 30 may vary for different modes of instruction, the minimum total of 45 hours of work for each unit of credit is a constant. Since the unit of credit as defined by the Arizona Board of Regents is the cornerstone of academic degree programs at ASU, degrees granted by other institutions that are recognized by ASU should be based on a similar unit of credit.

## DIVISION OF GRADUATE STUDIES PROCEDURES

### Change in Graduate Degree Program

A change from one graduate degree program to another requires a new application to the Division of Graduate Studies. The usual admission procedures are followed. For details on matters relating to the application fee, see “Application Fee,” page 501.

### Readmission to the Division of Graduate Studies

Any graduate student who has not been in attendance at the university for one semester must submit an application for readmission to the Division of Graduate Studies. The application should be submitted at least one month before the beginning of the semester in which the student plans to reenter. For details on readmission and other matters relating to the application fee, access the Web site at [www.asu.edu/graduate/admissions](http://www.asu.edu/graduate/admissions).

### Determination of Catalog Requirements

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

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

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

### Registration

Graduate students, like all university students, register during the intervals indicated in the *Schedule of Classes* issued by the University Registrar’s Office. Details regarding registration and course drop-add procedures are also provided in the *Schedule of Classes*. Day and evening graduate classes, offered on or off campus during the two regular semesters and the summer sessions, are considered part of the regular program. SunDial, the ASU touch-tone telephone system for registration and fee payment, and the online registration system, accessed at any registrar site, ease the enrollment process.

### Audit Enrollment

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

### Withdrawal Policies and Procedures

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

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

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

**Course Withdrawal.** During the second week through the 10th week of a semester or the third day through the third week of a summer session or at the midpoint of the term for winter and flexibly scheduled sessions, a student may

Enrollment Verification Guidelines for Graduate Students

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

\* For enrollment verification purposes, “graduate assistant” is a generic term that includes teaching assistants, research assistants, teaching associates, and research associates.

withdraw from any course with a mark of “W.” See the *Schedule of Classes* or the *Summer Sessions Bulletin* for dates of the withdrawal period.

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

To receive permission for a medical withdrawal from courses, a student must present a Request for Documented Medical Withdrawal form and proper documentation (usually a letter from a physician) of the medical condition to the medical withdrawal designee of the college of the student’s major. For complete procedural information, contact the appropriate medical withdrawal designee.

**Course Load**

The course load is determined by the supervisory committee but is not to exceed 15 semester hours of credit during each of the two semesters. Refer to the latest *Summer Sessions Bulletin* for course load limits for five-week and eight-week sessions. An audited course is counted in the student’s maximum load.

All teaching and research assistants and associates must enroll for a minimum of six semester hours during each semester (fall and spring) of their appointment. The six hours cannot include audit enrollment. Enrollment in continuing registration (595, 695, or 795) does not fulfill the six-hour requirement. A half-time (50 percent) teaching and research assistant or associate working 20 clock hours per week may not register for more than 12 semester hours of course work each semester; a third-time (33 percent) assistant or associate for more than 13 semester hours; and a quarter-time (25 percent) assistant or associate for more than 15 semester hours.

All graduate students doing research, working on theses or dissertations, taking comprehensive or final examinations, or using university facilities or faculty time must be

registered for a minimum of one semester hour of credit (not audit) that appears on the program of study or is an appropriate graduate-level course, such as 595, 695, or 795 Continuing Registration.

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

**Enrollment Verification Guidelines.** The registrar is responsible for verifying enrollment according to the general guidelines. See the “Enrollment Verification Guidelines for Graduate Students” table, on this page.

**DIVISION OF GRADUATE STUDIES DEGREE REQUIREMENTS**

**Graduate Advising**

The Division of Graduate Studies’ Referral Office offers general information about policies, procedures, requirements, and support services. Students with regular admission status should contact their academic unit for degree program advising and program of study planning.

**Grading**

The “Grades” table, page 505 defines grades and gives their values.

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

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

Grades of “D” (1.00) and “E” (0.00) cannot be used to meet the requirements for a graduate degree, although they are used to compute GPAs. A student receiving a grade of “D” (1.00) or “E” (0.00) must repeat the course in a regularly scheduled (not an independent study) class if it is to be included in the program of study. However, both the “D” (1.00) or “E” (0.00) and the new grade are used to compute GPAs.

Graduate course work (500-, 600-, and 700-level courses) reported as an “I” (incomplete) must be completed within one calendar year. At the time the “I” grade is given, the

**Grades**

Grade	Definition	Value
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	—
NR	No report	—
W	Withdrawal	—
X	Audit	—
Y	Satisfactory	—
Z	Course in progress <sup>2</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> This grade is usually given pending completion of courses.

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, and the student is not allowed to complete the course work as specified on the “Incomplete” form. The student may, however, repeat the course after the “I” has become permanent, by reregistering, paying fees, and fulfilling all course requirements. The grade for the repeated course appears on the transcript but does not replace the permanent “I.”

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

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

**University Policy for Student Appeal Procedures on Grades**

**Informal.** The following steps, beginning with step A, must be followed by any student seeking to appeal a grade. Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless of whether the student is enrolled at the university. University policy protects students filing grievances and those who are witnesses from retaliation. Students who believe they are

victims of retaliation should immediately contact the dean of the college in which the course is offered.

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

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

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

**Scholarship**

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

Graduate students (degree or nondegree) may retake any 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

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academic unit, the dean of graduate studies can withdraw a student who is not progressing satisfactorily.

The designation of honors (such as *cum laude*) is reserved for undergraduates. The Division of Graduate Studies does not use these academic distinctions.

### Graduate Credit Courses

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

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

Permission to reserve a course does not guarantee that the student is admitted to a graduate degree program or that the course may be used toward graduate degree requirements. A maximum of nine hours of credit may be reserved, and only courses with a grade of "B" (3.00) or higher are applicable. Reserved credit earned before admission to a graduate degree program is classified as nondegree credit. The maximum course load for a student enrolled in a reserved course is 15 semester hours during a regular semester and six hours during a summer session.

**Transfer Credit.** Transfer of credit is the acceptance of credit from another institution for inclusion in a program of study leading to a degree awarded by ASU.

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

At the individual academic unit's discretion, the number of hours transferred from other institutions may not exceed 20 percent of the total minimum semester hours required for a master's degree unless stated otherwise for a specific degree program. At the academic unit's discretion, up to 12 hours of credit taken at another institution and not counted toward a previous degree may be counted toward the minimum semester hours required for a specific ASU doctoral degree program.

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

The date (month/day/year) on the dean of graduate studies' letter of admission is the actual date of admission. If the student is enrolled in courses on the admission date, those courses—if applicable—may be considered part of a pro-

gram of study. Courses taken the semester before this date are nondegree hours.

Certain types of graduate credits cannot be transferred to ASU, including the following:

1. credits awarded by postsecondary institutions in the United States that lack candidate status or accreditation by a regional accrediting association;
2. credits awarded by postsecondary institutions for life experience;
3. credits awarded by postsecondary institutions for courses taken at noncollegiate institutions (e.g., government agencies, corporations, and industrial firms);
4. credits awarded by postsecondary institutions for noncredit courses, workshops, and seminars offered by other postsecondary institutions as part of continuing education programs; and
5. credits given for extension courses.

Acceptable academic credits earned at other institutions that are based on a unit of credit different from the ones prescribed by the Arizona Board of Regents are subject to conversion before being transferred to ASU.

Transfer credits must be acceptable toward graduate degrees at the institution where the courses were completed. Only resident graduate courses (at the institution where the courses were completed) with an "A" (4.00) or "B" (3.00) grade may be transferred. A course with the grade of pass, credit, or satisfactory may not be transferred.

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

### Graduate Supervisory Committees

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

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

Qualified individuals outside the university, upon the recommendation of the head of the academic unit and approval of the Division of Graduate Studies, may serve as members of thesis and dissertation committees; however, such individuals may not serve as chairs or cochairs (unless they have affiliated faculty status). With the approval of the academic unit and the dean of graduate studies, former ASU faculty with students completing their degrees may continue to serve as cochairs. At least half of the committee must be faculty from ASU.

**Foreign Language Requirements**

A graduate degree program may require proficiency in a foreign language. If a foreign language is required, students must demonstrate at least a reading knowledge in the area of study required by the supervisory committee and consistent with the requirements for the graduate degree program. 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 program. The examinations are administered three times each year by the Department of Languages and Literatures, which certifies language competency. The chair of the student’s supervisory committee is responsible for providing the Department of Languages and Literatures with materials from which the examination is then prepared. The chair should submit or

recommend relevant books or journals of approximately 200 pages in length in the desired foreign language.

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

**Theses and Dissertations**

The master’s thesis or equivalent is an introduction to research writing. All doctoral degree candidates must submit a dissertation, with the exception of the Doctor of Musical Arts degree in Music (with a concentration in conducting or performance), which requires three recitals and a research paper. The 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



The atrium area in the new Biodesign Institute Building fosters the open exchange of ideas among researchers working on collaborative projects.

Barb Backes photo

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meaningful questions and hypotheses. The dissertation should be a contribution to knowledge that is worthy of publication by an established press as a book or monograph or as one or more articles in a reputable journal.

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

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

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

### Application for Graduation

Students should apply for graduation with the Graduation section of the University Registrar's Office no later than the date specified in the "Division of Graduate Studies Calendar," found in the *Graduate Catalog*. All fees are payable at that time. Students applying for graduation after the deadline listed in the calendar are required to pay a late fee. At the end of the semester in which a student applies for graduation, the student is officially notified of any requirements the student has not yet completed.

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

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

### Summer Sessions

Work taken during summer sessions carries the same scholastic recognition as that taken during the regular

semester. A complete schedule of offerings is available in the *Summer Sessions Bulletin*, which may be obtained from the Office of Summer Sessions.

### Dates and Deadlines

The "Division of Graduate Studies Calendar," in the *Graduate Catalog*, lists deadlines for the submission of theses and dissertations to the Division of Graduate Studies, the last day to apply for graduation, the last day to hold an oral defense of a thesis or dissertation, and the last day to submit theses and dissertations to the Tempe campus Bookstore for binding. This information is also available on the Web at [www.asu.edu/graduate/generalinfo/GradDdlns](http://www.asu.edu/graduate/generalinfo/GradDdlns). Published dates are subject to change.

### Student Responsibility

Graduate students are responsible for knowing and observing all procedures and requirements of the Division of Graduate Studies as defined in the *Graduate Catalog*, the *Schedule of Classes*, and the *Format Manual*. Each student should also be informed about the requirements of his or her degree program and any special requirements within the academic unit.

## ACADEMIC INTEGRITY

The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of 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 at the Office of the Executive Vice President and Provost of the University, or as part of the *Student Affairs Policies and Procedures Manual*— STA 104-01, at [www.asu.edu/aad/manuals/sta/sta104-01.html](http://www.asu.edu/aad/manuals/sta/sta104-01.html) on the Web.

## MISCONDUCT IN SCHOLARLY RESEARCH AND CREATIVE ACTIVITIES

Students are expected to maintain the highest standards of integrity and truthfulness in scholarly research and creative activities. Misconduct in scholarly research and creative activities includes, but is not limited to, fabrication, falsification or misrepresentation of data, and plagiarism. Misconduct by any student may result in suspension or expulsion from the university and other sanctions as specified by the individual colleges. Policies on misconduct are available in the Office of the Vice President for Research and Economic Affairs and on the Web at [www.asu.edu/aad/manuals/rsp/rsp105.html](http://www.asu.edu/aad/manuals/rsp/rsp105.html).