

# Graduate Studies



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# Nature of Program

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Graduate Studies at ASU's West campus 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.

**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.

## 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 at the West campus  
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 should 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 West campus 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.

Nondegree or degree students at the West campus who have not been enrolled 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 \$50 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 report from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). 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’s Tempe campus 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. 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 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 at the West campus  
P.O. Box 37100  
Phoenix, AZ 85069-7100

1. application  
([westcgi.west.asu.edu/acadaffairs/gradstudies/](http://westcgi.west.asu.edu/acadaffairs/gradstudies/));
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 or IELTS 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 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. If the applicant does not enroll in the university within one year, the admission documents may be destroyed.

Applicants are admitted into the university for the semester indicated on their admission letter and initiate their programs by registering for classes in the semester for which they were admitted. Classes taken prior to the semester of admission are considered nondegree and/or transfer credit. (See “Transfer Credit,” page 111.)

### 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 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 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 Registration Services office or the Office of Graduate Studies. This process may also be completed by mail.

A maximum of nine hours taken at ASU while in this category may be applied toward a master's degree at ASU 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 115](#).

# 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. A student may also choose to graduate under any subsequent catalog issued.

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

## Registration

Graduate students, like all university students, register during the intervals indicated in the *Schedule of Classes*. Details regarding registration and course drop-add procedures are also provided in the current *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 *Summer Sessions Schedule of Classes*, which may be obtained from the Registration Services 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 ten weeks of a semester, or the first three weeks of a summer session, a student may withdraw from any course with a mark of “W.”

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 *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 one calendar year is considered withdrawn and must reapply for admission to a degree program.

In order to withdraw from all classes after having paid registration fees, a student must initiate a complete withdrawal from the university online at ASU Interactive ([www.asu.edu/interactive](http://www.asu.edu/interactive)), by SunDial at (480) 350-1500, or in person at Registration Services. A student may withdraw from all courses with marks of “W” through the semester/session transaction deadline (i.e., the last day of instruction for the semester or session). 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.

### 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 Council Appeals Board at the West campus (GCAB)**

The Graduate Council Appeals Board at the West campus (GCAB) acts as the appeals body for graduate students seeking redress on academic decisions regarding their graduate program. Before initiating an appeal, the graduate student should fully use all other appeal and review procedures in the academic unit or academic college.

The GCAB will review written appeals of graduate students concerning:

1. retention in graduate programs (with the limitations described below),
2. procedural matters in graduate student programs (e.g., procedures relating to programs of study, supervisory committee, thesis, dissertation, preliminary or comprehensive exams), or
3. other academic issues that are not covered by other university policies or processes.

The GCAB does not review appeals of course grades, allegations of academic dishonesty or scientific misconduct, matters relating to employment or assistantships, or allegations of discrimination. The GCAB normally will not review appeals related to application of department and program policies regarding satisfactory academic progress and performance. These include GPA requirements, time limits, comprehensive exam results, and other performance meas-

ures related to continuance in or dismissal from a program. **Students should be aware of courses of action for other issues:**

1. Grade appeals are subject to review by the dean of the academic college as outlined in the “General Academic Policies” section of this catalog under “Grade Appeals,” [page 51](#).
2. Allegations of academic dishonesty are subject to review under the ASU Student Academic Integrity Policy.
3. Allegations of scientific misconduct are subject to review under ASU policy RSP 111 (“Misconduct in Research”) in the *Research and Sponsored Projects Policy and Procedures Manual*.
4. Allegations of discrimination should be directed to the ASU Office of Equal Opportunity/Affirmative Action.

The “Guidelines for Graduate Appeals” describing further the GCAB appeal procedures, process, and jurisdiction are available from the Graduate Studies and Academic Programs office and on their website at [westcgi.west.asu.edu/acadaffairs/gradstudies/](http://westcgi.west.asu.edu/acadaffairs/gradstudies/).

# 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 this catalog and the *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's West campus 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 is nondegree credit. Nondegree credit taken at ASU combined with transfer credit taken at another institution may not exceed nine hours on the master's program of study.

Transfer credits must be acceptable toward graduate degrees at the institution where the courses were completed. Certain types of graduate credits cannot be transferred to ASU, including the following:

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

Graduate Studies policy does not permit credits used for completion of a degree at another institution to be applied toward completion of a degree of equal or lower level at ASU. For transfer hours to be used toward the completion of a program of study, stu-

dents must provide evidence that these hours were not counted toward a previous degree.

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

## 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 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 associate 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 2000, the student must complete all requirements by August 2006. 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 one calendar year 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 Council at the West campus (GWC) 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 both heads of the academic units involved.

# Research and Teaching Assistantships, Scholarships, and Loans

## 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. “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.

**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 Division of Graduate Studies publishes *E-Communiqué* at [www.asu.edu/graduate/ecom/](http://www.asu.edu/graduate/ecom/), 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 at ASU's Tempe campus. 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.