



Master of Arts

**Classical Liberal Education
& Leadership (MCLE&L)
Master's Student Handbook
2021-2022**

*Arizona State University vigorously pursues
Affirmative Action and Equal Opportunity in
its employment, activities, and programs*

Master of Arts in Classical Liberal Education & Leadership

School of Civic and Economic Thought and Leadership
976 S. Forest Mall | Coor Hall, 6th Floor
PO Box 870602
Tempe, AZ 85287-0602
Phone: (480) 965-0155
Email: **SCETLGraduate@asu.edu**

Dr. Colleen Sheehan

Director of Graduate Programs

Frank A. Piña

Manager, Academic Advising

“Not for ourselves alone are we born; our country, our friends have a share in us.” -**Cicero, De officiis**

Accessing Current and Previous Handbooks

The current handbook can be found on the SCETL graduate web page [here](#) or from the Director of the Graduate Programs and the Graduate Advisor.

Archived versions of the program handbook – all previous versions of the handbook when created, will be found on our graduate webpage [here](#) under a section titled “Graduate Handbook Archives”.

Introduction	5
Program Description	5
Admission Requirements	6
Tuition and Costs	6
Application Fee	6
Tuition and Fees	7
Applying for Financial Aid	7
Funding & Financial Assistance for Graduate Students	7
Fellowships	7
Teaching Assistants/Associates and Research Assistants/Associates	8
Residency Guidelines	8
Language Requirements	8
International Teaching Assistant	9
The Master of Arts (M.A.) Degree Program	9
Prerequisites and Transfer Credit	9
The M.A. Curriculum	9
MCLE&L Courses	10
Core Courses	10
Restrictive Elective	10
Electives	11
Thesis	13
Sample M.A. Course Schedule	13
Faculty Advisors	14
Academic Advising	14
Advising Appointments	14
Plan of Study (IPOS)	15
Continuous Enrollment	15
Leave of Absence	15
Drop/Add and Withdrawl Process	16
Deadlines	16
Course Withdrawal Deadline	17
Complete Session Withdrawal Deadline	17
Medical/Compassionate Withdrawl	17
Voluntary Withdrawal from a Graduate Degree or Certificate Program	18
Voluntary Withdrawal from ASU	18
Academic Dismissals by the Graduate College and Academic Unit	18

GPA and Course Grades	19
Incomplete Grades	19
Satisfactory Academic Progress	19
Completing the M.A. Degree	20
Scheduling the Defense	20
Format Review	20
ProQuest Submission	21
Deadlines	21
Performance and Annual Review	21
Teaching and Research Assistant/Associate	22
Student Support Services	24
Academic and Professional Development	24
Career Services	24
Graduate Academic Support Center	24
Healthcare and Insurance	25
Disability Resources	25
Veteran's Resources	26
Counseling Services	26
Title IX	26
Business Services	26
Student Accounts	26
Parking and Transit	26
Sun Card	27
Campus Amenities	27
Dining	27
Shopping	27
Entertainment	27
Graduation and Degree Conferral	27
Student Responsibilities and Code of Conduct	28
Academic Integrity	28
Grievances and Appeals	29
Probation, Remediation, and Dismissal	29
Warning	29
Academic Probation	30
Dismissal	31
Dismissal Criteria	31
Rules Regarding Recommended Dismissal	29

Introduction

Welcome to a new kind of program. One that looks beyond time and borders to explore the fundamental questions of life, freedom, and governance. One that looks inward to the guiding principles of America's founders and the leaders who have inspired us. One that combines classic works and altruistic statesmanship to develop a new kind of leader: trained in critical thought, humble about human imperfection, and ready for anything.

Program Description

The M.A. in Classical Liberal Education and Leadership (MCLE&L) prepares teachers, civic leaders, public servants, and concerned citizens to think about the challenges of our time within the broader context of the abiding human questions, as well as to consider these questions for their own sake. MCLE&L is an integrated, interdisciplinary course of study that is student-learning centered, employing the Socratic method of classroom dialogue (rather than the large lecture hall model crafted for narrow specialization). MCLE&L is ASU's Lyceum, oriented to the classical, wholistic pursuit of knowledge captured in the Aristotelian approach to education.

The curriculum of MCLE&L includes philosophy, politics, literature, ethics, history, mathematics, and science. It combines theory and practice, ideas and application, incorporating inquiry about the good life with the practical challenge of leading others – nations, societies, and individuals – in the pursuit of a way of life that accords with the precepts of justice and the ethos of humanity. If the latter requires the art of civic leadership, teaching this art is the task of “the cultivators of the human mind...the teachers of the arts of life and the means of happiness.”

As Aristotle taught, there is no substitute for doing the right thing in the right way. This is true in how we educate our children, live with our neighbors, and govern our nation. MCLE&L's Lyceum aims to prepare the next generation's “cultivators of the human mind” and thoughtful civic leaders to meet the challenges ahead with foresight, integrity, prudence, and imagination.

This manual, compiled by the School of Civic and Economic Thought and Leadership (SCETL) Graduate Program Committee (GPC), is intended to serve as a guide to both faculty and students in all matters relating to the SCETL graduate program. It is a supplement to the Graduate Catalog, and cannot fully be understood without reference to, and thorough familiarity with, that bulletin. Students should also be cognizant of the various deadlines established by the ASU Graduate College. The Graduate College web page <http://graduate.asu.edu> is a useful additional source of information. This guide is kept as up to date as possible, but is always subject to change.

Admission Requirements

Applicants must fulfill the requirements of both the Graduate College and The College that can found at <https://graduate.asu.edu/Graduate-Policies-and-Procedures/admissions>.

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in liberal arts, political science, history, philosophy, theology, the natural sciences, or a related field, from a regionally accredited institution.

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in the last 60 hours of their first bachelor's degree program, or applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in an applicable master's degree program.

Applicants are required to submit:

1. Graduate admission application and application fee
2. Official transcripts
3. Proof of English proficiency
4. Written statement
5. Three letters of recommendation from educational or professional references

Additional Application Information

An applicant whose native language is not English must provide proof of English proficiency regardless of current residency.

Tuition and Costs

Application Fee

Each application to an ASU graduate program must be accompanied by a non-refundable application fee, payable by credit or debit card at the time of submission. The application fee covers Graduate Admission Services' administrative costs of processing all applications and is not refundable under any circumstance.

Domestic application fee: \$70

International application fee: \$115

Applicants receive an email acknowledgement once the application has been successfully submitted. The acknowledgement includes an ASURITE ID and activation code so that students may follow the progress of their application through MyASU. Applicants should review MyASU to monitor their application status, “To Do” items and “Holds”.

Tuition and Fees

As a graduate student, you’ll pay ASU for tuition and fees. Some programs charge differential or program specific tuition, which is in addition to the base tuition. See details on [ASU’s tuition estimator](#). Housing and meals, books and supplies, transportation, and personal expenses will vary depending on your spending choices and should be budgeted into your college expenses.

Applying for Financial Aid

To receive federal financial aid (grants, loans and work-study) you must submit the Free Application for Federal Student Aid each year. The FAFSA opens every Oct. 1 and ASU’s priority filing date is Jan. 15. Aid is awarded on a first-come, first-served basis, so apply early.

Once you submit your FAFSA, check your [Priority Actions box in My ASU](#) regularly to be sure that ASU does not need any additional documents from you to verify your FAFSA. All requests will be listed in My ASU or sent to your ASU email.

Funding & Financial Assistance for Graduate Students

ASU offers a variety of funding resources that can be found at <https://graduate.asu.edu/current-students/funding-opportunities>.

More to come from SCETL

To learn more about the financial aid process, visit <https://students.asu.edu/financial-aid>.

Fellowships

Graduate College offers various [fellowships and awards](#) to graduate students. Some awards require department nomination; some are open for student application. Information and instructions regarding applying for these awards will be sent to the student emails periodically.

The Graduate and Professional Student Association (GPSA) is a student organization that provides funding opportunities. Visit GPSA's funding webpage for more information.

SCETL is in the process of developing various fellowships and awards for future academic years. More information will be distributed at a later date.

Students are responsible for observing application deadlines and eligibility requirements.

Teaching Assistants/Associates and Research Assistants/Associates

As this is a new program, SCETL is in the process of developing for future academic years. More information will be distributed at a later date.

Residency Guidelines

Your residency classification is initially determined via the admissions application according to residency guidelines provided by the [Arizona Board of Regents](#). As a non-resident, you may request reclassification if you think you should be a resident for tuition purposes. If you choose to do so, you would be responsible for providing objective evidence for all factors necessary to provide a basis for this change.

The [online residency petition](#) is only available to current, active, non-resident students. New or future students do not become current or active until they are admitted to the University and enrollment begins for the student's semester of admission (see the ASU [Academic Calendar](#) for enrollment dates).

For additional information, please visit students.asu.edu/residency-requirements.

Language Requirements

Graduate programs may require at least a reading level proficiency of a foreign language relevant to the area of study. Students who are required to demonstrate proficiency in a foreign language must pass the [Graduate Foreign Language Examination](#) specific to their particular graduate program. Students must be enrolled for a minimum of one credit hour during the term in which they take the examination.

Students must successfully complete the Foreign Language Examination before taking any required comprehensive examinations or scheduling the final oral defense of the thesis or dissertation. Students may submit a petition to the Graduate College for a re-examination but must pass the examination in no more than three attempts.

International Teaching Assistant

The ITA program (International Teaching Assistants) serves Arizona State University (ASU) academic departments that employ international students as teaching assistants, and ASU international graduate students who want to become teaching assistants. The program provides testing services, teacher training, and language support services. The SPEAK Test, SPEAK Workshops, and the ITA Teacher Training Course are administered through the ITA Program, which has served thousands of students for over 30 years. For additional information: [International Teaching Assistant](#).

The Master of Arts (M.A.) Degree Program

Prerequisites and Transfer Credit

Students admitted to the M.A. degree must complete their undergraduate degree prior to entering the graduate program. At this time, SCETL will not accept any transfer credits for other educational institution.

The M.A. Curriculum

All students in the MCLE&L will complete 36 credit hours to qualify for degree conferral. Requirements include three core courses (9 credit hours), one restricted elective topics course (3 credit hours), six elective courses (18 credit hours), a thesis/capstone project (6 credit hours, including oral defense).

MCLE&L Courses

Core Courses (9 credit hours required)

CEL 501 Literary Leaders (3 credit hours)

This seminar examines literary leaders, both in respect to depictions of leadership in works of classical and compelling literature, as well as literary authors who led the way and set the standards in their respective genres.

CEL 503 Classic Texts in Political Philosophy and Justice (3 credit hours)

This course provides an overview of the four major periods of political thought: ancient, medieval, modern, and post-modern and engages students in close readings of classic texts from each of these periods. The concept of justice will serve as an organizing theme, complemented by analyses of other political concepts such as virtue, the common good, natural law, rights, liberty, and equality. Texts such as the following will form the basis of study for this course: Plato's Republic, Aristotle, Politics, St. Thomas Aquinas' Summa Theologica, Machiavelli's The Prince, Thomas Hobbes' Leviathan, John Locke's Second Treatise of Government, Hamilton, Madison, and Jay's The Federalist, John Rawls' A Theory of Justice.

CEL 513 Classic Texts in Historical Leadership and Statesmanship (3 credit hours)

In this course students encounter classic texts featuring leading historical figures confronting critical circumstances requiring the art of statesmanship. Students will examine civic leaders within the historical context that shaped their challenges and choices, as well as consider the timeless principles of effective and prudential leadership. Reading may include texts such as Thucydides' History of the Peloponnesian War, Plutarch's Lives, Cicero's On Duties, Shakespeare's histories, the life and actions of Sir Thomas More, the writings and speeches of George Washington, Frederick Douglass, Stephen Douglas, Abraham Lincoln, and Winston Churchill.

Restricted Elective (3 credit hours total and one must be chosen from among the following courses offered by the School of International Letters and Cultures (SILC).)

SILC 598: Tragedy and Comedy in the Greek *Polis*

In ancient Greek civic thought, poets wielded influence beyond that even of philosophers. Not merely entertainment, theater was the venue in which the body politic saw itself, and its values, both reflected and criticized. This course examines the tragedies of Aeschylus, Sophocles, and Euripides, the comedies of Aristophanes, and the criticism of Plato and Aristotle, with a view to their impact on political ideas both ancient and modern. The course will be taught in English and texts will be read in English translation.

SLC 598: Greco-Roman Ideas of Leadership and Politics

This course is intended to include a number of rotating topics, in accordance with student interest and faculty availability. These include “Leadership in Epic,” “Theorizing the Ancient State,” “Education in Antiquity,” and “Christianity and Classical Culture.” In each of these, both Greek and Roman authors will be studied for their views of the proper function of the leader in the state. The course will be taught in English and texts will be read in English translation.

SLC 598: The Classical Tradition

The impact of the ancient Greeks and Romans on the construction of modernity is hard to underestimate, but often poorly understood. This course traces that influence through literature, philosophy, and the arts, and shows how it influences modern societies, including the way that its fundamental ideas are framed. The course will be taught in English and texts will be read in English translation.

LAT 421: Advanced Latin

Readings in the Latin masterpieces. Authors read change each year in accordance with needs of the class. May be repeated for credit. Texts read in the Latin language; LAT 202 or equivalent proficiency in Latin is a pre-requisite.

GRK 598: Advanced Greek

Readings in the ancient Greek masterpieces. Authors read change each year in accordance with needs of the class. May be repeated for credit. Texts read in the Latin language; GRK 301/302 or equivalent proficiency in ancient Greek is a pre-requisite.

Electives (Sample Elective Courses: 18 Credits)

CEL 510 Classic Texts in Natural Science and Philosophy (3 credit hours)

This course examines the development of natural philosophy and theories of scientific knowledge from Plato and Aristotle to Newton and Darwin. Particular attention is given to the period known as the Scientific Revolution, inspired most famously by Francis Bacon. The relationship between natural philosophy, epistemology, moral philosophy, and political philosophy will be explored throughout.

CEL 520 Classic Texts in the Foundations of Logic (3 credit hours)

This course provides an introduction to the principles of logical thought through close readings of Euclid’s Elements and Aristotle’s Organon. Students will learn and demonstrate Euclidean geometric proofs and will examine the relationship between Euclidean geometry and the logical principles analyzed in Aristotle’s works.

Modern Political Philosophy

Reading selections from Thucydides History of the Peloponnesian War, Cicero's De Officiis, Plutarch's Lives, Shakespeare's Julius Caesar and Henry V, the speeches of Abraham Lincoln, Frederick Douglass, and Susan B. Anthony, we will seek answers to the following questions: what distinguishes a statesman or great leader from more ordinary politicians? To what extent do individuals who seek to hold prominent positions do so in order to promote the common good? To what extent do they act from personal ambition? To what extent are or can great leaders be educators? To what extent do they have to deceive their followers about their true intentions, strategies, and expectations even when they seek to act in the public and not merely their own interest? To what extent are leaders prevented from acting on the basis of the principles they endorse by public attitudes or prejudices, if they want to be effective?

Virtues for Leadership

This course will provide an overview of the four major periods of political thought--ancient, medieval, modern, and post-modern--and engage in close readings of classic texts from each of these periods. The concept of justice will serve as an organizing theme, complemented by analyses of other political concepts such as virtue, the common good, natural law, rights, liberty, and equality. Texts include Plato's Republic, St. Thomas Aquinas' Summa Theologica, Machiavelli's Prince, John Locke's Second Treatise of Government, and John Rawls' A Theory of Justice, among others.

Faith and Reason

The presumed conflict between Faith and Reason has been a perennial philosophical concern. This course will investigate the substantive issues raised by these concerns. Readings will include historical figures beginning with Plato and Augustine and leading up to more contemporary authors such as Kierkegaard.

Locke and Rousseau on Civic Education

With the new notions of politics inaugurated by the Enlightenment came new conceptions of civic education. This course will examine the theories of education developed by John Locke and Jean Jacques Rousseau.

Tocqueville: Problems & Prospects of Am. Democracy

This course will examine Democracy in America, the classic examination of the subject by a friend but not a flatterer of American democracy. Themes to be explored include religion, local self-government, the art of association, race and slavery, and the threat of soft despotism.

Thesis

CEL 599: Thesis (6 credit hours, including successful passage of oral defense)

The Capstone course is the culminating experience for the Masters in Classical Liberal Education and Leadership. The Capstone course may include a portfolio, written comprehensive examination, and/or applied project. It must include a written thesis and successful passage of the oral defense.

Faculty Advisors

Upon entrance into the program, students are assigned temporary advisors. The temporary advisor provides guidance on course selection, and other relevant matters, until the student identifies a thesis advisory committee. The thesis advisory committee oversees and approves the Plan of Study (iPOS); guides and monitors academic progress; and directs the thesis and its oral defense.

The advisory committee consists of a chair and two other faculty members. The chair and at least one other member must be faculty of the School of Civic and Economic Thought and Leadership.

Academic Advising

Students are responsible for meeting all degree and program requirements, however, SCETL graduate support staff are available to assist with interpreting policies and navigating university systems. Graduate support staff provide advising in many areas, including but not limited to:

- Admissions
- New student orientation
- Registration (including overrides/waivers)
- Degree requirements
- Plan of study
- Degree milestones (eg., exams, defense)
- Graduate College policy
- Graduation

Advising Appointments

Advising is available by email or appointment (phone or in-person). Students can visit the SCETL graduate advising webpage to make an appointment during a given semester. Students are strongly encouraged to review the SCETL Graduate Program Handbook prior to making an advising appointment. General inquiries sent to **SCETLgraduate@asu.edu** will be routed to the appropriate person.

Plan of Study (IPOS)

The plan of study (iPOS) is a record of a student's completed and anticipated coursework. It functions as a contract between the student, SCETL's MA Program, and the Graduate College. SCETL MA students must submit an iPOS before enrolling for their third semester or before completing 50% of the required 30 hours (i.e. before completing 15 credit hours). The Graduate College will place an enrollment hold on a student's account if he/she has not submitted an iPOS by this time. Only coursework applicable towards a student's degree must be listed on the iPOS.

A draft of the iPOS is first approved by the thesis advisory committee or applied project chair. The draft is then reviewed by the SCETL graduate coordinator and the graduate director. Finally, the iPOS is submitted electronically to the Graduate College for approval. The SCETL graduate coordinator will help ensure proper on-line entry and submission of the iPOS. Information regarding the iPOS can be found at <https://graduate.asu.edu/current-students/completing-your-degree/your-plan-study-ipos>.

Continuous Enrollment

Once admitted to the SCETL graduate degree program, students must be registered for a minimum of one graduate credit hour during all phases of their graduate education. Graduate students planning to discontinue registration for a semester or more must submit the Maintain Continuous Enrollment request form <https://graduate.asu.edu/sites/default/files/maintain-continuous-enrollment-masters-certificate.pdf>.

This request must be submitted and approved before the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program. Students should contact their adviser as soon as possible if they will not be able to meet continuous enrollment. All work towards the SCETL M.A. should be completed within six consecutive years.

Leave of Absence

Students may request up to two semesters of non-enrollment during their entire program. Submit a Leave of Absence petition via the iPOS. This request must be submitted and approved before the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Having an approved Leave of Absence by the Graduate College will enable students to reenter their program without re-applying to the university.

Students who do not register for a fall or spring semester without an approved Leave of Absence are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

Students with a Graduate College approved Leave of Absence are not required to pay tuition and/or fees, but in turn are not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty and staff time.

Drop/Add and Withdrawl Process

Visit <https://students.asu.edu/drop-add> for more information.

Deadlines

Registration deadlines determine the last day you are able to add, drop or withdraw from classes. Each class has its own set of registration deadlines which are based on the length of the class as well as the session in which the class is held. The drop/add/withdrawal deadlines listed on the [Academic Calendar](#) apply to classes scheduled in the regular A/B/C sessions. If your class does not follow the A/B/C session timelines, the drop/add/withdrawal deadlines are prorated. The best way to determine the registration deadlines for a class you are registered for is to sign in to [My ASU](#) and click on the calendar icon next to the class in the My Classes box. To determine the registration deadlines for a class you have not yet registered for, use the online [Class Search and Course Catalog](#) to search for the class and click on the Dates column in the search results.

Course Withdrawal Deadline

This is the last day to request a withdrawal from a class while staying enrolled in other classes in the same session. A withdrawal from a class after this date is only available as part of a complete session withdrawal (see below).

Complete Session Withdrawal Deadline

This is the last day to request a complete withdrawal from a session. As part of a complete session withdrawal you must withdraw from all of your classes in the session. Beginning the first day of the fall and spring semesters undergraduate students are required to contact their [college/school](#) to facilitate the withdrawal process.

Medical/Compassionate Withdrawal

There are appropriate circumstances when students may need to withdraw from the university (i.e. medical withdrawal, compassionate leave). The policies for such withdrawals are the same for both undergraduate and graduate students. Types of withdrawals and procedures can be found at students.asu.edu/drop-add. For course withdrawals contact the University Registrar's Office.

The goal is to make the medical/compassionate withdrawal (MCW) process an understandable, manageable experience. To ensure a timely review, it's important to review all information provided on this page: <https://thecollege.asu.edu/resources/medical-withdrawal>. This page is intended to guide students of The College of Liberal Arts and Sciences through the process of submitting a Medical/Compassionate Withdrawal.

Voluntary Withdrawal from ASU

Students who wish to withdraw from their graduate degree or certificate program and the university must complete and submit a [Voluntary Withdrawal form](#). Students must separately complete the appropriate forms with the University Registrar to withdraw from their courses. International students should contact the [International Student and Scholars Center \(ISSC\)](#) before submitting a Voluntary Withdrawal form, as it most likely will affect their visa status. Voluntary Withdrawal from a Graduate Degree or Certificate Program Students who wish to transition from one graduate program to another graduate program should complete and submit a Voluntary Withdrawal form. Students should not take this action until they have been admitted to the other graduate degree program.

Voluntary Withdrawal from a Graduate Degree or Certificate Program

Students who wish to transition from one graduate program to another graduate program should complete and submit a [Voluntary Withdrawal form](#). Students should not take this action until they have been admitted to the other graduate degree program.

Academic Dismissals by the Graduate College and Academic Unit

Students who do not comply with Graduate College policies may be withdrawn from their graduate program after review by the Dean of the Graduate College.

In addition, academic units may recommend withdrawal of students from graduate programs for lack of compliance with published departmental policies or lack of satisfactory academic progress. All such recommendations must be submitted to the Graduate College with appropriate documentation (e.g., nature of issue, communications with student). Only the Dean of the Graduate College may withdraw students from a graduate program due to lack of compliance with satisfactory academic progress policies.

Students who have been withdrawn from a graduate program due to lack of compliance with published departmental or Graduate College policies, or lack of satisfactory academic progress are eligible to apply for admission to the same program only after one year has passed from the term of the withdrawal. Students who have been withdrawn from a graduate program due to an Academic Integrity violation are not eligible for readmission to Arizona State University.

GPA and Course Grades

SCETL MCLE&L students must maintain a minimum 3.0 cumulative Grade Point Average (GPA) overall and in courses included on their plans of study. Courses taken as an undergraduate at ASU and reserved for use in a graduate degree program are included in the GPA. If a student's GPA falls below 3.0, the student will be notified in writing and placed on probation. If the student's GPA is not raised to at least a 3.0 by the end of the next semester, a recommendation will be made to Graduate Education to remove the student from the SCETL Master's program. To receive the M.A. degree, students also are required to earn at least a B (3.0) in the Capstone.

Incomplete Grades

Students who receive an "Incomplete" grade in a graduate-level course (500-level or above) must complete the necessary work within one calendar year. If the incomplete is not removed within one calendar year, it will become part of the student's permanent transcript and cannot be used on a student's plan of study. If the student accumulates multiple incompletes and does not complete the work to remove them and earn a letter grade by the end of the given calendar year, a recommendation may be made to Graduate Education to remove the student from the program. With 400-level courses taken for graduate credit, students are required to complete the necessary work to remove an "Incomplete" grade within one calendar year. If the "Incomplete" grade is not removed within one calendar year, the "I" will become an "E." An "E" cannot be used to meet the requirements for a graduate degree, but it is used to calculate the student's GPA. Students may retake the class to earn a higher grade, however both the "E" and the new grade will be used in calculating the student's GPA. If this results in the GPA falling below 3.0, a recommendation to withdraw the student from the master's program will be made to Graduate Education.

Satisfactory Academic Progress

All graduate students are expected to make systematic progress toward completion of their degrees. Students are responsible for verifying and tracking satisfactory progress policies as required by Graduate Education. If a student fails to satisfy the requirements, the student may be dismissed from his/her program based on the Graduate Director's recommendation to Graduate Education. Students are required to adhere to the Graduate College's policies on maintaining academic progress towards degree completion https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures_032019_0.pdf. All students will be asked to submit a yearly progress report and be evaluated by the faculty. Students will then be provided individualized feedback by the graduate director.

Completing the M.A. Degree

The thesis constitutes the culmination of a student's degree. It reflects the research area of specialization identified by the student in consultation with the advisory committee or applied project chair. Before any formal work on the thesis is begun, the advisory committee or applied project chair approves the student's research prospectus. The prospectus is a statement of the topic area, a brief discussion of its significance, the primary research questions to be addressed, and the research design.

When the advisory committee is satisfied with the progress of the thesis, the student presents and defends their thesis in an oral examination. The thesis defense must be scheduled according to the Graduate College policy, and the student should contact the Graduation section in the Registrar's office well in advance of the defense. Notice of the student's defense, with an abstract, must be posted for SCETL faculty and students no later than one week before the date of the defense. Interested parties may attend the defense. After the thesis defense, the committee members and the graduate director sign the Report for Master's Thesis Defense. A copy of the defense form and the thesis must be taken to Graduate Education. The chair must also give a copy to the SCETL graduate coordinator.

Scheduling the Defense

At least 10 working days prior to the planned defense of a thesis, dissertation or equivalent, students schedule the defense through their MyASU. See [Graduation Deadlines](#). Students work with their supervisory committee and the academic unit's graduate support staff to identify a suitable date and reserve a room. When a defense date and location have been identified and the defense has been scheduled through MyASU, students submit a complete draft copy of the thesis/dissertation to be defended by uploading the document to their Interactive Plan of Study. The defense will be published on the [Graduate College Master's/Doctoral Defense Schedule](#) website.

Format Review

The [Format Manual](#) is a comprehensive guide to formatting a thesis, dissertation or equivalent document and it always overrides a style guide if the two conflict. Students must use the Format Manual to prepare their thesis/dissertation. Questions regarding the Format Manual requirements should be directed to gradformat@asu.edu.

The Graduate College's [Formatting Tool](#) uses the Format Manual guidelines to generate a template into which students can insert their document's text. The formatting tool is designed to help students with the basic format requirements such as margins and spacing, and greatly improves the format review process for students.

ProQuest Submission

Students are required to create a new user account specific to the submission of their document, and must use their ASU email address. UMI/ProQuest requires all students to submit a PDF version of their final document. The Graduate College requires that the PDF document is in compliance with the formatting standards presented in the format manual. Students will receive final format approval only after the submitted PDF document has successfully passed a format review. Students have an opportunity to order bound copies of their document for themselves through UMI/ProQuest. The Final Document will also appear archived in the ASU Digital Repository: <https://repository.asu.edu>.

Deadlines

The graduation deadlines and procedures are set by the Graduate College and are available online at graduate.asu.edu/progress/graduation_deadlines. Deadline dates vary slightly depending on the calendar year, so students should check them carefully in advance of the semester they plan to defend their thesis/dissertation. It is very important that students become familiar with these deadlines so that graduation can occur during the expected term.

Performance and Annual Review

To ensure that students are making progress towards their degree in a timely manner, and to ensure the student's responsibilities are being met, the Director or student's faculty advisor and will review students' progress annually. The Annual Review is an opportunity to address any extenuating circumstances that may contribute to delays in completing milestones. Students must work with their faculty advisor to make a plan and timeline for getting back on track and include this in the Annual Review. Reviews are conducted every spring; the Director of Graduate Programs will send instructions and deadlines to students at the appropriate time.

Unsatisfactory reviews or failure to submit the annual review may result in a written warning. Refer to Probation, Remediation, and Dismissal for details.

The teaching and research assistant/associate role is an important one to the ASU community. A TA/RA appointment provides graduate students with professional development opportunities that are unique to academia while also supporting the university's teaching, research, and service missions.

ASU offers two kinds of assistantships/associateships:

- (1) teaching assistantships/associateships (TAs)
- (2) research assistantships/associateships (RAs).

Each classification has its own specific attributes and conditions, carefully read the relevant sections below.

Teaching Assistant

A teaching assistant is an enrolled student appointed part-time by the university whose primary responsibility is in an instructional capacity. Teaching assistants may lecture, lead discussion groups, serve as an assistant to laboratory classes, tutor students, proctor examinations, grade tests and papers, and provide general assistance in the instructional process under the direct supervision of a faculty supervisor.

Teaching Associate

A teaching associate is an enrolled graduate student appointed part-time by the university under the direct supervision of a faculty member whose primary responsibility is in an instructional capacity and who holds a master's degree or its equivalent. The roles of the teaching associate are similar to those of the teaching assistant, but may differ in terms of responsibilities (e.g., course level). Departments may consider students who have completed a master's degree or its equivalent (30 hours of graduate work) for a teaching associateship.

Research Assistant

A research assistant is an enrolled student appointed part-time by the university whose primary responsibilities are research related. Graduate research assistants may assist faculty members in research and creative activities, perform administrative or editorial duties directly connected to research and creative activities, develop and evaluate instructional materials and/or curricula, or assume responsibilities for a designated research area under the direct supervision of a faculty member.

Research Associate

A graduate research associate is a enrolled student appointed part-time by the university under the direct supervision of a faculty member whose primary responsibilities are research related. Research associates are similar to research assistants but generally have a higher degree of research responsibility. Departments may consider students who have completed a master's degree or its equivalent (30 hours of graduate work) for a research associateship.

Appointment and Enrollment Policies and Procedures

Teaching and research assistants/associates (TAs and RAs, respectively) are full-time graduate students admitted to a degree program and appointed on a part-time basis by Arizona State University (ASU). TAs and RAs must have enrolled for at least 6 hours of appropriate credit during fall and spring semester. Appropriate credit is determined by the student's academic unit. TAs and RAs must maintain a 3.0 GPA (or higher if determined by their academic unit) during a TA/RA appointment.

Federal tax law considers TAs/RAs to be full-time students carrying out duties that enhance their professional development under the guidance of a faculty mentor, for which they receive a compensatory stipend. Following Arizona Board of Regents' policy, work that is primarily clerical or other work not associated with teaching or research is not appropriate for TAs and RAs. If a unit requires such duties of a graduate student, they should consider appointing a GSA or consult Human Resources.

Criteria for Appointment

A unit selecting a TA/RA must base the appointment on an evaluation of a student's academic credentials and potential for sustained achievement in the field of study and a high standard of performance in teaching or research.

Terms of Appointment

A TA/RA offer must be in writing. Verbal arrangements between a student and faculty member does not constitute an official offer. A student cannot begin any duties associated with an appointment until the business manager, or other unit designee, of the appointing unit, receives a signed offer letter. Directions to this policy handbook: <https://graduate.asu.edu/ta-ra-handbook>

Student Support Services

Academic and Professional Development

[ASU Library](#), the main social sciences and humanities library, constitutes another valuable source of research information, particularly via its collection strengths in subject areas such as: social sciences, social policy, economic development, community development, and in its [Government Documents Collection](#).

In addition to providing reference assistance in person, by telephone, or by e-mail in all of the ASU Library locations, the ASU Library system offers a 24/7 virtual real-time chat reference service.

Career Services

[ASU Career Services](#) offers many services and resources, including career advising, assistance with resume writing, interview preparation, networking, and job search. Career Services holds job fairs on-campus every semester and has recently implemented [Handshake](#), a new online tool for connecting with prospective employers for internships and employment.

Graduate Academic Support Center

ASU offers a dynamic, supportive learning environment and programs for ASU graduate students enrolled in any graduate certificate or graduate degree program.

[Graduate Statistics Tutoring](#) provides any graduate student with free one-on-one appointment-based tutoring for statistics coursework as well as peer guidance on the quantitative analysis portion of thesis, dissertations or other research projects. Graduate students can make an appointment with a consultant to discuss and work on:

- Statistics coursework
- Data cleaning and proper formatting
- How to perform analysis using software such as SPSS, SAS, R, Excel, Minitab and JMP
- How to explain the meaning and significance of your results in writing

Graduate students can work with consultants at [Graduate Writing Tutoring](#) at any stage of the writing process to hone their writing skills and to receive coaching advice about navigating graduate life. ASU offers both online writing tutoring in addition to four on-campus locations to serve ASU graduate students. The Tempe, Thunderbird, West, and Downtown Phoenix campus centers also offer graduate students a place to read and write or to meet with a writing group. ASU Writing Centers also facilitate [Dissertation Writing Camps](#) during the summer.

Healthcare and Insurance

All students, whether they have health insurance or not, are eligible to use [ASU Health Services](#). Graduate students must be enrolled in a graduate degree or certificate program and registered for at least three credit hours or one dissertation/thesis hour.

Visit [ASU Health Services](#) for additional information and instructions regarding Student Health Coverage Options, Eligibility & Enrollment.

International students will automatically be enrolled in the student health plan upon registration for class.

All students are required to meet the measles, mumps, and rubella (MMR) [immunization requirement](#) before class registration. You will see a MMR Immunization hold in the Priority Tasks module in My ASU until your MMR information is received and verified. Read [additional information](#) about MMR and other immunization information at [ASU Health Services](#).

For your convenience, SCETL is providing the following resources for our students:

[Graduate Wellness Resources](#)

[10 Best Practices in Graduate Student Wellbeing](#)

Disability Resources

The [Disability Resource Center \(DRC\)](#) provides services to qualified students with disabilities on all ASU campuses. Services include testing accommodations, note taking services, on-campus transportation, and more. Students new to ASU must log into [DRC Connect](#) to get started with registering with the DRC office. Contact DRC to determine eligibility and submit required documentation.

Veteran's Resources

ASU has a robust veteran student services center. The [Tillman Center](#) offers advising, assistance with GI benefits, military transfer credit and other services. The Tillman Center is staffed almost entirely by veterans who relate to the challenges that new students experience and provide support in navigating complex governmental systems.

Counseling Services

Students are eligible for personal counseling services at ASU. [ASU Counseling Services](#) offers confidential, time-limited, counseling and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals. They will talk with you, help you identify solutions or support, and connect you with those services at ASU or in the community.

Title IX

ASU is committed to providing an environment free from discrimination based on sex and provides a number of resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual violence. The university's full statement and policies related to [Title IX](#) are available online.

Business Services

Student Accounts

Student Business Services offers a variety of student account services including tuition and billing, student refunds (including financial aid), receipt and payment processing, support for past due accounts, third party sponsorship assistance and loan repayment. Contact [Student Business Services](#) for assistance with student account questions.

Parking and Transit

ASU offers many parking and transit services, including permitted lot and garage parking, campus shuttles, bike lockers and bike valets. Visit [ASU Transportation](#) for parking maps, shuttle routes, and permit policies. City of Tempe also has options for traveling to and from campus, including bus, neighborhood circulators, and light rail.

Sun Card

Students must obtain an ASU identification card. The Sun Card is the official student ID for ASU and provides access to campus amenities and services, including secure buildings and elevators as needed. The Sun Card office is located in the Memorial Union lower level. Visit [Card Services](#) for more information on the types of cards offered.

Campus Amenities

Dining

There are multiple options for dining on-campus. [Sun Devil Dining](#) manages dining halls, kiosks, restaurants, and convenience stores in the Memorial Union and other locations at the Tempe campus. Students may make purchases with cash or conventional card payment or use meal plan credits. Learn more about meal plans [here](#).

Shopping

Textbooks, supplies, ASU apparel and gifts, and computing technology can be purchased on campus at the [Sun Devil Campus Stores](#). There are two locations at the Tempe campus, on [Orange Street](#) and at the [Sun Devil Marketplace](#).

Entertainment

ASU offers many options for culture and entertainment on campus. From top-rated Broadway shows at [ASU Gammage](#) to PAC-12 [Sun Devil Athletics](#), from the ASU [Art Museum](#) to the [Marston Exploration Theater](#), there is something for everyone.

Graduation and Degree Conferral

Students must apply for graduation at the beginning of the term in which they plan to graduate. You can apply for graduation through your MyASU. You can find that in My Programs, under the graduation tab. If a student chooses not to attend the graduation or commencement ceremonies, they must still apply for graduation to earn their degree. Students who do not complete all requirements in the semester they intend to graduate will need to reapply for graduation the next semester; the application will not be automatically renewed. Students must have their iPOS approved before they can apply for graduation. The application to graduate should be submitted online before the application deadline to avoid late fees. For more information, please visit <https://students.asu.edu/graduation-apply>.

Student Responsibilities and Code of Conduct

All students are expected to become familiar with and abide by university and program policies and procedures. This information is available online. Most importantly, you should visit the following websites for policy and procedure information: ▪ The Graduate College: <https://graduate.asu.edu/> ▪ Graduate College Policies and Procedures: <https://graduate.asu.edu/policies-procedures>

All students are expected to adhere to the Arizona Board of Regents Student Code of Conduct <https://eoss.asu.edu/dos/srr/codeofconduct>.

Academic Integrity

The SCETL Graduate Program does not tolerate academic dishonesty. Any allegation of academic dishonesty will be referred to the SCETL Graduate Standards Committee for review and recommendation to the Director of the Program. If any student is found to have engaged in academic dishonesty in any form – including but not limited to cheating, plagiarizing and fabricating – that student shall receive a grade of XE for the class and will be dismissed from the school. Additional information pertaining to this can be found at <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/academic-integrity>.

ASU has clear definitions of academic integrity. The ASU student [academic integrity policy](#) lists violations in detail. These violations fall into five broad areas that include, but are not limited to:

- Cheating on an academic evaluation or assignment
- Plagiarizing (includes self-plagiarism)
- Academic deceit, such as fabricating data or information
- Aiding academic integrity policy violations and inappropriately collaborating
- Falsifying academic records

Violation of these standards can result in course failure or expulsion from the program. Refer to [The College Academic Integrity](#) for more information.

Grievances and Appeals

Students who are enrolled in a College of Liberal Arts and Sciences (The College) course and believe they have been unfairly or improperly graded may be assured of just treatment and fair consideration. Any such grievance must be started within the regular semester immediately following the course at issue, whether the student is enrolled in the university or not.

There are two stages to the grade grievance process, the informal process and the formal process. Each contains a series of steps. The steps must be followed by any student seeking to appeal a grade. This process does not address academic integrity allegations, faculty misconduct or discrimination.

Refer to [The College Academic Grievance Policy](#) for more information and specific processes.

Probation, Remediation, and Dismissal

All graduate students are expected to make systematic progress toward completion of their degree. This progress includes maintaining Satisfactory Academic Progress, and achieving the milestones and requirements set by the individual degree programs as well as the Graduate College. If a student fails to satisfy the requirements of their degree program and/or the milestones outlined in the Programs Section, the student may be placed on probation or dismissed from their program.

Warning

Students will receive a written warning under the following circumstances:

- Nonresponse on the PhD Student Annual Review
- Unsatisfactory performance on the PhD Student Annual Review
- Missed milestones
- Unprofessional or nonresponsive communication with faculty, students, and/or staff
- PhD faculty advisor not identified or lapsed

Faculty advisors will receive a copy of the warning. Student must work with the faculty advisor to correct the deficiency within the time limit outlined in the warning.

Failure to address the deficiency outlined in the warning may result in the following:

- Academic probation
- Temporary loss of partial or full department financial support, including research/travel funds
- Withdrawal of faculty member from role of advisor

Academic Probation

Students are placed on academic probation under the following circumstances:

1. Whenever their overall graduate GPA, cumulative ASU GPA, or iPOS GPA drops below 3.0, as per Graduate College policy. Students on this type of probation have one semester to raise the GPA to 3.0 or above and thus return to good standing.
2. Upon failure to correct a situation outlined in a prior warning. This may include: nonresponse on the Student Annual Review, unsatisfactory performance on the Student Annual Review, missed milestones, unprofessional or nonresponsive communication with faculty, students, and/or staff, or failure to maintain faculty advisor relationship.

Students will be notified in writing of their probationary status and are expected to follow up with their faculty advisor to discuss remediation plans or other strategies for improving academic performance. Upon meeting the conditions of probation, the student will be notified in writing of their restoration to good academic standing.

No grades of Incomplete may accrue while a student is on Academic Probation, and Incompletes received prior to the probationary period must be completed by the end of the probationary period. Any Incomplete not resolved by the end of the probationary period will be changed to E.

A student may, with their faculty advisor, appeal probation based on reasons in #2 above if there are extenuating circumstances. The faculty advisor must provide justification for the deficiency to the Graduate Committee/Graduate Director, who will make a determination. Probation based on GPA deficiency may not be appealed.

Failure to address the deficiency outlined in the probation notice may result in the following:

- Loss of partial or full department financial support, including research/travel funds
- Recommendation for dismissal from the program

Dismissal

A recommended dismissal of a student from the program represents the determination of the SCETL Graduate Committee that the student has not demonstrated an expected level of performance in academic work, including research tasks, or in other critical areas of professional conduct. At the point of recommended dismissal, the student will not be given additional opportunities to remediate the deficiency. Depending on the circumstances, recommended dismissal might follow a period of academic probation. In other cases, it might not involve academic probation.

Dismissal Criteria

Possible causes for recommended dismissal include the following:

- Failure to maintain satisfactory academic progress as defined by SCETL and Graduate College
- Deception or falsification of statements in the admissions application
- Unauthorized periods of absence from the graduate program
- Seriously compromising the relations of the Department with the public
- Breaches of ethical judgment or professional responsibility
- Breaches of academic or scientific honesty (e.g., plagiarism, falsification of research data)
- Serious instances of personality or character traits or behaviors inappropriate for the professional roles for which the student is attempting to prepare him/herself
- Serious misuse of departmental or university facilities

Rules Regarding Recommended Dismissal

The dismissal discussion is confidential.

The student may, but is not required to, appear before the SCETL Graduate Committee, or provide the faculty with a written statement, or both. Any oral or written statement by the student is expected to focus solely on the matter under consideration.

Performance standards on which a recommended dismissal could be based are written and made available to students upon entering the program. These standards may be found in a variety of sources internal and external to the program. Internal program documents include course syllabi, evaluation criteria, program milestone deadlines, and comprehensive examination standards. Documents external to the program include university regulations concerning academic or scientific misconduct, and federal regulations regarding the conduct of research with human subjects, as administered by the Institutional Review Board at ASU. Documents external to the program, being subject to change at any time, always supersede internal program documents when there are discrepancies between them.

The dismissal recommendation is made by the SCETL Graduate Committee on a majority vote, based on examination of the evidence.

If the committee's decision is in favor of dismissal, the recommendation to dismiss the student is communicated in writing to the student and to Graduate College. The Dean of the Graduate College makes the final determination.

