



## **GRADUATE HANDBOOK**

### **2019-2020**

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American Indian Studies

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## **American Indian Studies Paradigm at Arizona State University**

The American Indian Studies Paradigm is grounded in the experiences of American Indian nations, peoples, communities, and organizations from American Indian perspectives. Its principles are rooted in the concepts of sovereignty and indigenesness. It recognizes that disparate worldviews, literatures, knowledge systems, political structures, and languages characterize Indian societies within the United States but that they share commonalities that link them with other indigenous peoples of the world. It acknowledges that colonialism has impacted sovereignty, human rights, landholdings, religious freedom, health, welfare, and cultural integrity of Indian nations.

AIS focuses on the protection and strengthening of Indian sovereignty, self-determination, self-sufficiency, and human rights. AIS faculty must view their teaching, research, and service as a "sacred" responsibility to Indian nations undertaken for the sake of cultural survival. AIS provides a curriculum for the intellectual, ethical, and social development of students so they will acquire a comprehensive and practical understanding of U.S. Indian law and policy, colonization/decolonization, and nation building.

AIS privileges oral history and traditional knowledge while promoting collaborative community-based research methods that transcend disciplinary boundaries. It calls for partnerships with Indian nations, communities, and organizations that seek tangible and sensible solutions rooted in indigenous and non-indigenous knowledge to address problems facing American Indian nations. It acknowledges that Indian concepts of living in a balanced, harmonious, and reciprocal relationship with our Earth Mother have a place in dialogues concerning sustainable communities, climate change, environmental degradation, and justice. It trains future leaders and intellectuals to meet challenges of an ever-changing world.

## **Introduction and Overview**

### **American Indian Studies Master of Science degree**

The AIS Paradigm is the foundation of the American Indian Studies (AIS) at Arizona State University. It is the model on which we base our teaching, research and community service. Recognizing the accomplishments of our predecessors who have been developing AIS since the first academic departments were established during the height of the Red Power Movement in 1969, the AIS Paradigm is ultimately an articulation of how AIS has developed into a unique and vital field in academia, of which the program at ASU is playing a major role at developing further.

The Master of Science (MS) in AIS is a transdisciplinary program that provides students with an intellectual and practical understanding of the issues facing American Indian populations and the ability to apply that knowledge. Students acquire problem-solving skills useful in a range of professional arenas, including governmental, private and nonprofit agencies. The program focuses on languages, cultures, arts, histories, legal policy and education from an American Indian Studies paradigm and perspective.

In addition, the MS in American Indian Studies concentration in Tribal Leadership and Governance and the Master in Public Administration (MPA) have a concurrent degree agreement whereas students may pursue concurrent Master's degrees by sharing a percentage of the credit hours between the two programs. The AIS MS in Tribal Leadership and Governance and the MPA have a mutual interest in leadership and public service. Many American Indian graduate students have an interest in service in their communities or working in largely American Indian serving organizations or non-profit organizations. In turn, MPA students will expand their knowledge and understanding of the unique relationships American Indian nations have with federal, state, and local governments and service organizations. The concurrent degree allows students to earn two master's degrees in two to three years.

This handbook outlines the requirements and procedures set forth by AIS faculty for students enrolled in programs leading to the MS degree.

### **Admissions**

American Indian Studies welcomes applications from qualified students without regard to sex, gender identity, race, creed, color, religion, sexuality, age, or national origin.

A minimum grade point average of 3.0 (on a 4.0 scale) in the last 60 semester hours or 90 quarter hours of undergraduate coursework is required to be considered for admission to an ASU graduate degree program. Applicants with grades below the minimum level may be considered for provisional admission if there is strong evidence suggesting the potential of outstanding performance and skills in American Indian Studies.

Applications are accepted on an on-going basis for Fall or Spring admission. However, in order to be considered for Graduate College fellowships and awards, applicants should be admitted to the program by November 1 or March 1. The priority application deadlines for those dates are February 1 for the Fall semester and October 1 for the Spring semester. Students admitted to

AIS graduate program must notify the AIS Director of Graduate Studies of their decision within 3 weeks of receiving their AIS acceptance letter.

Application materials are submitted directly to the Graduate College - uploaded through the Graduate Admission Services. To check application status, applicant may check MyASU. For information about ASU graduate admissions policies and procedures, please visit:

<https://students.asu.edu/graduate/apply>.

### **Accelerated Degrees (4+1)**

The College's outstanding undergraduate students have the unique opportunity to advance their career quickly with our accelerated (4+1) degree programs.

<https://thecollege.asu.edu/degrees/accelerated>

### **Concurrent degree**

All applicants must apply to each program, AIS Master of Science - Tribal Leadership and Governance concentration and the Masters in Public Administration. Separately, applicants must meet the admissions criteria for each program. Both programs have Fall and Spring admissions and it is recommended that applicants apply to each program a minimum of one month before classes begin.

### **ASU Graduate College and AIS application requirements**

- 1) Curriculum Vitae (Resume)
- 2) Personal Essay (3-4 pages), describe any prior research experience and training, your professional goals and research interests, and the fit between your interests and our program's emphases, requirements, current faculty, and coursework
- 3) Writing Sample (12-15 pages) – This can include a relevant policy paper or report, or a research paper for an academic course
- 4) Names and contact information for 3-5 academic/professional references (*Graduate College will ask for 3 letters of recommendation*) – from individuals who can attest to your strengths and weaknesses for graduate study, critical thinking, writing, and verbal skills
- 5) [Official transcripts](#) are a requirement for any non-ASU students. **ASU transcripts do not need to be sent.** (If additional transcripts are required, the Graduate College will notify you)
- 6) GRE optional, not required
- 7) Students whose native language is not English must meet ASU's English proficiency requirements.
- 8) Pay the NON-refundable [application fee](#) as appropriate  
ASU waives the university application fee for McNair scholars. The domestic graduate university application fee is waived for McNair scholars applying to an ASU graduate program. (See: <https://graduate.asu.edu/mcnair-scholars-program>)

After the application is complete, the student is first admitted through the Graduate College. Then, the applicant's materials are forwarded to the department for the AIS graduate admissions

committee review and recommendation. The AIS graduate admissions committee will recommend to the Graduate College whether to accept or reject the applicant.

A student may receive one of three possible decisions, admit with regular status, admit with provisional status, or deny admission. The admit with provisional status may stipulate requirements or contingencies for the applicant, such as require applicant to hold a 3.0 GPA at the end of the first semester if the applicant is admitted with a grade point average less than 3.0. ASU requires applicants to have a minimum overall GPA of 3.0. Once stipulation is achieved, the Graduate Director will recommend the status change to regular status.

Students may defer admission to the next semester with permission from the Graduate Director. The process is completed through MyASU. Individuals who defer admission are not guaranteed possible funding for the next semester, even if they have received Graduate College fellowships or awards.

### **Orientation**

Incoming students are required to attend orientation. During orientation, incoming graduate students will receive general information about the graduate program from the Director of Graduate Studies, including review of handbook. AIS faculty and affiliate faculty also will be invited to attend orientation. Students should make an appointment, preferably during their first semester, to meet individually with the Director of Graduate Studies for guidance about the graduate program, advice in course selections, and discussion of other related matters.

Moreover, students can request access to the graduate student room. The room is a shared space for all AIS graduate students to study and gather. Contact AIS Coordinator and/or AIS graduate director for Grad student room access code and policies regarding room use.

### **Current Students Responsibilities**

Each AIS graduate student is responsible for understanding all AIS and ASU Graduate College policies and procedures. All students must read and understand the AIS Graduate Handbook, the [Graduate College Policies and Procedures](#), the [Student Code of Conduct](#), and the [Academic Integrity Policy](#). The responsibility for the completion of the master's degree requirements remains ultimately with the student.

All students must maintain contact with the Director of Graduate Studies [AISGradadvising@asu.edu](mailto:AISGradadvising@asu.edu) and their Thesis/Practicum Chair. It is important that graduate students and the faculty maintain contact to stay on track with their program.

Students should frequently check their MyASU account. All ASU students are required to have an active ASU email. Students may forward their ASU email to another preferred account. Instructions on how to do this are found online. It is important to check your ASU email so you do not miss important notices. Arizona State University and American Indian Studies conduct their business via ASU email only. Your ASU email also will be used for the AIS Grad listserv, class Canvas, and AIS MS Canvas. The listserv is used for announcements about deadlines,

presentations, and various opportunities. In addition, AIS graduate program has a Canvas site that provides student access to forms, dates/deadlines and program procedures.

American Indian Studies and ASU promotes a community and professional environment. As in our Native communities, we expect students to remember our Native teaching regarding the expectations of treating each other with respect, kindness, and support. Graduate students are expected to treat their peers, all students, faculty, staff, and ASU community at large in a respectful, professional manner. Any type of disrespectful or abusive behavior on the part of our students toward any member of the ASU community will not be tolerated. In the same manner, graduate students should expect to be treated in a professional manner by ASU faculty, staff, and students.

ASU and AIS take harassing behavior and sexual harassment seriously. The University prohibits sexual harassment by employees and students and will not tolerate sexual harassment that interferes with an individual's work or educational performance or creates an intimidating, hostile or offensive working, learning or residential environment. If you feel that you are not being properly treated, please work with your advisor, graduate director, or other faculty members in your unit to resolve this issue. ASU is mandatory report on Title IX, meaning faculty and staff are required to report any information told to them. For more Title IX information: <https://www.asu.edu/titleIX/>

See Students Rights and Responsibilities: <https://eoss.asu.edu/dos/srr> and Sexual Violence and Response: <https://sexualviolenceprevention.asu.edu/policies>

As professionals, students are accountable for their responsibilities to adhere to program deadlines, and to maintain communication with graduate director, faculty and staff. Students are expected to hold a high standard of academic integrity and student conduct in their coursework, interactions with others, and in their research and scholarship. Failure to uphold these standards may result in suspension, expulsion, and/or reprimand. Violations of academic integrity include, but are not limited to: cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and that each student assumes personal responsibility in their work.

Academic Integrity: <https://provost.asu.edu/academic-integrity>  
Student Code of Conduct: <https://eoss.asu.edu/dos/srr/codeofconduct>  
Graduate College Policies and Procedures: <https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures-manual.pdf>

This handbook outlines the requirements and procedures set forth by AIS faculty for students enrolled in programs leading to the MS degree.

## **Requirements for the AIS MS Degree**

**Educational breadth.** Given the broad range of expertise necessary for the diverse research topics under study in the program, no single prescription for achievement can be defined. Therefore, the onus is on the student, the Graduate Advisor, and the Thesis or Practicum Supervisory Committee to ensure that the specific knowledge and skills necessary for the degree



are gained; in addition, that the value of educational and experiential breadth in the longer term interest of the student is considered.

Students who are admitted with a B.S. that is not in American Indian Studies may be required by the Graduate Admissions Committee or their Research Advisor to take additional courses to complete their background. All required course work must be completed before the student can hold a thesis review.

### **Concentration Areas**

Students will focus on one of two concentration areas; Tribal Leadership and governance or Indigenous rights and social justice:

- **Tribal Leadership and Governance:** explores traditional and modern concepts of Indian education leadership, tribal government leadership, tribal governments, decision-making and legislation, constitutional reform, planning, economic development, community development, nation rebuilding, tribal courts, administration and planning.
- **Indigenous Rights and Social Justice:** explores the historical dimensions of colonization on American Indian political, economic and cultural institutions. Students will analyze the legal, political and social implications of American Indian relationships with federal, state and local governments and investigate processes that American Indian nations and community members use to strategize and work toward social justice and Indigenous rights.

### **Degree Requirement Overview**

The student will complete at least thirty (30) semester hours of graduate coursework credit. At ASU, graduate courses are defined as courses numbered 500 or greater (6 credit hours of 400 level classes may be included with Graduate College approval). Twenty (20) hours or more will consist of coursework other than Thesis (AIS 599) or Practicum (AIS 580). This coursework should be designed to serve the individual needs of the student, in particular the coursework necessary to complete their concentration requirement, as well as coursework that may prepare the student for conducting thesis or practicum work. A cumulative average GPA of 3.0 or better must be maintained at all times in graduate coursework approved by the Graduate Committee or the student's Thesis Committee or Practicum Supervisory Committee.

30 credit hours including (6) hours of Thesis (AIS 599), or 30 credit hours including six (6) required applied project course or Practicum (AIS 580)

### **Summary of Program Requirements (30 hours total)**

**Required Core (9 credit hours)** must be completed before student may progress into thesis stage.

- AIS 501 American Indian Studies Paradigms (3)
- AIS 502 American Indian Studies Research Methods (3)
- AIS 503 Contemporary Issues of American Indian Nations (3)

### **Concentration (9 credit hours)**

- 3 Courses chosen from concentration list and/or semester offering

**Electives (6 credit hours)**

- 2 courses 500 level or above

**Capstone (6 credit hours)**

- AIS 599 Thesis, **or**
- AIS 580 Practicum

**Course Listing**Core Courses

- AIS 501 American Indian Studies Paradigms
- AIS 502 American Indian Studies Research Methods
- AIS 503 Contemporary Issues of American Indian Nations

Tribal Leadership and Governance Courses

- AIS 509\* American Indian and Indigenous Rights AIS
- 517\* Customary Tribal Law and Governance AIS
- 518\* Tribal Jurisdiction
- AIS 521 American Indian Leadership and Resistance
- AIS 522 Tribal Government
- AIS 523 Community Development with American Indian Communities
- AIS 524 Indian Control of Education: Tribal Colleges and Universities
- AIS 598 Tribal Community Planning

Indigenous Rights and Social Justice Courses

- AIS 509\* American Indians and Indigenous Rights
- AIS 510 Social Change in American Indian Communities
- AIS 511 Genders & Sexuality in American Indian Societies
- AIS 512 Historical Trauma, Healing and Decolonization
- AIS 513 Urban Issues
- AIS 514 American Indian Intellectuals
- AIS 515 The Work and Legacy of Vine Deloria Jr
- AIS 516 Concepts of Power and Indigeneity
- AIS 517\* Customary Tribal Law and Governance
- AIS 518\* Tribal Jurisdiction
- AIS 519 Burial Rights, Repatriation and Sacred Places Matters

\* Courses marked with an asterisk (\*) are available in both concentrations outlined

Capstone

- AIS 580 Practicum
- AIS 599 Thesis

Other Course Options

In addition to the above courses, master's students are permitted up to 6-credits of 400-level coursework, which may be taken, with appropriate permissions, as part of a student's degree program. Eligible courses in the AIS program include:

- AIS 455 Human Rights and Cultural Resource Laws AIS 470 Tribal Governance AIS 480 Actualizing Decolonization
- AIS 494 Principles of American Indian Leadership AIS 494 Crime in Indian Country
- AIS 494 American Indian Rights
- AIS 494 American Indians in Cinema, Art, and Media
- AIS 494 Critical Issues in Indian Education
- AIS 494 Indigenous Media and Image-Making
- AIS 494 Cultural Professionalism

Note: All master's students must meet with the director of graduate studies about their individual Program of Study, which must be posted on the student's MyASU account (see tab labeled "iPOS").

### **Concurrent degree with Public Administration**

#### AIS Core Courses

- AIS 501 American Indian Studies Paradigms
- AIS 502 American Indian Studies Research Methods
- AIS 503 Contemporary Issues of American Indian Nations

#### MPA Courses

- PAF 501
- PAF 502
- PAF 503
- PAF 504
- PAF 505
- PAF 506
- PAF 507
- PAF 508

#### AIS Concentration courses

- 9 hrs from concentration (see above)

#### Electives

- 9 hrs from MPA
- 0 hrs AIS since PFA 503 and PAF 505 count as AIS electives

#### Capstone

- PAF 509 or 579
- AIS Thesis or Practicum (6 hrs)

See Concurrent Degree Map in Appendix A.

## Culminating/Capstone Options

The student may choose the thesis or practicum as their capstone. **Thesis** students will be involved in a major research project under the direction of their faculty advisors, culminating in a thesis. This is the option students should select if they have an interest in a research-oriented position within an organization or agency or wish to pursue a doctoral degree. **Practicum** students will complete an applied project that identifies and addresses an applied problem or issue relevant to a partner agency or organization under the direction of their faculty advisors. This is the option students should select if they are interested in a leadership or managerial level position within an organization or agency.

**Thesis Option.** Students conduct an original research project appropriate to their area of concentration, which will be overseen by a three-member thesis supervisory committee that the student is responsible for recruiting. Said committee will provide mentoring and guidance for the student as s/he develops their research and analytical skills with the objective of making a meaningful contribution to AIS (with due consideration for the Indigenous community). Ultimately, when the thesis supervisory committee is satisfied with the student's progress, s/he will be permitted to schedule a thesis defense as the last stage of their capstone experience.

A student pursuing the thesis option will be required to assemble a Supervisory Committee that shall consist of:

- Committee Chair. The student's Thesis Advisor will serve as the Committee Chair.
- Committee Members (2)

**Thesis Advisor.** By the end of the 2<sup>nd</sup> semester, the student must select a faculty member, an Assistant Professor, Associate Professor, or Professor in the American Indian Studies program, who agrees to serve as their Thesis Advisor and who will also serve as their Committee Chair. However, exceptions are made for AIS affiliate faculty when appropriate (pending approval from the Director of Graduate Studies and the Director of the American Indian Studies program). Co-advisors and co-chairs are allowed. Students should begin early in their 2<sup>nd</sup> semester meeting with faculty they may want to ask to be their advisor or committee member.

**Committee Members:** In consultation with their Thesis Advisor, the student will recruit two additional faculty members to serve on their Committee.

- **AIS Faculty:** At least two of the three committee members must be full-time AIS faculty in the degree program (which includes all AIS faculty as well as affiliate faculty).
- **Other Faculty.** The third committee member may be an AIS affiliate faculty or any member the Graduate Faculty—a classification defined and managed by the ASU Graduate College ([http://graduate.asu.edu/graduate\\_faculty](http://graduate.asu.edu/graduate_faculty)). Additional participants (e.g., academic professionals, adjunct faculty, affiliated faculty, or non-ASU faculty members not on the AIS Graduate Faculty) may serve only in addition to the three Graduate Faculty members upon approval from the Director of Graduate Studies.

Once the committee selections have been made, the student's Thesis Supervisory Committee must be approved by the Director of Graduate Studies when submitted in iPOS. Students are advised to meet with their full Thesis Committee at the end of the 2<sup>nd</sup> Semester. They should either provide their Thesis Committee with a Thesis Prospectus (on canvas site) or provide a

thesis topic with the expectation to develop a Thesis Prospectus by the beginning of the fall semester.

**Thesis Defense.** Students must have their thesis advisor approve their research topic and are highly encouraged to discuss the expectations of the faculty advisor and supervisory committee for the MA thesis (including page length and chapter format).

Students should also provide other committee members with drafts as requested by the faculty advisor and/or other committee members. When the advisory committee is satisfied with the progress of the thesis or applied project, the student presents and defends their thesis in an oral examination. *All committee members must receive a copy of the final draft two weeks before your defense and no later than when you submit your final draft to the Graduate Format.*

The thesis defense must be scheduled according to ASU's Graduate College policy, no later than ten days before the defense is held (Graduate College calendar) and before the last day to hold a defense. Scheduling of the thesis defense should be in the Fall or Spring semesters. Only in rare circumstances are defenses held in the Summer semester. The student *must* get permission from their thesis chair and committee members *before* considering a summer defense.

The Graduate College defense calendar will be posted in the AIS graduate program Canvas site. Notice of the student's defense, with an abstract, must be submitted to the AIS Director of Graduate Studies to post no later than one week before the date of the defense. The defense is open to any interested parties who may want to attend the defense.

**Practicum Option.** Students will be responsible for contracting a practicum with an agency/organization serving the Indigenous community, typically within the state of Arizona, where s/he will serve as an intern. The agency/organization chosen ought to be appropriate to the student's area of concentration. The work assigned by the agency/organization will be complemented with requirements assigned by the practicum supervisory committee. As such, the practicum is designed to provide authentic practice situations where the learning that occurs at the agency setting capitalizes on previous coursework through an application of theories, concepts, and specific practice behaviors for the field experience.

Overseeing the student's progress is a two-member practicum supervisory committee (the Director of Graduate Studies and an AIS faculty member), in addition to a site supervisor (see AIS Graduate Practicum Handbook). A defense is not required for the practicum; however, a presentation of the practicum experience is expected. A final review of the student's work is conducted by the student's committee is required.

The Practicum consists of 480 hours of working within an agency/organization. Each credit hour of AIS 580: Practicum represents 80 hours at the practicum site. Students should enroll according to the planned hours at the practicum site.

### **Additional Expectations**

We encourage our students to participate in professional and academic conferences. In the past, students have presented and/or attended at American Indian Studies Association (AISA),

Western Social Science Association (WSSA), and Native American and Indigenous Studies Conference (NAISA).

We also encourage our students to publish in academic journals or in American Indian venues such as Red Ink, Decolonize!, and American Indian Studies journals. Moreover, we also encourage our students to participate in graduate student organization such as AIGSA-American Indian Graduate Student Association

## **Policies**

### **Program of Study (iPOS)**

The Program of Study (iPOS) is an academic plan for the student. It lists coursework and the student's Thesis or Practicum Committee. The student is expected to meet with the Director of Graduate Studies for advice on formulating their iPOS. After matriculating into the master's program, students will be able to access their iPOS via their MyASU account. Once the student logs in, look for the tab labeled iPOS, then fill out all the requested information, following all prompts and instructions. The iPOS will then be forwarded to the Graduate College for approval. iPOS: <https://graduate.asu.edu/plan-of-study>

How to Graduate: The following guidelines from the Graduate College applies to both thesis and practicum students: <https://graduate.asu.edu/completing-your-degree/how-to> Scroll down to "graduation," then click on either "How to graduate: Master's with Research Project" or "How to graduate: Master's with Thesis." Consult with Graduate Advisor, if you are uncertain which selection is appropriate for you. Graduation deadlines and procedures: <https://graduate.asu.edu/completing-your-degree/deadlines>

### **Transfer of Credit**

A maximum of six semester hours of graduate credit taken at other institutions may be included in a Program of Study with approval from the AIS Graduate Curriculum Committee. Such courses must be from an accredited college or university and must be acceptable for inclusion in graduate degree programs at that institution. Only courses with an A or B grade may be transferred and included in a program of study.

Transfer courses cannot be from an awarded degree. Not more than nine semester hours of graduate credit completed at ASU before admission to the degree program will be accepted toward a Master's degree (this applies in particular to nondegree students). See the Graduate College guidelines for more details regarding transfer and pre-admission credits at: <https://graduate.asu.edu/policies-procedures>

## **Course Load**

Full-time status at ASU is 9 credit hours during fall and spring semesters. Students supported on work-study, tribal scholarship or other financial resources may be required to take a minimum course load of nine credit hours. Be sure to check with them.

AIS does not employ Research or Teaching Assistants, but any student employed as a Research or Teaching Assistant cannot be otherwise employed and must register for a minimum of six credit hours and a maximum of twelve credit hours per semester.

### **Continuous Enrollment**

Students are required to be continuously enrolled for at least one credit hour during every Fall and Spring semester. Summer enrollment is required if students are completing practicum, defending their thesis, graduating from the degree program, completing an “I” or incomplete grade or in any other way utilizing university resources, facilities or faculty time. To maintain continuous enrollment, the credit hour(s) must appear the student’s Plan of Study, or be an AIS 599 Thesis or AIS 595 Continuing Registration OR be a graduate-level course.

Grades of “W” and/or “X” are not considered valid registration for continuous enrollment purposes. “W” grades are received when students officially withdraw from a course after the drop/add period. “X” grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of “I” must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an incomplete grade; if the work is not complete and the grade changed within one year, the “I” grade becomes permanent. Additional information regarding incomplete grades can be found at [asu.edu/aad/manuals/ssm/ssm203-09.html](http://asu.edu/aad/manuals/ssm/ssm203-09.html).

### **Leave of Absence (LOA)**

Graduate students planning to discontinue registration for a semester or more must submit a Leave of Absence request via their Interactive Plan of Student (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 Revised 3/13/2019. The most current pdf version of the ASU Graduate Policies and Procedures can be found at: [https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures\\_032019.pdf](https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures_032019.pdf). 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.

### **Time Limit**

Master’s Degree Time Limit. The AIS graduate program is a two year program. We encourage all students to finish degree requirements in no more than three years. The Graduate College set

the maximum time for all work toward a master's degree must be completed within six consecutive years. The six years begins with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the Plan of Study must have been completed within three years of the semester and year of admission to the program.

## **Academic and Research Performance Evaluations**

### **Performance Criteria**

A Graduate student is considered to be performing satisfactorily when:

- Student maintains a B-average (3.0 GPA) or better for the M.S. program in graduate coursework approved by the Graduate Advisor. Maintain a minimum of 3.00 GPA on both the iPOS and Graduate GPAs. If either GPA falls below 3.00, the student must develop, with their advisor, an academic performance improvement plan that includes the conditions and timeframes for making satisfactory academic progress in their degree program.
- The iPOS GPA is calculated on all courses that appear on the student's approved iPOS.

### **Additional Performance Criteria Information**

- The Graduate GPA is calculated from all courses numbered 500 or higher that appear on the transcript, with the exception of courses counted toward an undergraduate degree at ASU (unless shared with a master's degree in an approved bachelor's/master's degree program); and courses identified as deficiencies in the original letter of admission.
- The student is considered to be on academic probation until the conditions specified in the academic performance improvement plan are met and both GPAs are above 3.00.
- Student research is progressing satisfactorily as determined through the annual report process (Annual Review below).
- The performance of duties related to any appointment the student may hold (e.g., teaching or research assistantship) is satisfactory.
- Requirements and responsibilities outlined in the following sections for examinations and defense of thesis are completed within the allowed time period.

### **Annual Review**

The AIS Graduate Director and/or the Graduate Committee reviews the progress of each graduate student annually.

At the end of the student's second semester, each student will be sent the Annual Review Form. Each student is required to submit the form to the AIS Graduate Committee. The form should be signed by their thesis or practicum advisor and committee. An unsigned form will not be accepted.

At the end of their third semester, each student will submit the following:

- *Thesis Option:* A 1-2 page progress report outlining their thesis topic and timeline toward the completion of their thesis. The report should be signed by your thesis advisor.



- *Practicum Option:* A 1-2 page progress report outlining your timeline toward finding and contracting with an agency for your practicum experience. List possible agencies and agencies you have contacted.

For students beyond the 4<sup>th</sup> semester. (and each semester after)

- *Thesis Option:* The student must meet with their thesis advisor and develop a plan to finish their thesis. The plan should include the date of the defense. The report should be signed by your thesis advisor. A report is due to the Graduate Director each semester past the 2<sup>nd</sup> year.
- *Practicum Option:* The student must meet with their practicum advisor and develop a plan to complete their practicum. The plan should include agencies contacted (dates and contact names). The report should be signed by your Practicum advisor. A report is due each semester past the 2<sup>nd</sup> year.

The AIS Graduate Committee will review all student annual reports and submit recommendations in writing to the student and a copy sent to the Director of AIS. The letter and/or email will state their program standing and outline the basis for the decision regarding satisfactory progress in the program.

For a student whose performance is deemed unsatisfactory, the student will receive a letter and/or email stating their program unsatisfactory standing and outline the basis for the decision. The student may be placed in academic probation (probationary status). The student may also be asked to meet with the AIS Graduate Committee.

### **Probation Policy**

A student may be placed on academic probation if:

- The student's cumulative GPA in all courses numbered 500 and above and in all work specifically included in the plan of study falls below the 3.00 GPA requirement as outlined in the Satisfactory Academic Progress Policy section
- The student's cumulative GPA for all post-baccalaureate courses taken at ASU falls below 3.00;
- The student receives a "C" or lower in a course on their plan of study;
- The student has more than two incompletes since starting the program; or
- The student fails to complete the program within specified time guidelines and does not meet milestones specified in the graduate handbook;

Students will be notified by letter and/or email when first placed on probation and will be required to complete a Probation Agreement with their faculty advisor or the Graduate Committee. Students on probation must meet monthly with their faculty advisor or the Graduate Committee (and/or member) handling their probation agreement to ensure satisfactory progression. A student placed on probation will remain on probation until performance improves and requirements have been met. Students have one semester to advance to good standing before termination is considered. The Graduate Committee will notify the student in writing when they advance to good standing.

A student may be recommended for withdrawal from the graduate program if:

- The student is on academic probation because his or her GPA has fallen below the 3.00 GPA as outlined in the Performance criteria section or below 3.00 for all post-baccalaureate courses taken at ASU, and the student fails to bring the GPA to required levels by the deadline specified in the Probation Agreement;
- The student receives a “C” or lower grade while on academic probation for any reason;
- The student has more than two permanent incompletes since starting the program;
- The student fails to meet milestones specified in the graduate handbook; or
- The student fails to meet conditions stipulated in their Probation Agreement.

Students will be notified by email if they are being recommended for withdrawal from the program. A student may appeal any action concerning academic probation and withdrawal by petitioning the Graduate Committee in writing within 10 business days. Approval of petitions is not guaranteed. The student may appeal in writing to the Director of American Indian Studies if he/she feels there are extenuating circumstances that should be considered.

### **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 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 <https://thecollege.asu.edu/resources/academic-grievance> for more information and specific processes.

### **Graduate College Requirements**

The student must complete all other requirements as stated in the ASU Graduate Catalog and available at [http://graduate.asu.edu/faculty\\_staff/policies](http://graduate.asu.edu/faculty_staff/policies). These include: Submission of an approved Program of Study (see Policies) outlining the planned course of work for the degree. This needs to be approved by the Graduate College the semester before the intended graduation date.

- Submission of application for graduation. Refer to the Graduate College guidelines for the exact due dates: [http://graduate.asu.edu/progress/graduation\\_deadlines](http://graduate.asu.edu/progress/graduation_deadlines)
- Submission of a final copy of the thesis or practicum project to the dean of the Graduate College. Refer to the Graduate College guidelines for the exact due dates (see 2 above). A form indicating approval of the M.S. thesis or practicum project must be signed by the student's Research Advisor prior to submission of the thesis or project to the Graduate College for final format approval.
- Successful completion of a final oral defense of the student's thesis or practicum project. See the Graduate College guidelines for exact deadlines (see 2 above).

- A one-page abstract must be submitted to the AIS Graduate Director for posting at least two weeks prior to the defense.

## **Funding**

### **WICHE**

American Indian Studies is now a member of the Western Regional Graduate Program. If you are interested in applying to the AIS master's program and you are from one of the participating states, then you qualify to pay resident tuition. **WRGP** is an exceptional educational resource for the West that allows master's, graduate certificate, and Ph.D. students who are residents of the participating states to enroll in some 320 high-quality programs at 56 institutions, and pay resident tuition. Participating states include Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and the Commonwealth of the Northern Mariana Islands.

For more info about WRGP, which is run under the Western Interstate Commission for Higher Education, visit their web-page: <http://www.wiche.edu/>

### **Graduate College**

AIS has limited access to Graduate College fellowships and awards. In order to be eligible, the student must be admitted by November 1 and March 1 for Spring and Fall Semesters. They must also have a FAFSA on file and an unmet need as defined by financial aid office, a minimum of 3.0 GPA at the time of the nomination, enrolled for a minimum of 6 credits per semester, must meet regularly with faculty member, and cannot receive a Graduate Fellowship more than 3 total terms during their entire degree program. Therefore, apply as early as possible.

### **Paying for College / Tuition**

- <https://graduate.asu.edu/pay-for-college>
- <https://students.asu.edu/graduate/funding>
- <https://admission.asu.edu/aid/graduate>
- <https://students.asu.edu/standard-cost-attendance>

### **Graduate College Travel grants**

Travel grants may be available for graduate students in degree programs whose papers have been accepted for presentation at national or regional meetings. Some funding may be available from the Graduate College or through the Graduate Student Professional Association. Go to the Graduate College web page for details on travel funds and other sources of funding for graduate students. (<https://graduate.asu.edu/>) Graduate College Travel Awards: <https://graduate.asu.edu/pay-for-college/travel-awards>

### **AIS Travel grants**

AIS Graduate Program has limited travel funding for conference / professional activities. Priority funding goes to AIS graduate students presenting their research and have applied for Graduate College travel awards or other outside funds.\* Graduate students must meet the

requirements and can apply for funds up to \$500. Travel awards are available once an academic year, unless additional AIS funds are available. The AIS graduate student travel awards are first come first serve. Requirements and Application on AIS Graduate Program Canvas site.

## **Additional Information**

### **Voluntary Withdrawal from ASU**

- ASU: If a student wishes to withdraw from his/her graduate degree program and the university, they must complete the Voluntary Withdrawal form. Students must separately complete the appropriate forms with the University Registrar to withdraw from their courses.
- PROGRAM: If a student wishes to transition from one graduate degree program to another graduate degree program, the student should complete the Voluntary Withdrawal form. The student should not take this action until they have been admitted to the other graduate degree program.
- Medical/Compassionate Withdrawal Request: 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](https://students.asu.edu/drop-add). For course withdrawals contact the University Registrar's Office.

### **Campus Safety**

Arizona State University provides a safe, healthy, and secure environment, the university offers education and multiple resources to ensure that all members of the university are safe and secure. <https://eoss.asu.edu/DOS/safety>

### **ASU Libraries**

ASU has several libraries and an impressive online and hardcopy collections. The Tempe campus is home to the Design and the Arts Library; the Hayden Library (main library on campus); the Music Library; and the Science (Noble) Library. <https://lib.asu.edu/>

### **The Labriola National American Indian Data Center**

A part of the ASU Library, is a research collection international in scope that brings together in one location current and historic information by Indigenous authors across many disciplines. The Labriola Center reference personnel help students, faculty and researchers find needed primary and secondary library resources. <https://lib.asu.edu/labriola>

### **Disability Services**

The Disability Resource Center (DRC) serves students, who have appropriate documentation, with services such as extended time for test-taking, alternative format materials, note-taking services, etc. Students must contact the DRC before the start of each semester if they plan to utilize their services. <https://eoss.asu.edu/drc>

### **Additional Resources / Campus Amenities:**

Make the most of your ASU experience and meet your academic and personal goals. From providing opportunities to discover your career interests to learning the keys to leading a healthy lifestyle for a lifetime, ASU is here to help you succeed. Explore your options and enjoy Sun Devil life! <https://eoss.asu.edu/resources>

**Graduate Academic Support:** <https://tutoring.asu.edu/student-services/graduate> UASP academic support for graduate students offers a dynamic, supportive learning environment and programs for ASU graduate students enrolled in any graduate certificate or graduate degree program. Includes a **Graduate Writing Center**.

## Graduate Checklist

Items for Degree Completion	Timeframe	Action	Date Completed
Complete Coursework	(1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> semesters)	✓ Registration ✓ Check with graduate director	
Capstone	3 <sup>rd</sup> and 4 <sup>th</sup> semesters		
Choose Thesis or Practicum Advisor	2 <sup>nd</sup> Semester	✓ Notify Graduate Director and Submit iPOS	
Committee selection	2 <sup>nd</sup> Semester	✓ Submit to Graduate Director and AIS Director through iPOS	
Submit iPos with Advisor	2 <sup>nd</sup> Semester	✓ Submit to Graduate College via MyAsu	
Meet with full Committee	2 <sup>nd</sup> Semester	✓ Provide Thesis Prospectus to full committee for review and meeting	
Annual Review Form	End of 2 <sup>nd</sup> semester	✓ Signed by Thesis or Practicum advisor ✓ Submit to graduate director	
Third semester review	End of third semester	✓ Progress Reports ✓ Submit to graduate director	
Capstone	3 <sup>rd</sup> and 4 <sup>th</sup> Semesters	✓ Thesis – work with Advisor ✓ Paperwork for Practicum	
Thesis Defense or Practicum Presentation	Check for Deadlines	✓ Schedule defense on MyASU ✓ Set up practicum presentation with graduate director ✓ <a href="https://graduate.asu.edu/completing-your-degree/defenses">https://graduate.asu.edu/completing-your-degree/defenses</a>	
Apply for Graduation	Check for Deadlines	✓ <a href="https://graduate.asu.edu/completing-your-degree/deadlines">https://graduate.asu.edu/completing-your-degree/deadlines</a>	
Submit final thesis draft to Graduate College	After defense is scheduled	✓ Students submit a complete draft copy of the thesis/dissertation to be defended by uploading the document to the Graduate College Dropbox link.	
Successful Thesis Defense	After Defense Within 10 days after defense	✓ Ensure the Pass/Fail form has all the required signatures of your chair and all committee members (if you had any sort of revisions, there is a section at the bottom of the form for your chair to sign to confirm that you have completed all revisions) ✓ Submission of the signed Report for Master's Thesis form. Only the	

		<p>committee chair/co-chair or graduate support staff may email the Pass/Fail form to grad-gps@asu.edu, or students may hand-deliver the Pass/Fail form to the Graduate College, Tempe campus, Interdisciplinary B (INTDSB), room 288.</p> <p>✓ <a href="https://graduate.asu.edu/completing-your-degree/defenses">https://graduate.asu.edu/completing-your-degree/defenses</a></p>	
Submit thesis for UMI/ProQuest	After a successful thesis defense	<p>✓ Receive approval from the Graduate College (Ready for ETD/ProQuest) to upload to ProQuest</p>	
Schedule oral defense	Three weeks prior to agreed upon date with Committee	<p>✓ Notify Graduate Director and announcement made to public</p>	