



**Mary Lou Fulton  
Teachers College  
Arizona State  
University**

*Graduate Certificate in Teacher Certification*  
**Student Handbook**  
**2021–22 Academic Year**

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## Introduction

### Graduate Certificate in Teacher Certification

The Graduate Certificate in Teacher Certification is a two-semester program aligned with Arizona Department of Education requirements for teacher certification in elementary education or secondary education. The program is also aligned with professional standards in the field and provides robust clinical support and guidance to foster teacher growth and development. It allows students who already have a bachelor's degree and are not presently interested in pursuing a master's degree, but are interested in teacher certification. Students have the option of proceeding on to a master's degree program within three years of earning the certificate.

This certificate program requires students to be employed as a full-time teacher of record aligned with their certification area (elementary or secondary) on an Alternative Teaching Certificate from the Arizona Department of Education — or a comparable out-of-state certificate — prior to starting the program.

Students will obtain their own teaching placements and are required to complete a minimum of two semesters of apprentice teaching. In alignment with the Interstate Teacher Assessment and Support Consortium Core Teaching Standards, students will demonstrate knowledge, skills and dispositions of effective teachers in the areas of:

- Learner-centered practices
- Learning design and environment
- Assessment, content
- Instructional practice
- Professional responsibilities

*ASU and MLFTC do not provide teacher certification*, but prepare students to obtain certification through ADE and provide only the institutional recommendation. A student who completes the graduate certificate program is responsible for fulfilling state certification requirements to obtain certification.

### Purpose of the handbook

This handbook provides guidance and information related to admission, program requirements, and general policies and procedures. Please note that in some cases you will find differences between program policies and requirements and ASU Graduate College policies and procedures. In these cases, Mary Lou Fulton Teachers College has established higher standards. Policies and procedures are subject to change. Changes will be communicated to students through email. Any updates to this handbook can be found on the [program website](#).

## Admission

Admission to the Graduate Certificate in Teacher Certification program is granted for fall terms. Completed admission files are reviewed and admission decisions are made on a rolling basis. Space may be limited; therefore, applicants are strongly encouraged to apply and have all application materials on file with ASU on or before any posted deadlines. Application deadlines: [education.asu.edu/application-deadlines](https://education.asu.edu/application-deadlines) (See [Academic Calendar](#) for session dates)

### Quick facts

- Location: ASU Online
- Number of credit hours: 23
- Start terms: Fall session A only
- Time to completion: Two semesters
- Delivery: ASU Online

### Contacts

For admission information, contact [GradEnrollment@asuonline.asu.edu](mailto:GradEnrollment@asuonline.asu.edu). Current students, please contact your assigned academic advising team, Team Educator Prep at 602-543-6358 or [GradEdPrep@asu.edu](mailto:GradEdPrep@asu.edu).

### Graduate admission requirements

ASU maintains *minimum* standards for consideration for admission to graduate programs. The program may establish requirements in excess of those established by the university. [GraduateEducation@asu.edu](mailto:GraduateEducation@asu.edu)

- An earned bachelor's degree or higher from a regionally accredited institution in the U.S., or the equivalent of a U.S. bachelor's degree from an international institution officially recognized by that country.
- Maintain a B (3.00 on a 4.00 scale) grade point average in the last 60 semester hours or 90 quarter hours of undergraduate coursework. If you do not meet the minimum GPA requirements, your application may still be considered.
- International applicants must provide proof of English proficiency. The following are accepted to meet this requirement of the Graduate Certificate in Teacher Certification program:
  - Test of English as a Foreign Language (TOEFL): score of at least 90 on the internet-based test (iBT), with scores on the Speaking and Writing portions in the high "fair" - "Good" range (22-30). ASU's institutional code is 4007. Only electronic copies of scores are accepted.
  - International English Language Testing System (IELTS): overall band score of at least 6.5 with Speaking and Writing portions needing to be at least 6.5 (6 = Competent User, 7 = Good User). No institutional code is needed.

## Academic program admission requirements

In addition to the graduate admission requirements, the program requires the following as part of the application:

**Personal statement** — Describe the personal and professional goals that motivate you to apply for the Graduate Certificate in Teacher Certification. Explain what has led you to this career path and how you will excel as an elementary education or secondary education teacher in the classroom. The admission committee pays particular attention to the quality of writing and ideas expressed in the personal statement. The statement should be prepared in an MS Word (.doc), Rich Text (.rtf), Portable Document Format (.pdf), or Text (.txt) file format.

**Three professional references** — Provide the names, email addresses and institution or company of individuals who will submit electronic letters of recommendation. They should be individuals who have worked with you in professional or academic capacities, and who can attest to your aptitude in this field and your ability to succeed at graduate-level coursework.

**Resume** that includes relevant personal, professional, educational and community activities (one to two pages). The resume should be prepared in an MS Word (.doc), Rich Text (.rtf), Portable Document Format (.pdf), or Text (.txt) file format.

## Alternative teaching route requirements

Students planning to enroll in the alternative teaching route require an [Arizona Alternative Teaching Certificate](#) — or the equivalent, if completing the program outside Arizona — and must meet these additional requirements:

- Submit all ASU and degree program admission materials by the posted deadlines.
- **Fingerprint clearance** — Include a copy of the IVP fingerprint clearance card (front and back), or a copy of the Arizona DPS fingerprint card application if the card is not available at the time of application. [Visit the DPS site](#) for information on applying for and receiving an IVP fingerprint clearance card.
- **Confirmation of employment**
  - Complete the Confirmation of Employment form to verify a full-time teaching position, signed by the principal and the district HR department.
  - Confirmation is required after admission to the program and prior to enrolling in the first term.
  - Employment should be in a K–8 setting aligned with the student’s desired subject: public, private, charter placements, etc. are acceptable. Alternative or nonschool settings such as correctional facilities are not permitted for this program.
- The principal, school and district must acknowledge and permit the use of videotaping technology in the classroom for the purpose of teacher candidate evaluation.
- A supervising practitioner oversees the candidate during the Professional Pathways experience. A supervising practitioner must be a standard certified educator currently employed by a local education agency, private agency or other K–8 setting, and have:
  - A minimum of three full years of experience relevant to the license the candidate is seeking
  - A current classification of effective or highly effective or effective pursuant to §15-203(A)(38), when applicable
  - Adequate training from a professional preparation institution

**ASU does not provide job placement assistance.** Any potential teaching position is subject to approval from the MLFTC academic program. If a teaching position does not meet the criteria of the program, students will be asked to secure a different position compliant with program requirements, or to enter the program via a route that does not require an Arizona Alternative Teaching Certificate.

**Arizona-based students** who have not secured an alternative teaching certificate by July 15 prior to the first fall semester will not be eligible for the *Apprentice Teaching* course, but still may enter the program via a route that

does not require an alternative teaching certificate. Contact an academic success specialist for more information. Arizona students who hold an emergency or long-term substitute certificate should consult with their academic advising team to determine which route works best for them.

**Non-Arizona students** interested in completing the degree with the alternative teaching route, known in some states as alternative pathway to certification, must ensure this pathway is eligible for initial teacher certification in their state. **Not all states accept out-of-state alternative programs for teacher certification.** The alternative teaching route is designed for teacher candidates who complete their professional experience as teachers of record, not as interns or student teachers. Non-Arizona students who hold emergency or long-term substitute certification should consult with their state to determine which route works best for them.

### Preadmission credit policy

With the approval of the degree program and the ASU Graduate College, students may include a maximum of 12 graduate-level credit hours with grades of B or better that were not used toward a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted. The complete preadmission credit policy can be found on the [Graduate College website](#).

**No preadmission credit is permitted for this program.** Students must complete the state-approved program in its entirety.



## Tuition cost and financial aid

### Tuition and fees

Tuition is set by ASU and the Arizona Board of Regents each year. [View the general tuition and fees schedule](#), or calculate a more specific estimate of charges using the [ASU Tuition Estimator](#). Most online courses carry mandatory fees in addition to the tuition and other university fees.

Online tuition for resident students is capped at 11 credits for graduate students. Online tuition for non-resident students is billed per credit hour with no cap.

### Financial assistance

Financial aid is available through a variety of sources.

#### *Mary Lou Fulton Teachers College scholarships and fellowships*

MLFTC offers a number of fellowship and scholarship opportunities for students. Information about these opportunities can be found on the [MLFTC website](#).

Opportunities available include:

- Arizona Teachers Academy
- Mary Ann Graham Johnston Memorial Scholarship
- Robert Noyce Teacher Scholarship

#### *Graduate college fellowships*

The Graduate College offers a number of fellowships to graduate students at ASU. Information about fellowship opportunities can be found on the [Graduate College website](#).

Opportunities available include:

- Coverdell Fellowship for Returned Peace Corps Volunteers
- Graduate College Fellowship
- Completion Fellowship

### *Financial aid*

Traditional financial aid (loans and grants) are available. Visit the [Financial Aid website](#).

### *ASU payment plan*

If tuition is not paid by the applicable tuition due date, or financial aid is not awarded and accepted by the due date, you will be automatically enrolled in the [ASU payment plan](#) and charged a nonrefundable enrollment fee.

### *AmeriCorps*

Students in a program which receives AmeriCorps assistance will receive the monies in their second year only. The student will need to pay for their courses (through personal payment or financial aid) for that year and will be refunded the monies by ASU after the semester begins.

## Curriculum and graduation requirements

### Program requirements

Students in the Graduate Certificate in Teacher Certification program complete 23 credits of graduate coursework. Coursework required for teacher certification is included as part of the graduate certificate.

Courses in this program are offered in a predetermined sequence. The course sequence is based on your program track. Your academic success specialist will provide you with the appropriate course sequence upon admission to the program. *If you take a course out of sequence, your time to degree completion or financial aid eligibility may be affected as not all courses are offered every session.*

Course sequences detailing specific course offerings are found on the [Teachers College Graduate Student Success Site](#).

### Program of study

#### Required Core (8 credits)

TEL 502 Exploration of Education: Child/Adolescent Dev. and Foundations of Special Education (3)  
 TEL 510 Instructional Design, Planning, and Assessment (2)  
 TEL 517 Creating Equitable Learning Environments: Decision-making and Action (3)

#### Required Track Credits (11) - students choose one

##### ***Elementary Education Track***

EED 529 Science Methods and Assessment (2)  
 EED 536 Integrated Humanities (ELA/Arts/Social Studies) Methods and Assessment (3)  
 EED 537 K-8 Mathematics Methods and Assessment (3)  
 TEL 531 Instructional Methods for Language and Literacy (3)

##### ***Secondary Education Track***

TEL 532 Literacy Across the Disciplines (3)  
 SED 510 General Methods and Assessment (4)  
*Students choose one of the following additional methods courses:*  
 SED 511 ELA Methods and Assessment (4)  
 SED 512 Secondary Mathematics Methods and Assessment (4)  
 SED 513 Science Teaching Methods for Secondary School (4)  
 SED 514 Methods of Teaching Secondary Social Studies (4)

#### Other Requirements (4)

##### ***Elementary Education Track***

EED 571 Apprentice Teaching I (2) and  
 EED 574 Apprentice Teaching II (2) or  
 EED 578 Residency/Student Teaching in Elementary Education (2)

##### ***Secondary Education Track***

SED 571 Apprentice Teaching I (2) and  
 SED 574 Apprentice Teaching II (2) or  
 SED 578 Residency/Student Teaching in Elementary Education (2)

## Teacher certification information

The Arizona Department of Education approves and recognizes teacher and administrator preparation programs offered by ASU as providing the academic knowledge and experiential expertise required of graduates to apply for Arizona certification. *Therefore, graduates of Mary Lou Fulton Teachers College teacher preparatory programs qualify to apply for certification or licensure in most states and territories, either directly or through reciprocity.*

Arizona State University provides information from state websites on the [professional licensure](#) page. Even so, students are encouraged to confirm the regulatory requirements needed to apply for certification or licensure in the states in which they are interested in working, including additional subject testing, background checks, or professional experience requirements. For answers to specific questions, contact the MLFTC compliance staff at [MLFTCCompliance@asu.edu](mailto:MLFTCCompliance@asu.edu).

### *Institutional recommendations for Arizona teacher certification*

Graduates completing Mary Lou Fulton Teacher College teacher preparatory programs are eligible for an Institutional Recommendation (IR), which allows them to satisfy academic requirements for teacher certification in the State of Arizona. Graduates seeking certification or licensure in other states may need or want to become certified in Arizona first and then transfer that certification to other states via reciprocity. Prospective students can use the [professional licensure](#) page to see if reciprocity or direct application is the preferred option in the states they are interested in teaching. Prospective students are encouraged to contact their states of interest to confirm the MLFTC's preparatory programs they are interested in will lead to certification or licensure in their desired state.

### *Arizona and U.S. Constitution requirements*

Arizona, and many other states, require teachers to be knowledgeable on the states' history and the state or U.S. Constitution. Students may take Arizona-related courses through ASU or a community college. Graduates can also satisfy this requirement by taking the Arizona Educator Proficiency Assessment exam offered by the Arizona Department of Education to fulfill the requirements (Constitutions of the United States and Arizona (33)).

Arizona graduates have three years under a valid teaching certificate to fulfill the Arizona Department of Education requirements for Arizona and U.S. Constitution exams. However, if teaching an academic course on history, government, social studies, citizenship, law, or civics, teachers have one year to fulfill these requirements.

Other states offer similar opportunities to satisfy their history and constitution requirements. Students are encouraged to confirm requirements for states they are interested in teaching before enrollment or when considering additional states for employment.

### *Structured English Immersion*

The SEI course is a part of the curriculum of the Masters of Education programs as an option for students who need to meet the SEI endorsement requirement for their certificate. For those teaching in an English Language Development classroom on an Alternative Teaching certificate, ADE requires the SEI course to be completed before issuing an alternative teaching certificate. The SEI endorsement workshop or course may be taken through other [ADE-approved SEI Endorsement Training providers](#). Confirm with your school district or charter school if your teaching placement is considered an SEI classroom.

## Certification examinations

### Within Arizona

All candidates for teacher certification in Arizona must prove their professional knowledge in education at the grade level they are becoming certified; early childhood, elementary, and/or secondary. Required knowledge can be demonstrated through an AEP/NES exam. Arizona Department of Education information regarding required exam information can be found on the [ADE website](#).

If teacher candidates seek certification in secondary education, subject proficiency must be demonstrated through AEP/NES testing or by the completion of college courses related to the subject. Often candidates satisfy proficiency requirements through the completion of 24-30 college-level credit hours in the subject. These requirements are common among states for subject proficiency demonstration. Yet, policies can vary and students are encouraged to consult with [MLFTCCompliance@asu.edu](mailto:MLFTCCompliance@asu.edu) and confirm information with the state departments of education of the states the candidates are interested in working.

Mary Lou Fulton Teachers College verifies successful degree completion to the Arizona Department of Education (ADE) via the Institutional Recommendation (IR) process. During this process, MLFTC sends an acknowledgment for each student electronically to ADE, attesting to the candidates academic and experiential qualifications for teacher certification. If a candidate does not apply for certification using the IR process within one year from degree conferral, the IR is no longer valid and the candidate must apply using ADE's transcript review process.

In many instances, MLFTC can also provide similar degree completion verification documentation to departments of education outside of Arizona when requested through the [MLFTCCompliance@asu.edu](mailto:MLFTCCompliance@asu.edu) email. There is no IR process for states other than Arizona, yet there is usually no time limit on MLFTC's ability to provide degree completion verification information.

### Additional States and Territories

Full reciprocity is not available in many states and transcript reviews, further testing, and completion of additional coursework may be required based on each state's certification or licensure policies.

MLFTC collects and provides certification and licensure information from each state, district, and territory to aid prospective students in program and career decision making. However, each state's policies and practices can be changed and are open to interpretations that can change at any time. Therefore, prospective students are strongly encouraged to contact their states of interest to confirm they can meet all certifications requirements, academic and professional requirements before making enrollment decisions.

There are elective courses and other options that can help students prepare for unique academic requirements in the states they desire to teach. (Please contact advisement at [GradEdPrep@asu.edu](mailto:GradEdPrep@asu.edu) to ensure academic requirements can be met before applying for certification/licensure outside of AZ).

### *Interactive Plan of Study*

All ASU graduate students are required to complete and submit a plan of study online through the [My ASU interactive Plan of Study](#). The iPOS must be submitted and approved prior to completing 50% of the coursework required for your program.

Students are encouraged to schedule an appointment with their academic success specialist to discuss their plan of study and how to complete the iPOS. After submitting the iPOS, your academic success specialist will approve it. The Graduate College has final approval over all iPOS submissions.

When evaluating your iPOS, your academic success specialist will check to ensure all required coursework is included as part of your plan and that you are planning to take courses in the appropriate sequence/order. Your academic success specialist will send your iPOS back to you for revision if it is incorrect.

### Teacher certification information

#### *Arizona and U.S. Constitution requirements*

Students have three years under a valid teaching certificate to fulfill the Arizona Department of Education requirements for Arizona and U.S. Constitution exams, unless they are teaching an academic course on history, government, social studies, citizenship, law, or civics, in which case they have one year to fulfill the requirements. Students may take courses through ASU or a community college, or take the Constitutions of the United States and Arizona (33) Arizona Educator Proficiency Assessment exam to fulfill the requirements.

#### *Certification examinations*

No exams are required for admission to the Graduate Certificate in Teacher Certification program. Completion of state-required exams prior to program completion is recommended. State-required exam information can be found on the [ADE website](#).

## Satisfactory Academic Progress and Professional Conduct Policy

Students are expected to familiarize themselves with the policies and procedures listed in the MLFTC Satisfactory Academic Progress and Professional Conduct (SAPPC) policies, and understand Graduate College policies related to academic progress found on the [Graduate College Policy and Procedure website](#). This is not a complete representation of the [current SAPPC policy](#), which includes policies and procedures regarding academic progress, professional experiences, and appeals and grievances. Students are expected to read and understand the policy in its entirety.

To remain in good standing in Mary Lou Fulton Teachers College, students must maintain satisfactory academic progress consisting of both academic performance and adherence to MLFTC's Professionalism Standards. This document sets forth the standards and expectations for "satisfactory academic progress" and "good standing" for undergraduate and graduate students and explains the consequences of failure to meet these standards.

In addition to the policies stated herein, students are expected to abide by applicable ASU and Arizona Board of Regents policies, including the [Student Code of Conduct](#), the ASU Academic Integrity Policy, ASU Graduate College Policies and Procedures (for graduate students), as well as all policies, procedures, rules, regulations and requirements established by the local education agency, school district and/or school in which they are engaged in field experience or residency. Failure to do so may lead to consequences that include dismissal from the program and expulsion from the university. Graduate students should also refer to the [ASU Graduate College website](#) for further information about ASU Graduate College policies.

### *Title IX*

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact [titleixcoordinator@asu.edu](mailto:titleixcoordinator@asu.edu) or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to [www.asu.edu/reportit/](http://www.asu.edu/reportit/).

## Student responsibility

All students are expected to be familiar with and abide by university and program policies and procedures. Visit the following websites for policy and procedure information:

- [ASU Graduate College](#)
- [Graduate College Policies and Procedures](#)
- [Mary Lou Fulton Teachers College](#)

## Student email

Email is a primary form of communication between MLFTC and students in the program. Students are expected to check their ASU student email account regularly to ensure timely receipt of information from faculty and staff.

## Harassment

ASU is committed to providing an environment free of discrimination, harassment or retaliation for the entire university community. ASU expressly prohibits discrimination, harassment and retaliation by employees, students, contractors or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity and genetic information. [More information on ASU's policy on discrimination, harassment, and retaliation](#)

## Academic integrity

Integrity is a character-driven commitment to honesty, doing what is right and guiding others to do what is right. ASU students and faculty are expected to act with integrity in their educational pursuits.

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
- Academic deceit, such as fabricating data or information
- Aiding academic integrity policy violations and inappropriately collaborating
- Falsifying academic records

## Student Code of Conduct

The [ASU Student Code of Conduct](#) sets forth the standards expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community and to maintain order and stability on campus. All students are likewise expected to adhere to the [Arizona Board of Regents Student Code of Conduct](#).

[Complete resources regarding policies related to the ASU Student Code of Conduct](#)

## Graduate College and graduate student responsibilities

Graduate students are responsible for familiarizing themselves with all university and graduate policies and procedures. Each student should also communicate directly with their academic unit to be clear on its expectations for program completion.

Information is provided to students via My ASU. Students should frequently check their My ASU page for the most up-to-date information regarding their status, holds, items to attend to and other important information.

The Graduate College establishes policies that are consistent for all graduate students throughout the university. These policies include, but are not limited to:

- Maintaining continuous enrollment
- Completion of the interactive Plan of Study
- Maximum time limit for completing degrees
- Preadmission credit
- Academic progress
- Graduate degree requirements

Students are responsible for understanding the policies set by the Graduate College. Complete policies and procedures for graduate students can be found on the [Graduate College website](#).



## Policies and procedures

### Registration and drop/add Policies

All students are required to have proof of measles immunizations on file with [Student Health](#) prior to registration. Graduate students register through My ASU according to your enrollment appointment.

Complete details regarding registration and course drop/add procedures are provided in the [Registration and Tuition Payment Guide](#).

### Enrollment verification guidelines

The University Registrar's Office will verify student enrollment each semester. Full-time and half-time credit requirements can be found at [Enrollment and degree verification](#).

Note for students in online programs: Typical enrollment in MLFTC online master's degree programs is six credits per semester. This is generally considered half time for enrollment verification purposes. Students beginning online programs in B sessions typically register for three credits in the first term, which is considered less than half time. Typical enrollment in graduate certificate programs is 3–6 credits per semester.

### Maximum course load

MLFTC provides recommended course sequences for all graduate programs to guide students in their registration each term. Students are encouraged to follow the course sequence for their program, or to discuss any alterations with an academic success specialist. Course sequences are developed with program progression and student success in mind. The Graduate College does not mandate a maximum course load for graduate students. Anything in excess of 18 semester credit hours requires override approval.

Some MLFTC programs restrict the number of credit hours students may take within the academic program. Please consult your academic success specialist if you have questions about your course sequence or the number of credits you may take in any given term.

### Continuous enrollment

Once admitted to a graduate degree or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way utilizing university resources, facilities or faculty time.

Registration every fall and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, or graduating from the degree program.

To maintain continuous enrollment the credit hour(s) must:

- Appear on the student's iPOS, or
- Be research (592, 792), thesis (599), dissertation (799) or continuing registration (595, 695, 795) or
- Be a graduate-level course.

Grades of W 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 credit.

Students completing work for a course in which they received an I grade must maintain continuous enrollment as defined previously.

### Request to maintain continuous enrollment (leave of absence)

Graduate students planning to discontinue registration for a semester or more must submit a [Request to Maintain Continuous Enrollment form](#). This request must be submitted and approved before the anticipated semester of nonregistration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program.

Having a Graduate College-approved Request to Maintain Continuous Enrollment will enable students to re-enter their program without reapplying to the university. Failure to maintain continuous enrollment results in withdrawal from the academic program. Students removed for this reason may reapply for admission to resume their program. The application will be considered along with all other new applications to the program.

A student with a Graduate College-approved Request to Maintain Continuous Enrollment is not required to pay tuition and/or fees, but is not permitted to place any demands on university resources. These resources include university libraries, laboratories, recreation facilities or faculty time.

### Voluntary withdrawal

To withdraw from a graduate program and the university, students must complete the [Voluntary Withdrawal form](#). Submitting a voluntary withdrawal form does not remove a student from courses. Students must file separately with the University Registrar's Office to drop any courses.

### Medical/compassionate withdrawal

A student may be eligible for a medical/compassionate withdrawal if the withdrawal is due to extenuating circumstances such as a previous serious physical or mental illness (medical withdrawal) or the death or serious illness of a family member (compassionate withdrawal). To request a medical or compassionate withdrawal, students must submit a [Request for a Documented Medical/Compassionate Withdrawal](#).

### Maximum time limit to complete degree

**Master's degree** — All work toward a master's degree must be completed within six consecutive years. The six years begin 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.

**Doctoral degree** — Doctoral students must complete all program requirements within a 10-year period. The 10-year period begins with the semester and year of admission to the doctoral program. Graduate courses taken prior to admission that are included on the iPOS must have been completed within three years of the semester and year of admission to the program. (Previously awarded master's degrees used on the plan of study are exempt.)

Any exception to the time limit policy must be approved by the supervisory committee, the head of the academic unit and the dean of the Graduate College. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

## Student support resources

### MLFTC Office of Student Services

#### *Academic advising*

All graduate students are assigned an academic success specialist when admitted to a degree or certificate program. Academic advising contact information can be found on My ASU under “Academic Advising.”

Academic success specialists work with students from admission to program completion and are a main point of contact with the college. They can help students navigate program and degree requirements, registration, college and university policy, and connect students to other resources as needed.

Students are encouraged to use the [MLFTC Student Success Site](#) for general information about programs, processes and policies that may be specific to the academic program or college.

- Phone: 602-543-6358
- Email: [GraduateEducation@asu.edu](mailto:GraduateEducation@asu.edu)

Students can expect a response from an academic success specialist within 24–48 business hours. During times of peak volume, please allow up to 72 hours for a response. For urgent needs, contact 602-543-6358 to be connected with any available academic success specialist.

### Academic and professional development resources

#### *ASU Libraries*

The ASU library system gives you access to more than 32,000 electronic journals, 281,000 electronic books and 300 research databases online. Library support in person, through email, phone and chat is also available. You are encouraged to explore the resources offered by the ASU libraries including:

- [Library tutoring and workshops](#)
- [Education subject course guide](#)
- [Research databases](#)
- [Resources for online students library guide](#)

#### *ASU Writing Center*

MLFTC expects that all submitted contributions in graduate level courses will be of professional quality. Unless specifically stated, all assignments should conform to APA style. [Graduate Academic Support Center](#)

#### *Career services*

Students are encouraged to explore resources available through the [ASU Career and Professional Development Services Office](#). Services and events offered:

- Resume workshops and critique
- Career mixers
- Job search strategies
- Interviewing skills and mock interviews

## Student support services

### *ASU Online student support and services*

Students in online programs have access to dedicated support through success coaches and student services staff. Success coaches and contact information are listed on the student's My ASU page. [ASU Online](#)

### *International Student and Scholars Center*

The ASU International Student and Scholars Center provides a number of services and resources to international students. [ASU International Student and Scholars Center](#)

### *Health Services*

ASU Health Services is dedicated to the well-being and educational success of each student by providing high-quality health care that is accessible, affordable and compassionate. Students can access health services by appointment online or in person, or by walk-in for immediate concerns. [ASU Health Services](#)

### *Counseling services*

Counseling and mental health services are provided at ASU's Downtown, Polytechnic, Tempe and West campuses. ASU students may seek services at any campus counseling center regardless of their college affiliation. Visit [ASU Counseling Services](#) for complete information regarding these services, including after-hours and weekend support. Support is available 24/7. For life threatening emergencies, call 911.

### *Disability Resource Center*

MLFTC is committed to student success and ensures an inclusive learning environment for all students. Students with disabilities or disabling health conditions who need accommodations are required to document their condition with the Disability Resource Center. MLFTC encourages admitted students who believe they may need an accommodation to register with the DRC prior to enrolling in the program. [Disability Resource Center website](#)

### *Veterans and Military Affairs Office*

MLFTC values the exceptional contributions of our veterans, and welcomes current and former members of the military and their dependents as students preparing for careers in the education field. [Veterans in Education](#)

The Pat Tillman Veterans Center is available to student veterans and their dependents with locations on four campuses and online. [Pat Tillman Veterans Center website](#)

### *Graduate and Professional Student Association*

[Graduate and Professional Student Association](#)

## Business and Finance Services

### *Parking and transit*

The [ASU Transportation website](#) has complete information about policies and procedures related to parking and transit, including parking passes, public transit and campus shuttle information.

### *Student Business Services*

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 Perkins Loan repayment. [Student Business Services](#)

### *Sun Devil Card Services*

ASU students may choose between the Pitchfork ID and the basic Sun Card to use as an official university ID card. [ASU Sun Devil Card Services](#)

## Campus amenities

### *Housing*

Living at ASU promotes creative connections and innovation inside and outside the classroom, providing a supportive, close-knit environment designed to set you up for success. [University Housing](#)

### *Dining services*

Sun Devil Dining offers quality, value, variety and convenience with more than 50 dining locations, including dining halls, fast-casual restaurants, cafes and on-campus markets. [Sun Devil Dining](#)

## Other departments and services

### *Provost's office*

The Office of the University Provost provides leadership to all of the university's campuses and academic programs, fostering excellence in teaching, research and service to the community. [Office of the University Provost](#)

### *IT help office*

The University Technology Office embraces its roles as an enabler and a catalyst for advancing the vision and work of the New American University. Students can access the service center from their My ASU page. [University Technology Office](#)

### *ASU Safety and Security*

ASU provides a safe, healthy and secure environment. Maintaining a healthy and secure campus community for students, staff and faculty means knowing what to do in the event of an emergency and having the right tools to respond. For information related to ASU safety practices and policies, visit [ASU Safety](#). For information related to the ASU police department, visit [ASU Police Department](#).