



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

Graduate Certificate in Teacher Certification
Student Handbook
2023–24 Academic Year

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Introduction

Graduate Certificate in Teacher Certification

The [Graduate Certificate in Teacher Certification](#) is a two to three-semester program aligned with Arizona Department of Education requirements for teacher certification in elementary education, secondary education, or special 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 starting the graduate certificate.

This certificate program has two professional experience options: the alternative pathway or traditional. The alternative pathway requires students to be employed as a full-time teacher of record aligned with their certification area (elementary or secondary). Students on the alternative pathway will obtain their own teaching placements and are required to complete a minimum of two semesters of apprentice teaching. The traditional path requires students to complete one semester of internship and one semester of residency aligned with their certification area (elementary or secondary).

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.

Students earning a Graduate Certificate in Teaching will need access to learners correlating to their selected pathway (elementary education: grades K–8, secondary education: grades 6–12, Physical Education, PreK-12 endorsement, or special education K-12 Special Education, Mild/Moderate Disabilities) throughout the program.

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's 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 the fall, spring and summer semesters. 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: [Graduate Program Application Deadlines](#) (See [Academic Calendar](#) for session dates)

Quick facts

- Location: ASU Online
- Number of credit hours: EED is 28 credit hours, SED is 26 credit hours, SED with PE endorsement is 29 credit hours, SPE is 29 credit hours
- Start terms: Fall Session A, Spring Session A, Summer Session A
- Time to completion: Two to three semesters
- Application deadlines: [Graduate Program Application Deadlines](#) (See [Academic Calendar](#) for session dates)

Contacts

For admission information, contact EnrollmentOnline@asu.edu. Current students, please contact your assigned academic advising team, Team Educator Prep, at 602-543-6358 or 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.

- 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 his requirement
 - Test of English as a Foreign Language (TOEFL): 90 (iBT, with scores on the Speaking and Writing portions in high "Fair" – "Good" range (22-30) 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 scoring at least 6.5
 - Pearson Test of English (PTE): score of at least 62.
 - Duolingo English test: score of at least 110
 - *Individual academic units or programs may have higher requirements for English proficiency.*

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 Teaching. 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 institutions or companies 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.

Fingerprint clearance —

- **Arizona Residents** - Include a copy of your IVP fingerprint clearance card (front and back) or Arizona DPS fingerprint card application if you do not have the card at the time of application. [Visit the DPS site](#) for information on applying for and receiving your IVP fingerprint clearance card.
- **Non-Arizona Residents** - Applicants residing in another state are responsible for ensuring that they are aware of their individual state and local district's/school's unique fingerprint and background check requirements for any clinical placements in a PreK-12 school setting as well as anticipated applicable timelines for completion of those requirements so that the applicant can timely complete the requirements in advance of any placement. It is the applicant's responsibility to comply with all such requirements prior to placement.

Traditional teaching route applicants

Traditional Placement Process: Professional Education Services (PES) works with the district and school representatives to secure Internship and Residency assignments within 40 miles one-way of the student's home campus or home address for ASU Online students. Several considerations are used for securing Internships and Residencies: choice of city and district, home campus/address, mentor teacher availability, and local address listed in student's MyASU profile.

Additional requirement for alternative teaching route applicants

Educator exam — For applicants to the MEd Secondary Education degree program, the appropriate exams may be required prior to enrollment in the program, depending on state requirements for certification.

Provisional acceptance guidelines

No preadmission credit is permitted for the Graduate Certificate in Teaching program. Students must complete the state-approved program in its entirety.

Preadmission credit policy

With the approval of the degree program and ASU's 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](#).

Alternative teaching route requirements

Students planning to enroll in the alternative teaching route often 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 — See the information above.
- 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 an elementary or secondary education 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 are required to have an Arizona Alternative Teaching Certificate, but 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 your academic advising team for more information. Arizona students who hold an emergency or long-term substitute certificate should consult with their 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.

Residency information for alternative teaching route and full-time school employees

Students located in Arizona who are teaching or working full time in a school setting are eligible for in-state tuition prices for any courses needed for initial teacher certification through the teacher waiver exception. However, the student will still be classified as nonresident.

Nonresident students located in Arizona who meet eligibility criteria must complete the teacher waiver and receive appropriate documentation in order to receive in-state tuition by the deadlines set by the [Residency Classification Office](#). Contact your advising team to obtain the authorized signature required on the coursework verification page.

Students intending to become Arizona Residents should contact the [Residency Classification Office](#).

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 tuition and other university fees.

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

Financial assistance

Financial aid is available through a variety of sources. Please note that graduate certificate programs may not be eligible for fellowships, scholarships or other funding 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 scholarship
- 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

For information about financial aid related to this program, 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.

Curriculum and graduation requirements

Program requirements

Students in the Graduate Certificate in Teacher Certification program complete 26 credits for Secondary Education, 29 credits for Secondary Education-Physical Education, 28 credits for Elementary Education, and 29 credits for Special Education Mild/Moderate 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 advisor 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.* Students complete one course per session, with six sessions offered each year. Course sequences are found on the [MLFTC Graduate Student Resources](#) site.

Program of study

Required core (5 credits)

TEL 510	Instructional Design, Planning and Assessment	2
TEL 517	Creating Equitable Learning Environments: Decision-making and Action	3

SEI Endorsement (3 credits)

ELL 515	Structured English Immersion Methods	3
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Required track credits (Elementary 16, Secondary 14, Secondary Physical Education 17, Special Education 17 credits) — Choose one

Elementary Education track (16 credits)

TEL 502	Explor. of Education: Child/Adolescent Dev. and Fdns. of Special Ed.	3
EED 529	Science Methods and Assessment	2
EED 532	Literacy Methods of Instruction and Assessment for Diverse Learners	3
EED 534	Social Studies Methods and the Arts	2
EED 537	K–8 Mathematics Methods and Assessment	3
TEL 531	Instructional Methods for Language and Literacy	3

Secondary Education track (14 credits)

TEL 502	Explor. of Education: Child/Adolescent Dev. and Fdns. of Special Ed.	3
TEL 532	Literacy Across the Disciplines	3
SED 510	General Methods and Assessment	4

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
SED 504	World and Native Language Methods and Assessment	4

Secondary Education track - Physical Education (17 credits)

TEL 502	Explor. of Education: Child/Adolescent Dev. and Fdns. of Special Ed.	3
TEL 532	Literacy Across the Disciplines	3
SED 510	General Methods and Assessment	4
PPE 550	Physical Education for the Elementary School	3
PPE 555	Physical Education in Secondary School	3

PPE 598	Topic: Conceptual Physical Education	1
Special Education Mild/Moderate track (17 credits)		
SPE 558	Special Ed Foundations: Law, IEP's, Assessment and Ethical Practices	3
SPE 502	Language and Communication Methods & Assessment	2
TEL 531	Foundations of Literacy: The Science of Reading	3
EED 532	Literacy Methods of Instruction & Assessment for Diverse Learners	3
EED 537	K-8 Mathematics Methods and Assessment	3
SPE 513	Instruction & Assessment for Learners with Exceptionalities	3
Other Requirements (4 credit hours - Depends on track to certification)		
EED 557	Internship I	2
EED 578	Residency/Student Teaching in Elementary Education	2
EED 571	Apprentice Teaching I	2
EED 574	Apprentice Teaching II	2
SED 571	Apprentice Teaching I	2
SED 574	Apprentice Teaching II	2
SED 557	Internship I	2
SED 578	Residency/Student Teaching in Secondary Education	2
SPE 556	Internship I	2
SPE 578	Residency/Student Teaching in Special Education	2
SPE 571	Apprentice Teaching I	2
SPE 574	Apprentice Teaching II	2
Total credits		26-29

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](#). Students are required to submit their iPOS during their first semester. Students without an approved iPOS on file prior to completing 50% of the coursework required for the program will receive a hold.

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

When evaluating your iPOS, your advising team 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 advising team will send your iPOS back to you for revision if it is incorrect.

Teacher certification

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. *Graduates of MLFTC teacher preparatory programs qualify to apply for certification or licensure in many, but not all, states and territories, either directly or through reciprocity.*

ASU provides information from state websites on the [professional licensure](#) page. Still, 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 and background checks or professional experience requirements. For answers to specific questions, contact MLFTCcompliance@asu.edu.

Institutional recommendation for Arizona teacher certification

Graduates completing MLFTC teacher preparatory programs are eligible for an Institutional Recommendation allowing 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 determine if reciprocity or direct application is the preferred option in the states in which they are interested in teaching. Prospective students are encouraged to contact their states of interest to confirm the MLFTC preparatory programs they are interested in will lead to certification or licensure.

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.

Structured English Immersion

The SEI course is part of the curriculum of Master 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. Some districts may require the SEI course to be completed before issuing an alternative teaching certificate. Confirm with your school district or charter school if your teaching placement is considered an SEI classroom. The SEI endorsement workshop or course may be taken through other [ADE-approved SEI endorsement training providers](#).

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](#).

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 a 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 are subject to change and are open to interpretation that can change at any time. Prospective students are strongly encouraged to contact their states of interest to confirm they can meet all certification, 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 advising at GradEdPrep@asu.edu to ensure academic requirements can be met before applying for certification or licensure outside Arizona.

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 policies, and understand Graduate College policies related to academic progress found on the [Graduate College Policies, Forms, and Deadlines 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. [Read ASU's Title IX policy](#). 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 operated by the university, 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 or 480-965-0696 for more information. The Title IX office is located at 1120 S. Cady Mall, INTDSB 284. For information on making a report, visit ASU's [Report It! page](#).

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 policy manuals](#)
- [ASU Graduate College Policies and Procedures](#)
- [Mary Lou Fulton Teachers College student forms and policies](#)

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 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 their 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 advisor. 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 their academic program. Please consult your academic advisor 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 **Leave of Absence request via their Interactive Plan of Study (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 re-enter their program without re-applying to the university.

Students who do not register for a fall or spring semester without an approved Leave of Absence are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may re-apply 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. For more information see [Graduate College Policies](#).

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 Academic and Career Success

Academic advising

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

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

Students are encouraged to use the [MLFTC Graduate Student Resource 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

Students can expect a response from a member of their academic advising team 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 advisor.

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:

- [ASU Online Library Guide](#)
- [Education subject course guide](#)
- [Research Databases](#)

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.

Student Accessibility and Inclusive Learning Services

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 SAILS. MLFTC encourages admitted students who believe they may need accommodation to register with SAILS prior to enrolling in the program. [Student Accessibility and Inclusive Learning Services](#)

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. 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 for 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. [ASU Enterprise Technology](#)

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](#).