



Mary Lou Fulton  
Teachers College  
Arizona State  
University

*Graduate Certificate*  
*Gifted Education*  
Student Handbook  
Fall 2018

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# Introduction

## Graduate Certificate: Gifted Education

The Graduate Certificate in Gifted Education prepares teachers, school administrators, school psychologists, behavior analysts, and family members to work effectively with gifted children.

Graduate students in the program will gain the theory and pedagogy needed to identify and serve gifted children and the knowledge and skills required to develop and provide the most current instructional methods and services for their gifted students. Students also learn how to create gifted programs based on the needs of their school district and learn how to collaborate with school administrations, fellow teachers, governing boards and parents.

Faculty understand gifted students require differentiated instruction; they teach how to develop and reach these students' potential. Graduate students in the program learn how to advocate for gifted students and gain the tools needed to identify potential and address social, emotional and academic needs of students that are gifted or talented.

The program is designed for public or private teachers and school administrators focused on serving gifted students.

This 15-credit hour certificate program consists of 5 classes. The graduate certificate can be completed within a two-year period while concurrently pursuing an online graduate degree or as a stand-alone certificate. A Master of Education in Curriculum and Instruction: Gifted Education is also available.

The program provides the 12 semester hours of coursework in gifted education required for the gifted education (K-12) endorsement from the Arizona Department of Education. Students should refer to the Arizona Department of Education website for additional requirements.

Non-Arizona residents, please refer to the [ASU Online State Authorization Information](#) page for additional information.

## Purpose of the Handbook

The objective of this handbook is to provide guidance and information related to admission, degree requirements, and general policies and procedures. Please note that in some cases you will find differences between program policies and requirements and the Graduate College Policies and Procedures. In these cases, Mary Lou Fulton Teachers College has established higher standards. Please note that policies and procedures are subject to change. Changes will be communicated to students through e-mail. Any updates to this handbook can be found on the program website [by clicking here](#).

# Student Responsibility

All students are expected to become familiar with and abide by university and program policies and procedures. This information is available online. Most importantly, you should visit the following websites for policy and procedure information:

- The Graduate College: <https://graduate.asu.edu/>
- Graduate College Policies and Procedures: <https://graduate.asu.edu/policies-procedures>
- Mary Lou Fulton Teachers College: <https://education.asu.edu/>

## **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**

Arizona State University 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.

For further information on ASU's policy on discrimination, harassment, and retaliation, visit <http://www.asu.edu/aad/manuals/acd/acd401.html>.

## **Academic Integrity**

Integrity is a character-driven commitment to honesty, doing what is right, and guiding others to do what is right. Arizona State University 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:

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

## **Student Code of Conduct**

The Student Code of Conduct sets forth the standards of conduct 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 expected to adhere to the [Arizona Board of Regents \(ABOR\) Student Code of Conduct](#)

More information on the Student Code of Conduct can be found by [clicking here](#). In particular, complete resources regarding policies related to Student Code of Conduct are found by [clicking here](#).

## **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 his/her academic unit to be clear on its expectations for degree completion.

Information is provided to students via MyASU. Students should frequently check their MYASU account 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 across the university. These policies include, but are not limited to:

- Maintaining continuous enrollment
- Completion of the Plan of Study (iPOS)
- 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](#).

# Admission

Admission to the Graduate Certificate: Gifted Education is offered for the Fall Spring, and Summer semester(s). 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.

## **Quick Facts**

**Campus Location:** Online

**Start Terms:** Fall Session A, Spring Session A and Summer Session A

**Time to Completion:** 3-4 semesters (Fall, Spring, Summer)

**Application Deadlines:** <http://education.asu.edu/application-deadlines>

(see [Academic Calendar](#) for Session dates)

## **Contacts**

For admission information, please contact [gradenrollment@asuonline.asu.edu](mailto:gradenrollment@asuonline.asu.edu)

Current students, please contact your assigned Academic Success Specialist, listed on your MyASU. If you do not know who your assigned Academic Success Specialist is, please contact the MLFTC Office of Student Services at 602.543.6358 or [graduateeducation@asu.edu](mailto:graduateeducation@asu.edu).

## **Graduate Admission Requirements**

The university maintains minimum standards for consideration for admission to graduate degree programs. The degree program may establish requirements in excess of those established by the university.

- Earned bachelor's degree or higher from a regionally accredited institution in the U.S of the equivalent of a U.S. bachelor's degree from an international institution that is officially recognized by that country.
- Maintain a "B" (3.00 on a 4.00 scale) grade point average (GPA) 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:**
  - Proof of English Proficiency: the following are accepted to meet his requirement
    - Test of English as a Foreign Language (TOEFL): score of at least 550 (PBT) or 80 (iBT). 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. No institutional code is needed.
    - Pearson Test of English (PTE): score of at least 60.
    - *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:** Responses to short-answer questions provide the admissions committee with information regarding your personal or professional goals and how they align with the Graduate Certificate in Gifted Education. The admissions committee pays particular attention to the quality of writing and ideas expressed in these responses as well as evaluating the relevance of goals to the aims of the program. Please respond to three of the four questions below. Responses should be limited to 150-200 words per question. The statement should be prepared in an MS Word (.doc), Rich Text (.rtf), Portable Document Format (.pdf), or Text (.txt) file format.

- Describe one or more personal or professional goals that motivate you to apply for this program. How will completion of the Graduate Certificate in Gifted Education help you fulfill this/these goals?
- Describe a quality that you believe is critical to working with an individual with special needs and at least one situation where you have demonstrated this quality.
- Describe an individual with special needs and how you supported him or her.
- Briefly discuss why you are interested in pursuing a graduate certificate at this time. What steps have you taken (or will you take) to ensure that you will be successful in the program?

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

## **Provisional Acceptance Guidelines**

Applicants who do not meet the GPA criteria for admission but have otherwise strong applications may be considered for provisional admission by the committee. This status provides the academic unit with an opportunity to better evaluate the student's academic potential. Students are notified of the provisional requirements in the admission notice from the college.

Most provisions must be completed within the first semester of enrollment. When students have satisfied the provisional requirements, they should confirm with their academic advisor that a change of status has been recommended. Students with provisional admission are not eligible to submit a Plan of Study (iPOS) until the conditions of admission have been satisfied.

Provisional acceptance is not permitted for graduate certificate programs.

**Graduate Admission Services will withdraw students from the degree program who have not met the provisions of their admission within the required timeframe.**

## **Preadmission Credit Policy**

No more than one-fifth (20 percent) of the minimum required hours for a graduate certificate may be transferred from another university. All transfer work must meet the Graduate College transfer policies. All coursework used to complete an ASU graduate certificate must be completed within the six-year time limit.

The complete preadmission credit policy can be found on the [Graduate College website](#).

# Tuition Cost and Financial Aid

## **Tuition and Fees**

Tuition is set by ASU and the Arizona Board of Regents each year. You can see the general tuition and fees schedule by [clicking here](#), 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.

Effective fall 2018, online tuition for resident students will be 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. 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 [Teachers College website](#).

Examples of opportunities available to students include (not exhaustive):

- 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 [by clicking here](#).

Examples of opportunities available to students include (not exhaustive):

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

## **Financial Aid**

For any information about financial aid related to this program, please visit the [Financial Aid website](#). For disclosure information about the U.S. Department of Education Gainful Employment Program, students should see <https://catalog.asu.edu/files/disclosures/TEGEDGRCT/Gedt.html>.

## **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 **Gifted Education (Graduate Certificate)** program complete 15 credits of graduate coursework.

Courses in this program are offered in a pre-determined sequence that includes summer terms. Summer enrollment may be necessary to complete program requirements.

The course sequence is based on the session in which you begin the program. Your academic success specialist (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 [Teachers College Graduate Student Success Site](#).

## Program of Study

### Required Courses

SPE 585	Creativity: Research and Development in Gifted Education	3
SPE 586	Advising the Gifted Learner: Social and Emotional Needs	3
SPE 587	Special Populations in Gifted Education	3
SPE 588	The Gifted Learner: Foundations of Identification, Education and Development	3

### Elective Courses (select 1 course)

SPE 572	Testing and Measurement in Gifted Education: Methods	3
SPE 573	Differentiating Instruction for Gifted Learners: Teaching Methods	3
SPE 589	Teaching the Gifted Learner: Models, Methods, and Programs	<u>3</u>

**Total 15**

Note: not all courses are offered every term. Summer enrollment will be necessary to meet program requirements.

### **The Interactive Plan of Study (iPOS)**

All ASU graduate students are required to complete and submit a plan of study online through the MyASU interactive Plan of Study (iPOS). 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 advisor to discuss their plan of study and how to complete the iPOS. After submitting the iPOS, your academic advisor will approve it. The Graduate College has final approval over all iPOS submissions.

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

### **Gifted Education Endorsement**

Upon completing the required coursework, students apply for the gifted endorsement through the Arizona Department of Education. Guidance on completing the application process is provided through the Graduate Certificate program. Additional information on the endorsement can be found at this ADE website: <http://www.ade.az.gov/certification/requirements/Endorsements>

Non-Arizona students interested in applying for an endorsement or other qualification to an existing teacher certification should contact their state's Board/Department of Education for information about using coursework from Arizona State University.

This program does not lead to any sort of Special Ed Certification in the state of Arizona. This program does not require the field experience and student teaching components as well as the requirements that are needed to become certified to teach.

## **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 Policy. Additionally, students must understand Graduate College policies related to academic progress found on the [Graduate College Policy and Procedure website](#).

In order to remain in good standing in the Mary Lou Fulton Teachers College (“MLFTC”), students must maintain satisfactory academic progress consisting of both **academic performance** and adherence to the Teachers College **Professionalism Standards**. This policy sets forth the standards and expectations for “satisfactory academic progress” and “good standing” and explains the consequences of failure to meet these standards.

In addition to the policies stated here, students are expected to abide by applicable University and Arizona Board of Regents policies, including the **Student Code of Conduct** (<http://students.asu.edu/srr/code>), 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 student teaching (for certification students). 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** (<http://graduate.asu.edu>) for further information about the ASU Graduate College policies.

The complete, current MLFTC Satisfactory Academic Progress and Professional Conduct (SAPPC) Policy can be found here: <https://education.asu.edu/mymlftc/student-forms-policies>

The below is specific to academic standards for graduate students in MLFTC programs as of **August 2017**, and is not a complete representation of the SAPPC policy found online.

To meet satisfactory academic requirements, graduate students must:

1. Maintain at least a 3.00 in the following GPAs every semester:
  - a. **Plan/Program of Study (iPOS) GPA**. The iPOS GPA is calculated on all courses that appear on the student’s approved iPOS.
  - b. **Overall Graduate GPA**. The overall graduate GPA is calculated on all courses numbered 500 or higher that appear on the transcript, except courses that counted towards 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 outstanding in the original letter of admission.
  - c. **Cumulative GPA**. The cumulative GPA represents all courses completed at ASU as part of the graduate career.
2. Achieve a “C” grade or higher in all courses listed on the plan or program of study, including secondary education content area courses. Earning a “W” or “I” grade in more than one course will be considered lack of academic progress. Doctoral students carrying more than three (3) credits of “I” grades will be considered to not be making satisfactory academic progress.
3. Pass all required clinical experiences, including internships, apprentice teaching and student teaching, with a grade of “C” or “Y” or better.
4. Maintain good standing as outlined in the professional responsibilities standards section. Students who violate professional responsibilities may be placed on academic probation or suspension, or may be recommended for dismissal.
5. Doctoral students must: pass comprehensive exams by the end of the sixth academic-year semester of enrollment; pass a proposal defense by the end of the seventh academic-year semester of enrollment; pass a dissertation final defense by the end of the eleventh academic-year semester of enrollment.

### **GPA/Grade Deficiencies**

**Academic Probation** may be imposed if a student has **ONE** of the deficiencies listed below. A student placed on probation will be permitted to progress into the next term (unless the next term includes student teaching, an applied project, or culminating experience) while addressing the deficiency. Students who are placed on probation in which the next term requires student teaching will need to meet with his/her advisor to discuss options for the semester. **Please note that a graduate student with a single semester GPA at or below 2.0 may be recommended for dismissal without the benefit of a semester of probation.**

Students should carefully review ASU Graduate Education policies (found at <https://graduate.asu.edu/policies-procedures>), as the ASU Graduate Education policies are in addition to the college policies. Pay special attention to the policies regarding GPA, time limit for degree completion, and continuous enrollment.

#### **Deficiencies for graduate students:**

1. Plan of Study (iPOS) GPA below 3.00
2. Overall Graduate GPA below 3.00
3. Cumulative GPA below 3.00
4. Earning a grade below a "C" in any required course. Students must repeat a course with a grade below a "C" the following semester it is offered and earn a "C" grade or better. Failure to achieve a "C" or better on the second attempt may result in recommendation for dismissal from the program.
5. Earning a grade of "I" or "W" in a required course, or carrying more than three (3) credits of "I" for students in doctoral programs.

Graduate students in certification programs will not be approved for student teaching if they are on Academic Probation. Once a student returns to good standing, s/he can be approved to student teach.

Graduate students who are placed on academic probation may not be permitted to complete culminating experiences (applied project, etc.) until s/he returns to good standing. Doctoral students must be in good academic standing to complete comprehensive exams, or to schedule oral defenses.

A student on probation for lack of satisfactory progress in one area (e.g., academic progress or professional responsibilities) who subsequently fails to maintain good standing in the other area will be recommended for dismissal. Return to good standing requires satisfactory progress in both areas during the time on probation. Sequential semesters of probation for repeated failures to maintain satisfactory progress will not be considered.

Policies specific **clinical experiences** (internships, student teaching), **accelerated programs**, and **other professional responsibilities** can be found in the [complete SAPPC policy guide](#).

### **Notice of Concern**

The Notice of Concern (NOC) is a referral process designed to support all undergraduate and graduate students who may be at risk of not progressing in their academic plan and/or may need additional support from the college.

The following outlines the steps taken in the referral process.

1. The instructor, site coordinator or other university representative discusses concerns with student and informs the student that a Notice of Concern will be submitted to College Leadership. Depending on the nature of the referral, the student may be required to attend a meeting with college leadership to offer additional support.

2. If the referral is made for a violation of the academic or professional code of conduct or unprofessionalism, a student will be required to attend a mandatory meeting to discuss the alleged violations. This meeting provides students an opportunity to share his/her side of the situation. At the meeting, a Professional Improvement Plan agreement (PIP) is developed with input from the student and college administration. Students on a PIP are placed on a probationary status in the college until requirements of the PIP are met. Note: Some violations of professionalism or academic integrity may result in immediate dismissal from the program or placement.
3. If the referral is not for a violation of academic or professional conduct, a student support consultation meeting is conducted. This meeting provides students with resources and additional university wide support. At the meeting, student needs are identified and a plan for success is created along with follow up recommendations.
4. Students are required to attend a follow up meeting to discuss their status in meeting requirements outlined in their plan. Failure to attend a required meeting and/or fulfill expectations outlined in PIP agreement may result in program dismissal.

### **Pregnancy Leave Policy**

In accordance with Title IX, students requiring leave are entitled to leave for as long as it is deemed medically necessary by their physician. For absences of less than two weeks for session C courses or one week of leave for session A/B or summer courses, students should be able to make up the missed work without affecting field placement. Longer leaves will be accommodated however; students are still required to complete all assignments and other requirements that accumulate during their leave prior to the last day of classes. Students who are unable to make up requirements prior to the end of the semester will receive a grade of incomplete or have the option of applying for a medical withdrawal without loss of any tuition paid that semester. During the leave, absences will be excused and will not negatively impact final grades. Students who need to request leave should submit their medical documentation to the Executive Director of Student Services in the Mary Lou Fulton Teachers College.

### **Accommodations**

Mary Lou Fulton Teachers College 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 (DRC). The Mary Lou Fulton Teachers College encourages admitted students with disabilities or disabling health conditions who believe they may need an accommodation to register with the DRC prior to enrolling in the program. That way, all reasonable accommodations can be in place at the beginning of the program. Students who are registered with DRC will be key participants in establishing reasonable and appropriate accommodations with course instructors.

### **Incomplete Grade Requests**

To be considered for an incomplete (I) grade in a Mary Lou Fulton Teachers College course, a student must have completed approximately 80% or more of the coursework, be in good standing, and unable to complete the course because of illness or other serious conditions beyond the student's control.

To request an incomplete in a course a student will first obtain approval from his/her instructor and submit an incomplete request form <https://students.asu.edu/forms/incomplete-grade-request> including a deadline for coursework to be completed. The incomplete request is then routed to the Division Director for final approval. Approval of the request is at the discretion of the Division Director or designee, who may modify the deadline or request additional details be on the incomplete request form. Students who fail to complete the course by the agreed upon deadline will receive the grade specified in the incomplete request. Incomplete deadlines may never exceed one year from the date the incomplete grade was issued.

## **Appeal and Grievance Processes**

The below policies and procedures are related to various appeal and grievance procedures.

### **Academic Probation**

There is no appeal from the action of being placed on probation. Probation provides warning to the student of the potential for suspension and/or dismissal.

### **Grade Appeal Procedure**

To receive consideration, grade appeals must be submitted to the Course Instructor within **10 business days** of the last date for posting final grades, as noted in the Academic Calendar. The academic calendar is available at <https://students.asu.edu/academic-calendar>.

Final, official course grades are listed on My ASU via the student's transcript. Students should check their transcripts regularly following the grade posting date for each term. In the event there is a discrepancy between the final grade noted in the transcript and the grade the student expected to receive based on the Blackboard gradebook, students must contact the instructor within **10 business days** of the last date for posting final grades and may then follow the appeal process outlined below.

**Reasons for grade appeal:** A student may appeal a grade only when he/she can document that one or a combination of the following has occurred:

1. The instructor erred in calculating points or acknowledging timely submission of assignments;
2. The instructor did not apply grading standards equitably (that is, there is evidence of bias, for example, due to race, age, sex, religion, or national origin);
3. The instructor did not assign grades consistently with the standards and procedures for evaluation announced at the beginning of the course in the course syllabus. The instructor may amend or supplement the standards and procedures during the course by providing written or oral notice to the entire class.

**Step One: Informal meeting with instructor** - This step is mandatory and applies to appeal of course grades only.

1. The student must contact the instructor of the course and submit the attached grade appeal. The student must provide any additional relevant documentation to support the appeal and reasons for disputing the grade to the instructor. The narrative accompanying the Grade Appeal Form may not exceed five (5) pages double-spaced.
2. The student must meet with the instructor either face to face or (in the case of online classes only) virtually. If this meeting does not resolve the grievance, the student may move to step two and submit the grade appeal form to the appropriate Office of Student Services Contact.

**Note:** If the required meeting with the instructor has not taken place, the appeal will be accepted only if the student supplies evidence that the student contacted the instructor and (a) has received no reply for five business days, or (b) has been unable to schedule a meeting within 10 business days of the date of contact. If the student does not receive a response from the course instructor within five business days, the student should move the appeal to step two. Appeals received after 10 business days will not be accepted.

**Step Two: Submit grievance to Office of Student Services** – If the grievance is not resolved in step one, the student may forward the grade appeal to the Executive Director of Student Services, Erica Mitchell at [Erica.Mitchell@asu.edu](mailto:Erica.Mitchell@asu.edu).

**Step Three: Division Director Reviews Grade Appeal** – The Executive Director of Student Services (will review the grade appeal and may request additional information if needed. The grade appeal will be forwarded to the Division Director for review. The Division Director will review all information and will notify the student of the outcome.

#### **Step Four: Appeal Decision to the Dean (Student Issues Committee)**

- Per University policy, if not satisfied with the outcome, the student may appeal the Division Director's decision to the Dean, whose decision is final. The student must appeal within five business days of receiving the Division Director's decision.
- To submit an appeal to the Student Issues Committee, the student must forward the original appeal and the Division Director's response to [Shandra.Daniels@asu.edu](mailto:Shandra.Daniels@asu.edu), who will begin the appeal process with the committee.
- Only the issue appealed to the Division Director may be appealed; no new issues or complaints may be added.
- Student has the option to request to appeal before the committee.
- The Student Issues Committee make a recommendation to the Dean. The Dean's decision is final.
- The student will be notified by mail of the outcome.

**It is university policy that students filing grievances and those who are witnesses are protected from retaliation. Students who believe they are victims of retaliation should immediately contact the dean of the college in which the course is offered.**

For more information on University grading policies, see <http://catalog.asu.edu/appeal>.

*During the time of the appeal, a student may register for courses; however, if the appeal is denied and the student is withdrawn, University policies on tuition refunds will be applied. Any concerns about tuition charges should be addressed to the Registrar's Office.*

#### **Appealing a Recommendation for Dismissal from Program**

The ASU Graduate College admits students to graduate study at Arizona State University. Students who fail to make satisfactory academic progress may be involuntarily withdrawn (dismissed) from their academic programs by the ASU Graduate College upon the recommendation of MLFTC. The student has the right to appeal a recommendation for dismissal.

Steps in appeal process:

1. The student receives notice from the Executive Director of Student Services that a recommendation for dismissal from the program is being made to the ASU Graduate Education office.
2. Within 10 business days of receiving this notice, the student may appeal in writing to the appropriate Division Director in Mary Lou Fulton Teachers College Student Issues Committee (Dean's Designee). Petition for Review forms are available in the Mary Lou Fulton Teachers College Office of Student Services on each campus and online at <http://mytc.asu.edu>. Failure to file the appeal within 10 business days of the date of notification will result in an automatic denial of the appeal.

## Policies and Procedures

The below is representative of the most common policies and procedures encountered by students.

### **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 MyASU 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 for enrollment verification can be found by [clicking here](#).

*Note for students in online programs:* Typical enrollment in MLFTC online master's degree programs is six (6) credits per semester. This is generally considered half time for enrollment verification purposes. Students beginning online programs in B sessions typically register for three (3) 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 provided 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 the academic program. Please see 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 semester 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 Plan of Study, OR
- Be research (592, 792), thesis (599), dissertation (799) or continuing registration (595, 695, 795) 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 with 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 non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program.

Having an approved *Request to Maintain Continuous Enrollment* by Graduate College 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 degree program; the application will be considered alone with all other new applications to the degree program.

A student with a Graduate College approved *Request to Maintain Continuous Enrollment* is not required to pay tuition and/or fees, but in turn 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 degree 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/serious illness of a family member (compassionate withdrawal). To request a medical/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 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.

**Doctoral Degree:** Doctoral students must complete all program requirements within a ten-year period. The ten-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 advisor when admitted to the degree program. Academic advising contact information can be found on MyASU, under “Academic Advising”.

Academic advisors work with students from admission to degree completion and are a main point of contact with the college. Advisors 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 [Teachers College Student Success Site](#) managed by the advising team for general information about programs, processes, and policies that may be specific to the academic program or college.

### **Contact Information:**

Phone: 602-543-6358

Email: [graduateeducation@asu.edu](mailto:graduateeducation@asu.edu)

Students can expect a response from an academic advisor within 24-48 business hours. During times of peak volume, please allow up to 72 hours for a response. For urgent needs, please contact us at 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:

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

### 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.

Please visit the [Graduate Academic Support Center website](#) for more details on these services.

### Career Services

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

- 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 at ASU have access to dedicated support through success coaches and student services staff. Success Coaches are listed on the student's MyASU along with contact information.

Please visit [the ASU Online website](#) for complete information about these services.

### **International Student and Scholars Center**

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

Please visit the [ASU International Student and Scholars Center website](#) for complete information about these services.

### **Health Services**

ASU Health Services is dedicated to the well-being and educational success of each individual 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.

Please visit the [ASU Health Services](#) for complete information about these 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 of the campus counseling centers, regardless of their college affiliation.

**Support is available 24/7.** For life threatening emergencies, call 911.

Please visit the [ASU Counseling Services website](#) for complete information regarding these services, including after-hours and weekend support.

### **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 (DRC). The MLFTC encourages admitted students with disabilities or disabling health conditions who believe they may need an accommodation to register with the DRC prior to enrolling in the program.

Please visit the [Disability Resource Center website](#) for complete information regarding these services.

### **Veterans and Military Affairs Office**

MLFTC values the exceptional contributions of our veterans, and welcomes current and formers of the military and their dependents as students preparing for careers in the education field. You can learn more by [clicking here](#).

The ASU Pat Tillman Veterans Center is available to student veterans and their dependents. Locations are on four campuses and online. Please visit the [Pat Tillman Veterans Center website](#) for complete information about these services.

### **Graduate and Professional Student Association**

Explore the Graduate and Professional Student Association (GPSA) by [clicking here](#).

## **Business and Finance Services**

### **Parking and Transit**

The [ASU Transportation website](#) has complete information about policies and procedures related to parking and transit. This includes 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.

Please visit the [Student Business Services website](#) for complete information on these services and contact information.

### **ASU Sun Devil Card Services**

ASU students may choose between the Pitchfork ID or the basic Sun Card to use as an official university ID card.

Please visit the [ASU Sun Devil Card Services website](#) for complete information about these services.

## **Campus Amenities**

### **Housing**

Living at ASU promotes creative connections and innovation both inside and outside of the classroom which providing a supportive, close-knit environment designed to set you up for success.

Please visit the [University Housing website](#) for complete information on these services.

### **Dining Services**

Sun Devil Dining offers quality, value, variety and convenience with over 50 dining locations including dining halls, fast casual restaurants, cafes and on-campus markets.

Please visit the [Sun Devil Dining website](#) for complete information on these services.

## **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.

Please visit the [Office of the University Provost website](#) for more information.

### **IT Help Office**

The University Technology Office (UTO) embraces its role as both an enabler and catalyst for advancing the vision and work of the New American University. Students can access the Service Center from the MyASU student portal.

Please visit the [University Technology Office website](#) for more information on these services.

### **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, please visit [the ASU Safety website](#).

For information related to the ASU police department, please visit the [ASU Police Department website](#).