GRADUATE STUDENT HANDBOOK
PhD in Transborder Studies
Resources and Procedures

School of Transborder Studies
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WELCOME

The School of Transborder Studies (STS) promotes academic excellence and social change by developing cutting-edge interdisciplinary knowledge regarding the populations of the U.S.-Mexico transborder space and beyond. As graduate students in STS, you are advancing our mission of affecting social change by developing and nurturing integrated transborder scholarship and teaching, leading to more prosperous and sustainable transborder communities.

INTRODUCTION

Purpose of the Handbook
The objective of this handbook is to outline the requirements, policies and procedures set forth by the School of Transborder Studies for graduate students pursuing the PhD in Transborder Studies. These policies and procedures are established to enable students to progress through their program in a productive and timely manner. This handbook also serves as a resource guide of important policies and academic standards set by Arizona State University, the Graduate College and the School of Transborder Studies.

Graduate Student Responsibilities
Graduate students are responsible for familiarizing themselves with all university and graduate policies and procedures, including those outlined in this handbook. The contents of this handbook are subject to change in the event that policies change in the School of Transborder Studies, the Graduate College, or Arizona State University. Students will be notified of these changes through email. All university related emails are sent to the student’s ASU email address. Students are required to check their ASU email account frequently.

Information is also 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.

PHD IN TRANSBORDER STUDIES

The School of Transborder Studies (STS) is an academic unit of the College of Liberal Arts and Sciences (CLAS). The faculty’s range of research and interests include: concepts, issues, and processes of transborder history, media and artistic expression, gender and sexuality, migration, health and applied social policy, culture, language development, learning, cultural acquisition, ecology, sustainability, economy, literature, polity, and social organization. All graduate students, as well as STS and CLAS, abide by policies and requirements set forth by the Graduate College.
The Director of STS is the administrative officer with a faculty appointment, responsible for the overall operation of the School (i.e. faculty, budget, facilities, university policies and School standards and procedures).

Faculty Advisor
The student’s Faculty Advisor chairs the doctoral dissertation. The advisor works with the student to select, by the end of the second (or third, for students with a baccalaureate degree) academic year, at least two other faculty members to serve on the student’s supervisory committee based on their expertise.

Supervisory Committee
The Supervisory Committee, or the student’s doctoral committee, consists of three faculty members: the student’s advisor and two additional faculty members. The two additional members of the supervisory committee must be selected and approved by the Graduate College during the second year (or third, for students with a baccalaureate degree), or before the student takes the qualifying exams. At least two members of the supervisory committee must be from the School of Transborder Studies. The third, or more members, must be tenured or tenured-track faculty at ASU, or another credited institution, and may be added in consultation with the faculty advisor. A student may change committee members, including the advisor, with the approval of both the Director of STS and the new committee member or advisor.

The Supervisory Committee has four basic charges:

1. To recommend and approve the student’s program of study;
2. To administer the written and oral qualifying examinations;
3. To advise the student regarding research for the dissertation;
4. To administer the final oral examination in defense of the dissertation

Members of the PhD Graduate Faculty
Members of the PhD Graduate Faculty in the School of Transborder Studies consist of all tenured and tenured-track faculty:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Email</th>
<th>Areas of Expertise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casanova, Saskias</td>
<td><a href="mailto:scasanov@asu.edu">scasanov@asu.edu</a></td>
<td>Applied cultural psychology; child and adolescent development; language and learning; education of immigrants; immigrant youth; identity development; family socialization; acculturation; Mexican indigenous communities; Latina/o indigenous youth and schooling; race and ethnicity; stigmatization and discrimination</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Email</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>Cruz-Torres, Maria Luz</td>
<td>Associate Professor</td>
<td><a href="mailto:Maria.Cruz-Torres@asu.edu">Maria.Cruz-Torres@asu.edu</a></td>
</tr>
<tr>
<td>Danielson, Marivel</td>
<td>Associate Professor</td>
<td><a href="mailto:Marivel.Danielson@asu.edu">Marivel.Danielson@asu.edu</a></td>
</tr>
<tr>
<td>De la Torre, Monica</td>
<td>Assistant Professor</td>
<td><a href="mailto:Monica.DeLaTorre@asu.edu">Monica.DeLaTorre@asu.edu</a></td>
</tr>
<tr>
<td>Lara-Valencia, Francisco</td>
<td>Associate Professor</td>
<td><a href="mailto:fcolara@asu.edu">fcolara@asu.edu</a></td>
</tr>
<tr>
<td>Lugo, Alejandro</td>
<td>Director and Professor</td>
<td><a href="mailto:Alejandro.Lugo@asu.edu">Alejandro.Lugo@asu.edu</a></td>
</tr>
<tr>
<td>Magaña, Lisa</td>
<td>Professor</td>
<td><a href="mailto:Lisa.Magana@asu.edu">Lisa.Magana@asu.edu</a></td>
</tr>
<tr>
<td>Martínez, Airín</td>
<td>Assistant Professor</td>
<td><a href="mailto:Airin.Martinez@asu.edu">Airin.Martinez@asu.edu</a></td>
</tr>
<tr>
<td>McConnell, Eileen Díaz</td>
<td>Professor</td>
<td><a href="mailto:Eileen.Diaz.McConnell@asu.edu">Eileen.Diaz.McConnell@asu.edu</a></td>
</tr>
</tbody>
</table>
O’Connor, Brendan  
Assistant Professor  
Brendan.H.Oconnor@asu.edu  
Anthropology of education; linguistic anthropology; applied linguistics; bilingual/intercultural education; language and identity; race and ethnicity in education; visual anthropology

Vargas, Edward  
Assistant Professor  
edwardvargas@asu.edu  
Effects of poverty and inequality on the quality of life; focus on health, education, and social policy, and how these factors contribute to the well-being of vulnerable families

Vélez-Ibáñez, Carlos  
Regents’ Professor  
Carlos.Velez-Ibanez@asu.edu  
Political ecology; human migrations; applied anthropology; culture, language and learning; household formations and networks; Southwest North American region (Mexico/U.S.); Ford Fellowship success and impact

**Graduate Coordinator**
The Graduate Coordinator is responsible for all graduate administrative procedures and serves as the liaison between students, faculty, CLAS and the Graduate College.

**Business Operations Specialist**
The Business Operations Specialist is responsible for the TA/RA appointments and policies pertaining to the student’s hire, mandatory trainings, staff responsibilities, and business processes in the unit.

**Plan of Study**
Graduate students at ASU are required to file an online Plan of Study with the Graduate College, referred as the iPOS (Interactive Plan of Study). The iPOS is accessible and must be completed by the student through their MyASU page under the “My Programs and Degrees” tab. **All students must submit the iPOS by the time the student has completed 50% of the credit hours required towards their graduate degree.** The iPOS must be approved by the student’s faculty advisor and by the Graduate College.

Students should follow the steps below to complete the iPOS process:

1. Complete a paper copy of the iPOS in consultation with their Faculty Advisor (worksheet provided by Graduate Coordinator)
2. Obtain approval/signature of Faculty Advisor
3. Submit the signed paper copy to the Graduate Coordinator
4. Submit final iPOS through MyASU for approval
The Graduate Coordinator will not approve an iPOS without receiving the paper copy signed by the student and the Faculty Advisor.

Upon finalizing the student’s Supervisory Committee and/or as the student progresses through the program, the student may request changes to the iPOS if course changes are needed. Changes should be requested on a new paper copy with the Faculty Advisor’s signature and must be submitted to the Graduate Coordinator. The student can then easily request the changes through the online iPOS system for approval.

**Graduate Transfer Courses**
If a student has previously earned graduate course credit as a non-degree graduate student at ASU or another accredited university, the student may request up to 12 credit hours to be used in the iPOS. The courses must be related to the student’s research and may not have been used toward a previous degree. An official transcript with final grades of these courses must be on file with Graduate Admissions. A syllabus of the course must be available for the Faculty Advisor to review as part of the review of the iPOS.

**Previous Master’s Degree Credit**
Students entering the Ph.D. program with a previously awarded master’s degree in a related field may request a “blanket” 30 credit hours be applied toward the total credit hours required for the Ph.D. degree, reducing the total hours from 84 to 54. This request is made to the student’s faculty advisor(s), and the form submitted to the Graduate Coordinator for final approval for the iPOS. These 54 hours of credit in residence at ASU consist of 30 hours of coursework and 24 hours of research and dissertation writing. An official transcript of the master’s degree must be on file with Graduate Admissions. Students may request to enroll in up to 6 credit hours of 400-level coursework to be included in their plan of study.

**Undergraduate Coursework**
For students without a previously awarded master’s degree, up to 6 credit hours of 400-level coursework can be included in the student’s plan of study. These 6 hours must be taken while enrolled in the program – preadmission coursework not accepted. A minimum of 54 credit hours must be taken while the student is in residence at ASU.

**GPA Requirement**
Ph.D. students in Transborder Studies must maintain a minimum GPA of 3.25 to remain in the program and a minimum GPA of 3.4 to advance to candidacy.

**Summary of Milestones**
The following represents a typical timeline for full-time students in the Ph.D. program in Transborder Studies with a master’s degree or with a bachelor’s degree. Students should closely read the PhD in Transborder Studies Program Guide for further details on the program requirements.
<table>
<thead>
<tr>
<th>Year</th>
<th>Task</th>
<th>Deliverable(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Complete 18 credit hours of course work</td>
<td>Pass all core courses with a B+ or higher</td>
</tr>
<tr>
<td></td>
<td>With consultation of advisor, student begins to identify members of</td>
<td>File/Submit form to Graduate Coordinator (Fall &amp; Spring Semesters).</td>
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<tr>
<td></td>
<td>the supervisory committee.</td>
<td></td>
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<td></td>
<td>Prepare advanced research skill proposal and program of study.</td>
<td>File the program of study and research skill proposal by April 1st.</td>
</tr>
<tr>
<td></td>
<td>Prepare First-Year Student Portfolio</td>
<td>Submit Student Self-Assessment to Advisor</td>
</tr>
<tr>
<td></td>
<td>First-year review of progress by student’s advisor (mid-May).</td>
<td>Receive a satisfactory Annual Review &amp; Annual Progress Letter</td>
</tr>
<tr>
<td>Year 2</td>
<td>Complete 12 credit hours of course work, including the first semester</td>
<td>Pass all core courses with a B+ or higher</td>
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<tr>
<td></td>
<td>of Preparing Future Faculty (PFF) for those interested in pursuing</td>
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<td></td>
<td>faculty careers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepare Second-Year Study Portfolio</td>
<td>Submit Student Self-Assessment to Advisor</td>
</tr>
<tr>
<td></td>
<td>Demonstrate competency in the advanced research skill and language</td>
<td>Advisor Approval</td>
</tr>
<tr>
<td></td>
<td>requirement.</td>
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</tr>
<tr>
<td></td>
<td>Finalize Supervisory Committee for Qualifying Exams</td>
<td>Submit necessary form to Graduate Coordinator.</td>
</tr>
<tr>
<td></td>
<td>Second-year review of progress by supervisory committee</td>
<td>Receive a satisfactory Annual Review &amp; Annual Progress Letter (mid-May).</td>
</tr>
<tr>
<td></td>
<td>Begin to study for written qualifying exam (spring/summer)</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>Enroll in 12 credit hours.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Take written qualifying exam in August at the start of the fall</td>
<td>Submit a Report of Doctoral Comprehensive Exams original form to the Graduate</td>
</tr>
<tr>
<td></td>
<td>semester.</td>
<td>College and a copy to the STS Graduate Coordinator.</td>
</tr>
<tr>
<td>Task</td>
<td>Deliverable(s)</td>
<td></td>
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<td>--------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Take oral exam in research field (November or December)</td>
<td>Submit a Report of Doctoral Comprehensive Exams original form to the Graduate College and a copy to the STS Graduate Coordinator.</td>
<td></td>
</tr>
<tr>
<td>Prepare dissertation prospectus and IRB application, if applicable (spring semester).</td>
<td>Prepare a 10 to 15-page Dissertation Prospectus to committee, with Advisor’s approval.</td>
<td></td>
</tr>
<tr>
<td>Submit a Results of Doctoral Dissertation Proposal/Prospectus original form to the Graduate College and a copy to the STS Graduate Coordinator.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare and defend dissertation prospectus (spring/summer).</td>
<td>Submit a Results of Doctoral Dissertation Proposal/Prospectus original form to the Graduate College and a copy to the STS Graduate Coordinator.</td>
<td></td>
</tr>
<tr>
<td>Prepare travel grant proposals to support research (spring/summer)</td>
<td>Submit necessary forms to the Graduate College.</td>
<td></td>
</tr>
<tr>
<td>Year 4 Conduct Original Research (12 credit hours of coursework)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 5 Write Dissertation Research (12 credit hours of coursework)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defend Dissertation (spring/summer)</td>
<td></td>
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</tr>
</tbody>
</table>

### Summary of milestones for full-time students with a bachelor’s degree

<table>
<thead>
<tr>
<th>Year</th>
<th>Task</th>
<th>Deliverable(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Complete 18 credit hours of coursework</td>
<td>Pass all core courses with a B+ or higher</td>
</tr>
<tr>
<td></td>
<td>With consultation of advisor, student begins to identify members of the supervisory committee.</td>
<td>File/Submit form to Graduate Coordinator (Fall &amp; Spring Semesters).</td>
</tr>
<tr>
<td></td>
<td>Prepare First-Year Student Portfolio</td>
<td>Submit Student Self-Assessment to Advisor</td>
</tr>
<tr>
<td></td>
<td>First-year review of progress by student’s advisor (mid-May).</td>
<td>Receive a satisfactory Annual Review &amp; Annual Progress Letter</td>
</tr>
<tr>
<td>Year 2</td>
<td>Complete 18 credit hours of course work, including the first semester of Preparing Future Faculty (PFF) for those interested in pursuing faculty careers. (See <a href="https://graduate.asu.edu/pfx">https://graduate.asu.edu/pfx</a> for further information.)</td>
<td>Pass all core courses with a B+ or higher</td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td></td>
<td>Prepare advanced research skill proposal and program of study.</td>
<td>File the program of study and research skill proposal by April 1st.</td>
</tr>
<tr>
<td></td>
<td>Prepare Second-Year Study Portfolio</td>
<td>Submit Student Self-Assessment to Advisor</td>
</tr>
<tr>
<td></td>
<td>Demonstrate competency in the advanced research skill</td>
<td>Advisor Approval</td>
</tr>
<tr>
<td></td>
<td>Second-year review of progress by supervisory committee</td>
<td>Receive a satisfactory Annual Review &amp; Annual Progress Letter (mid-May).</td>
</tr>
<tr>
<td>Year 3</td>
<td>Complete 18 credit hours of coursework.</td>
<td>Pass all core courses with a B+ or higher</td>
</tr>
<tr>
<td></td>
<td>Finalize Supervisory Committee for Qualifying Exams</td>
<td>Submit necessary form to Graduate Coordinator.</td>
</tr>
<tr>
<td></td>
<td>Demonstrate competency in another language.</td>
<td>Refer to “Language Requirement” section of the Program Guide.</td>
</tr>
<tr>
<td></td>
<td>Prepare Third-Year Student Portfolio</td>
<td>Submit Student Self-Assessment to Advisor</td>
</tr>
<tr>
<td></td>
<td>Third-Year review of progress by student’s advisor (mid-May).</td>
<td>Receive a satisfactory Annual Review &amp; Annual Progress Letter</td>
</tr>
<tr>
<td></td>
<td>Begin to study for written qualifying exam (spring/summer)</td>
<td></td>
</tr>
<tr>
<td>Year 4</td>
<td>Complete 6 credit hours of coursework (including TSS 609: Prospectus Design in Transborder Studies).</td>
<td>Pass all core courses with a B+ or higher</td>
</tr>
<tr>
<td></td>
<td>Take written qualifying exam in August at the start of the fall semester.</td>
<td>Submit a Report of Doctoral Comprehensive Exams original form to the Graduate College and a copy to the STS Graduate Coordinator.</td>
</tr>
<tr>
<td></td>
<td>Prepare for oral exam in specialized research field (fall semester).</td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>Action</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Take oral exam in research field (November or December)</td>
<td>Submit a Report of Doctoral Comprehensive Exams original form to the Graduate College and a copy to the STS Graduate Coordinator.</td>
<td></td>
</tr>
<tr>
<td>Prepare dissertation prospectus and IRB application, if applicable (spring semester).</td>
<td>Submit a 10 to 15-page Dissertation Prospectus to committee, with Advisor’s approval. Chair submits IRB Application to ORIA</td>
<td></td>
</tr>
<tr>
<td>Prepare and defend dissertation prospectus (spring/summer).</td>
<td>Submit a Results of Doctoral Dissertation Proposal/Prospectus original form to the Graduate College and a copy to the STS Graduate Coordinator.</td>
<td></td>
</tr>
<tr>
<td>Prepare travel grant proposals to support research (spring/summer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 5</td>
<td>Conduct Original Research (12 credit hours of coursework)</td>
<td></td>
</tr>
<tr>
<td>Year 6</td>
<td>Write Dissertation Research (12 credit hours of coursework)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Defend Dissertation (spring/summer)</td>
<td>Submit necessary forms to the Graduate College.</td>
</tr>
</tbody>
</table>

**Dissertation and Graduation Procedures**

The dissertation must be an original contribution of knowledge and demonstrate the candidate's proficiency in independent research. It is important that students review and understand the requirements to complete the degree, the deadlines and procedures, by visiting the [Graduate College](#) website.

**Format Manual**

Faculty policy leaves the choice of a style manual to the doctoral candidate with the advice and consent of his or her committee. Generally, candidates are urged to learn and use the manual most often required for scholarly writing by journals within their disciplines, for example, the *Publication Manual of the American Psychological Association* or the *Chicago Manual of Style*. The format of the document must follow the specifications set forth by the Graduate College in the [ASU Graduate College Format Manual](#) (margins, spacing, font, text size, etc.).
**Scheduling the Oral Defense**
The oral defense includes a presentation of the argument of the dissertation by the candidate and questions from each of the committee members. The oral defense is open to the public and advertised to the whole School. Once the supervisory committee has agreed that the student is ready to defend, the student is responsible for scheduling and reserving a conference room in the School of Transborder Studies with the Graduate Coordinator.

Scheduling the defense with the Graduate College is done through MyASU (MyASU > My Programs and Degree Progress > Defense). The “Defense” tab provides an electronic form to schedule the final defense and **must be submitted no later than 10 business days prior to the planned defense date** (click the “Next Steps” link under Dissertation Defense” > “Schedule Your Defense”). In addition to submitting this form, the final draft of the dissertation document needs to be emailed to the Graduate College for format review – **no later than 10 calendar days prior to the planned defense.** Students are encouraged to review the “**How to use the Online Format Tool**” for additional formatting information and steps to submit their copy to the Graduate College.

**Apply for Graduation**
Students formally apply for graduation through the MyASU page under the “My Programs and Degree Progress” section. The “Graduation” tab will link students to an online graduation application. Students will also need to RSVP to the commencement and convocation ceremonies after they apply for graduation.

**Research Integrity and Assurance**
The Office of Research Integrity and Assurance was established as a resource for investigators and the university as a whole to achieve and maintain ethical principles and compliance with federal, state, and university regulations governing research. Through key committees, related programs and activities, the Office of Research Integrity and Assurance coordinates the development of, implements, and oversees university policies related to research compliance and provides support for the responsible conduct of research, including the Institutional Review Board (IRB). The IRB includes projects that use questionnaires and/or interviews as part of the data to be included in the research project.

**IRB Approval**
In order to acquire approval prior to initiating research, students should plan to submit their proposed research projects involving human subjects to the IRB office using the online system.

When a dissertation document is submitted to the Graduate College for format review, the document is also checked by the IRB. Failure to follow the procedures set by the IRB may result in the student not being able to present the data collected for the research. The process also requires that the faculty member supervising the research has IRB approval.
REGISTRATION, TUITION AND ENROLLMENT

Graduate students register through MyASU according to their enrollment appointment. Details regarding registration and course drop/add procedures are provided in the Registration and Tuition Payment Guide.

It is expected that graduate students in the PhD program in Transborder Studies be full-time students, enrolling in 6-9 credit hours per semester. Students should meet with their faculty advisors prior to registration each semester to make sure they are selecting appropriate classes for their plan of study. Audited courses may not be part of the plan of study.

Continuous Enrollment/Enrollment Requirements

Students are required to maintain continuous enrollment while in the PhD program in Transborder Studies. For students that have a teaching assistantship (TA) or a research associateship (RA), this means enrolling fulltime at minimum in 6 credit hours each semester. Students with TA/RA appointments during the summer are required to be enrolled for a minimum of one hour during the summer (the one hour may be taken in any session offered during the summer).

For additional information, please see the TA/RA Policy and Procedures Handbook.

Grades of “W,” “X” or audit courses are not considered valid registration for continuous enrollment purposes. Students must submit a “Maintain Continuous Enrollment” request form if they are planning to discontinue registration for a semester or more. 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.

For additional information and to submit a “Maintain Continuous Enrollment” request form, please visit: https://graduate.asu.edu/key-policies

Grade Grievance Procedures

The following steps must be followed by any student seeking to appeal a grade. This process does not address academic integrity allegations, faculty misconduct, or discrimination.

Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless of whether the student is enrolled at the university.

Students must follow the College of Liberal Arts and Sciences’ procedure for grade grievances; please see: https://clas.asu.edu/resources/academic-grievance.

Incomplete Grade Policy

Grades of Incompletes “I” should be used in rare occasions when a large portion of the course has been completed but the student is unable to finish due to an unexpected circumstance. The
student must complete the course within weeks after the semester has ended; each case may differ and needs to be consulted with the instructor.

Students must submit an “Incomplete Grade Request” form to the instructor. Grades of Incomplete do not impact the policy of continuous enrollment unless the student does not complete the course by the time specified in the request form.

**Satisfactory Academic Progress and Probation**

All graduate students are expected to make systematic progress toward completion of their degree. Students must meet the requirements and standards set forth by the PhD program in Transborder Studies. If students fail to meet the expectations, (not meeting the GPA requirement or other requirements in the Program Guide) they will be placed on probation. The student must meet with their Faculty Advisor to create a written plan with specific steps to remedy the deficiency and a time period to complete the plan. A continuous failure to meet academic progress in the PhD degree may result in termination of funding and/or recommendation from the Director of the School of Transborder Studies to the Dean of the Graduate College to dismiss the student from the program. A student will be notified through email about the dismissal and will be given 10 business days to either appeal, or complete a voluntary withdrawal with the assistance of the Graduate Coordinator.

**FINANCIAL SUPPORT**

Teaching or research assistants/associates (TAs and RAs respectively) in the School of Transborder Studies (STS) are full-time graduate students appointed on a part-time basis (.50 FTE) by Arizona State University. This includes tuition remission, health insurance and a yearly stipend. Duties and responsibilities are carried out to enhance the student’s professional development under the guidance of their Faculty Advisor.

Students are responsible for reading and becoming familiar with the [TA/RA Policy and Procedures Handbook](#). The Graduate Coordinator and the Business Operations Specialist are responsible for notifying students of required trainings and policy changes.

Students must read and sign their official hire letter and submit it to the Graduate Coordinator prior to the start of their appointment.

**ADDITIONAL POLICIES AND RESOURCES FOR GRADUATE STUDENTS**

**Student Code of Conduct**

All Students are expected to adhere to the ABOR Student Code of Conduct. The ABOR Student Code of Conduct can be found at: [https://eoss.asu.edu/dos/srr/codeofconduct](https://eoss.asu.edu/dos/srr/codeofconduct).
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. The School of Transborder Studies is committed to providing a safe academic and working environment for faculty, staff, and students.

Students who would like to report an incident may do so to the School of Transborder Studies’ Director. Students who refuse to maintain a safe environment after meeting with the Director will be reported to the Dean of Students and are subject to withdrawal from the graduate program and the university.

**Academic Integrity**

Academic integrity is expected of all students. Violations fall into five broad areas:

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

For more information, please see [https://clas.asu.edu/resources/academic-integrity](https://clas.asu.edu/resources/academic-integrity) and [http://provost.asu.edu/academicintegrity](http://provost.asu.edu/academicintegrity).

Graduate Students are also expected to complete the “Academic Integrity Module” on Blackboard during their first semester at the University. A “Priority Task” item will display on the student’s My ASU page with a link to the module.

**Compassionate/Medical Withdrawal**

If you experience a serious illness or injury or other significant personal situation that prevents you from continuing your classes, you may request a medical/compassionate withdrawal. You should first make use of the regular withdrawal procedures, request incompletes or make other arrangements with your instructors if possible. All applications for medical/compassionate withdrawal require thorough and credible documentation.

Please visit [https://clas.asu.edu/resources/medical-withdrawal](https://clas.asu.edu/resources/medical-withdrawal) for more information and to learn about the process.

**Disability Resource Center**

Students who feel they will need disability accommodations in class should register with the Disability Resource Center (DRC) immediately. Their office is located on the first floor of the Matthews Center Building (Tempe Campus). DRC staff can also be reached at (480) 965-1234 (V) or by email at [DRC@asu.edu](mailto:DRC@asu.edu). Their hours are 8:00am to 5:00pm, Monday through Friday. For additional information, visit: [https://eoss.asu.edu/drc](https://eoss.asu.edu/drc).
Health & Counseling 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. You may schedule an appointment online, in-person or by phone at:
https://eoss.asu.edu/health?destination=health

ASU Counseling Services offers confidential, personal counseling and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals. Support is available 24/7, please visit:
https://eoss.asu.edu/counseling

Parental Leave
Graduate teaching and research assistants/associates with .50 FTE appointments may receive six weeks of paid leave for purposes of recovering from childbirth. For further information on parental leave, see HHU http://provost.asu.edu/academic_personnel/parental_leave.

Title IX – Office of Equity and Inclusion
ASU is committed to providing an environment free from discrimination based on sex and provides a number of resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual violence.

For more information, and to file a claim, please visit: https://www.asu.edu/titleIX/