PhD GRADUATE HANDBOOK

Contact Information
School of Transborder Studies
P.O. Box 876303
Tempe, AZ 85287-6303
https://sts.asu.edu
sts_grad@asu.edu
(480)965-5091

Graduate College: https://graduate.asu.edu/
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PROGRAM OVERVIEW

Welcome to a unique doctoral program – the Ph.D. in Transborder Studies. This program exists to develop the next generation of superior research, scholarship, and application in transborder and transnational contexts. As the only doctoral program in transborder studies in the nation, candidates will conduct innovative and multidisciplinary research tailored to their unique interests. Depending on the plan of study, students may focus on a trajectory in academia with career options as faculty, or in research positions. Students who wish to pursue career options outside of academia may focus the plan of study on a more professional and applied track with potential interest in local, state, national or international agencies.

The School of Transborder Studies (STS) is the home to an interdisciplinary faculty focused on the theoretical and empirical examination of transborder processes and communities. Faculty in the program approach transborder studies in a way that has been historically grounded in and inspired by the geographical specificity of the U.S.-Mexico border, and the Chicano and Latinx population. Our proximity to the U.S.-Mexico border, and our faculty’s expertise in this field, make it the ideal place of study. Given the massive scale of globalization in the 21st century and its influence on local, regional, national, and transnational environments, the program is expanding to examine other transborder regions and populations.

INTRODUCTION

Purpose of the Handbook
The objective of this handbook is to outline the admissions, program requirements, policies and procedures set forth for graduate students pursuing the PhD in Transborder Studies. These policies and procedures will enable students to progress through their program in a productive and timely manner. This handbook 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 receive notice of these changes through their ASU email. Students are required to check their ASU email account frequently. Information is also available to students via their MyASU page. 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.

PROGRAM DESCRIPTION

This program is for students who seek rigorous study that concentrates on transborder and transnational historical, economic, political, social, ecological, and cultural dynamics with implications not only for Mexican-origin and for Latinx populations in the U.S. or the U.S.-Mexico border region, but also for other border communities around the world. This
interdisciplinary degree is designed for students with serious interest in the many ways border processes affect society.

Student Learning Outcomes
Throughout this program of study, students will develop the following knowledge, skills and competencies for transborder research, scholarship and innovation:

- learn the history of the development of transborder ecologies, economies, social organization, culture, language, and media and expressive culture
- gain competency in the most pertinent theoretical, methodological, and pedagogical approaches in the study of transborder and transnational contexts
- apply concepts, theories and methods to contemporary and historical phenomena affecting transnational border regions, Mexican-origin and Latinx populations
- design and develop interdisciplinary research
- create pedagogical models, learning units and assessment protocols for the transmission of learned concepts, theories, and methods
- communicate findings, creations, or productions to an academic and non-academic public
- create translational research that can be applied to resolve issues affecting transborder communities and informs best practices for working with transborder populations

ADMISSION & APPLICATION REQUIREMENTS
Prospective students are eligible to apply to the program if they have earned a bachelor's or master's degree from a regionally accredited institution in a related field such as anthropology, education, sociology, literature, political science, or any other social science or humanities based field. Applicants who have earned a bachelor's or master's degree from another discipline must align their scholarly interests with the program's mission.

Applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in the last 60 hours of a student's first bachelor's degree program; applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program.

The application process is completed through the ASU Graduate College online portal: https://students.asu.edu/graduate/how-and-when-apply-graduate-admission

All applicants must submit:
1. graduate admission application and application fee
2. official transcripts
3. statement of purpose
   a. include an explanation of past experiences and current scholarly interests but concentrate on potential areas of research that draw upon the specific resources of the school and its faculty
4. writing sample
5. resume or CV
6. three letters of recommendation (from academicians)
7. GRE scores
8. proof of English proficiency
An applicant whose native language is not English (regardless of current residency) must provide proof of English proficiency. For more information please visit: https://students.asu.edu/graduate/proficiency

Tuition Costs and Residency
Funding availability for graduate students in the School of Transborder Studies is not guaranteed and differs year to year. ASU tuition and fees for graduate students can be found at https://students.asu.edu/tuitionandfees. To determine your residency status, please visit: https://students.asu.edu/residency

Graduate Transfer Coursework
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 their plan of study (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.

Admission with a master’s degree
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. A minimum of 54 credit hours must be taken while the student is in residence at ASU, which consist of 30 hours of coursework, 12 hours of research and 12 hours of dissertation writing. An official transcript of the master’s degree must be on file with Graduate Admissions.

Admission with a bachelor’s degree
For students admitted to the doctoral program directly from a bachelor’s degree program, the requirements for the doctoral program are 84 credit hours, consisting of 60 hours of course work, 12 hours of dissertation research, and 12 hours of dissertation writing. A minimum of 54 credit hours must be taken while the student is in residence at ASU, after admission into the doctoral program. Students without a previously awarded master’s degree may apply up to 6 credit hours of 400-level coursework in their plan of study. These 6 hours must be taken while enrolled in the program – preadmission coursework is not accepted.

SUPERVISORY COMMITTEE AND CHAIR
When applying to the doctoral program, students should communicate directly with the faculty with whom they wish to study. The primary advisor must be a member of the graduate faculty and must be approved to chair doctoral dissertations. View a list of graduate faculty for the doctoral program in Transborder Studies. The advisor works with the student to select, by the end of the second academic year, at least two other faculty members to serve on the student’s doctoral committee based on their expertise. This committee, consisting of the student’s advisor and two additional faculty members, is called the “Supervisory Committee.” The other two
members of the supervisory committee must be selected and approved by the Graduate College before the student takes the qualifying exams. A student may change committee members, including the advisor, with the approval of both the School of Transborder Studies Director and the new committee member or advisor.

**Faculty Advisor**
The student’s faculty advisor must be a faculty member in the School of Transborder Studies. The faculty advisor chairs the doctoral dissertation and 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. The faculty advisor also assists the student in planning and selecting the appropriate coursework for their plan of study.

**Supervisory Committee**
The Supervisory Committee, or the student’s doctoral committee, consists of three faculty members: the student’s advisor and at least 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. These 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 plan of study (iPOS);
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>Cruz-Torres, Maria Luz</td>
<td><a href="mailto:Maria.Cruz-Torres@asu.edu">Maria.Cruz-Torres@asu.edu</a></td>
<td>Human and political ecology; Latin America; Caribbean, Mexico, and the U.S. border; research methods</td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Danielson, Marivel</td>
<td><a href="mailto:Marivel.Danielson@asu.edu">Marivel.Danielson@asu.edu</a></td>
<td>Spanish literature; Chicano/Latin American Literature; queer studies</td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>De la Torre, Monica</td>
<td><a href="mailto:Monica.DeLaTorre@asu.edu">Monica.DeLaTorre@asu.edu</a></td>
<td>Chicana feminist theory; media, radio, and sound studies; Latina/o communication and media studies; Chicana/o community radio; feminist media studies; oral history; digital humanities; media production</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Lara-Valencia, Francisco  
Associate Professor  
fcolara@asu.edu  
Impact of the built environment on health and quality of life; socio-environmental vulnerability; Latino neighborhoods; U.S.-Mexico border development and cooperation; Border cities

Magaña, Lisa  
Professor  
Lisa.Magana@asu.edu  
Latino politics; immigration; urban policy; migration

McConnell, Eileen Diaz  
Professor  
Eileen.Diaz.McConnell@asu.edu  
Latina/o demography; Latin American migration to the U.S.; Latinos and housing; race and ethnicity

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

**PROGRAM REQUIREMENTS**

**GPA Requirement**
Students must receive a grade of B+ or higher in core coursework. They must maintain a minimum GPA of 3.25 to remain in the program and a minimum GPA of 3.4 to advance to candidacy.

**Curriculum Overview**
The 84-hour program of study includes a foreign language requirement, a written comprehensive exam, an oral comprehensive exam, a prospectus, and a dissertation. This includes 6 credit hours of core courses, 54 credit hours of electives, 12 credit hours of independent research and 12 credit hours of dissertation research.

<table>
<thead>
<tr>
<th>COURSEWORK BREAKDOWN</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE COURSES (6 hours)</strong></td>
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</tbody>
</table>
Advanced Research Skill
The school requires candidates of the Ph.D. in Transborder Studies to demonstrate an advanced research skill important to their research work in their program of study. Research skills may include, but are not limited to, quantitative methods of analysis, oral history training, GIS mapping, documentary editing, video ethnography, ethnographic field research, computer-assisted qualitative data analysis, participatory research methods, mixed-methods research, or humanities research. This methodological training may involve interdisciplinary fields relevant to the student’s research interests such as history, geography, anthropology, sociology, political science or public administration, psychology, literature, ethnic studies, women’s studies, ecology, etc. These interdisciplinary skills may be developed and demonstrated through appropriate coursework in that discipline.

Documenting Competency in Advanced Research Skill
By April of the first year of study (or second year for students with a baccalaureate degree), the student must prepare a 1-2 page proposal that describes the advanced research skill, its relevance
to the student’s research field, how the skill will be acquired and how competence will be demonstrated. The student’s advisor and the Graduate Coordinator must approve this proposal by the end of the student’s coursework in the program.

**Language Requirement**

Demonstration of advanced skill in reading and comprehending more than one language will be expected. This language will normally be Spanish, although another language can be selected if it is relevant to the student’s research. Some committees may require additional languages or additional non-linguistic advanced research skill(s). Skills in languages other than English may be demonstrated in a number of ways, for example, through advanced courses already completed, including:

- Completing a 400 level course in Spanish, or another language pertinent to the student’s research, with a B or higher
- Completing an upper level (i.e. 500-level or higher) course in any content area conducted in a foreign language other than English with required readings on the syllabus
- Passing the Graduate Foreign Language Reading Examination administered by the School of International Letters and Cultures (SILC)

The faculty advisor/supervisory committee is responsible for determining the appropriate benchmarks of proficiency in a language other than English. The language requirement must be fulfilled no later than the end of the second year for students entering with a master’s degree and the end of the third year for students entering directly from a baccalaureate program.

**Qualifying Examination (Written and Oral)**

The school administers a written qualifying examination that evaluates the student’s competence in the theory and methods relevant to their area of expertise in the area of Transborder Studies to move on to dissertation research. The qualifying examination will normally be administered at the start of the fall semester of a student’s third year in the program for students entering with a master’s degree and the start of the fourth year for students entering directly from a baccalaureate program. The exam will be tailored to each individual student’s field of study in consultation with their faculty advisor. The faculty advisor and committee members will produce the exam. Students should produce a bibliography of foundational materials to facilitate progress towards the qualifying exam. Before taking the qualifying examination, doctoral students must complete all course work in their plan of study except for dissertation research credits (TSS 792).

The examination is pass/fail. After completion of the exam, the committee will complete a Report of Doctoral Comprehensive Exams form and return a signed copy to the Graduate Coordinator. The student will file the original with the Graduate College. A student may not continue to the Dissertation Prospectus, which consists of a written proposal and an oral exam, without passing the written qualifying exam.

Failing the written qualifying examination is considered final unless the supervisory committee and the Director of the academic unit recommend and the Dean of the Graduate College approves a re-examination. If permission is granted, the exam will be rescheduled either less than three, but no more than six months after the date of the first exam. Failed exams can be retaken only once.
Dissertation Research Prospectus
Upon satisfactory completion of the written examination, the candidate will immediately begin to prepare for the submission of the dissertation prospectus, which the candidate should defend no later than the close of the spring semester following the qualifying exam. The student will prepare a prospectus of approximately 10-15 double-spaced pages (plus a single-spaced bibliography appended at the end). The contents of the dissertation prospectus may vary according to discipline, but normally includes these elements:

- A clear statement of the topic and the proposed aims and/or hypotheses, including all the major questions to be explored.
- A discussion of the theoretical context of the study and the contribution that it will make to the scholarly literature on the topic. Students should address in particular the originality of their study and its significance.
- An analysis and justification for the choice of data sources and research methods.
- Institutional Review Board (IRB) Approval or IRB Proposal “under review,” if dealing with human participants or biological specimens.
- A tentative timeline for research, writing, and completing the project. This section should include a description of the preliminary research that the student has already completed on the topic and what research remains to be accomplished.
- A preliminary bibliography, listing principal sources.
- Potential funding sources

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.

Dissertation Research Prospectus Defense
The supervisory committee will administer the prospectus defense and mentor the student on the work of the dissertation. The discussion at the defense will include a thorough review and critique of the prospectus proposal to ensure that the student is well-prepared for independent research and that the dissertation will meet rigorous scholarly standards. Following the prospectus defense, the candidate will be excused for the committee to deliberate. The committee
may recommend the student for “admission to doctoral candidacy” to the Graduate College, or ask that further work be done on the prospectus, or refuse to advance the student to candidacy. If revisions are required, approvals of the revisions should be at the discretion of the committee chair (the student’s advisor). The committee chair will report the results and any conditions in writing to the student and the Graduate Coordinator. After the committee has approved the prospectus and signed the Results of the Doctoral Dissertation Proposal/Prospectus form recommending candidacy, the form is submitted to the Graduate College. Once a student is admitted to candidacy s/he may enroll in TSS 792 Research.

**Dissertation Research**
The student must conduct original research. The research should be carried out during a period of six months to a year or more, depending on the nature of the student’s research project.

**Dissertation**
The dissertation must be an original contribution to knowledge and demonstrate the candidate's proficiency in independent research. 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 Manual published by the Graduate College must be used in preparation of the dissertation for format review prior to the final dissertation defense. As the candidate nears completion of research and writing, each committee member must be provided an opportunity to review a draft of the dissertation before the final draft is prepared for the oral defense. The candidate should give members of the committee the draft manuscript at least one month prior to the date of the defense to make critical comments about the arguments, narrative, footnotes, and bibliography, so the student has an opportunity to make revisions before the defense. A schedule for submitting materials to the committee should be determined in consultation with the committee chair and each member of the committee. Each member of the committee must be provided a copy of the final draft for the oral defense.

**Oral Defense of the Dissertation**
The three faculty members who officially make up the supervisory committee must agree prior to scheduling the oral defense that the dissertation is ready to be defended. The oral defense is open to the public and advertised to the whole School. Defenses include a presentation of the argument of the dissertation by the candidate and questions from each of the committee members. Normally, defenses take no more than two hours. At the time of the defense, members may approve the dissertation, delay their decision at the orals pending further revisions by the student, or approve leaving the revisions to the supervision of the committee chair. According to the Graduate College, the candidate must complete the final oral defense of the dissertation within five years after passing the qualifying examinations.

**REGISTRATION 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. For students that have a teaching assistantship/associateship (TA) or a research assistantship/associateship (RA), this means enrolling at a minimum of 6 credit hours each semester. Students with TA/RA appointments during the summer are required to enroll in 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 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](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](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.

**ACADEMIC PROGRESS**

**Assessment**
There will be multiple assessments to measure and evaluate student progress theoretically, methodologically, and technically in their chosen plan of doctoral study on a transborder research problem.

**Portfolio Assessment**
Students’ progress will be evaluated through portfolio assessment strategies. Over the course of their program of study, each student will develop a portfolio of all courses taken, papers written, research proposed and carried out, and artifacts such as films, videos, and performance renditions. The students’ faculty advisors will evaluate each portfolio. Students’ performance will be assessed through the student’s portfolio. Students’ work will be reviewed at the end of each academic year by the faculty. Students may present their research or production in the course TSS 607: Colloquium in Transborder Studies.

**Student Self-Assessment**
The self-assessment provides students with the important opportunity to reflect on their academic progress. In their annual self-assessment, students describe their progress to date and future plans in all facets of their academic and professional development, including progress on coursework, completion of degree milestones, and progress in the dissertation. The student annual self-assessment gives students the opportunity to communicate immediate concerns, such as requests for funding and teaching interests for the following academic year.

Each spring semester students will submit their annual student self-assessment report to the Graduate Coordinator and their faculty advisor. The self-assessment report is reviewed by the student’s faculty advisor and may also be reviewed by other Graduate Faculty during the annual review meeting held during the spring semester.

**Annual Review & Annual Progress Letter**
Graduate students can anticipate receiving an annual letter from their faculty advisors detailing their progress. Typically, letters are sent out at the end of the spring semester. If a student is offered financial support for the following academic year, students will be notified in the summer. A student’s annual financial support package may be impacted by his/her annual evaluation by the Graduate Faculty of the School of Transborder Studies.
PLAN OF STUDY (iPOS)

The student should meet periodically with their advisor during the first year of study to help them determine an appropriate research specialization, to select courses for the plan of study, to identify one or more suitable advanced research skill(s) to support dissertation research, and to develop a written plan for how the research skill will be acquired and competency demonstrated. The advanced research skill proposal and the official Plan of Study (iPOS) must be submitted, in consultation with the student’s Supervisory Committee, by the time the student has completed 50%, or 42 of the credit hours required towards their degree program.

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.

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.

<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 the supervisory committee.</td>
<td>File/Submit form to Graduate Coordinator (Fall &amp; Spring Semesters).</td>
</tr>
<tr>
<td>Year</td>
<td>Task</td>
<td>Action</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------------------</td>
<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 the end of the spring semester</td>
</tr>
<tr>
<td></td>
<td>Prepare First-Year Student Portfolio</td>
<td>Submit Student Self-Assessment to advisor and graduate coordinator by the end of the spring semester</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 year of Preparing Future Faculty/Scholars (PFx). (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>
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<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 requirement.</td>
<td>Advisor Approval</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>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>
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<tr>
<td>Year 3</td>
<td>Enroll in 12 credit hours.</td>
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<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>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>
</tr>
<tr>
<td>Year</td>
<td>Task</td>
<td>Deliverable(s)</td>
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<tr>
<td>Year 1</td>
<td>Complete 18 credit hours of coursework</td>
<td>Pass all core courses with a B+ or higher</td>
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<td>With consultation of advisor, student begins to identify members of</td>
<td>File/Submit form to Graduate Coordinator (Fall &amp; Spring Semesters).</td>
</tr>
<tr>
<td></td>
<td>the supervisory committee.</td>
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<td></td>
<td>Prepare First-Year Student Portfolio</td>
<td>Submit Student Self-Assessment to advisor and graduate coordinator</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 coursework, including the first year of</td>
<td>Pass all core courses with a B+ or higher</td>
</tr>
<tr>
<td></td>
<td>Preparing Future Faculty/Scholars (PFx). (See <a href="https://graduate.asu.edu/pfx">https://graduate.asu.edu/pfx</a> for further information.)</td>
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</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>
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<tr>
<td><strong>Prepare Second-Year Study Portfolio</strong></td>
<td>Submit Student Self-Assessment to advisor and graduate coordinator</td>
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<tr>
<td><strong>Demonstrate competency in the advanced research skill</strong></td>
<td>Advisor Approval</td>
<td></td>
</tr>
<tr>
<td><strong>Second-year review of progress by supervisory committee</strong></td>
<td>Receive a satisfactory Annual Review &amp; Annual Progress Letter (mid-May).</td>
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<tr>
<td><strong>Prepare Third-Year Student Portfolio</strong></td>
<td>Submit necessary form to Graduate Coordinator.</td>
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<tr>
<td><strong>Demonstrate competency in another language.</strong></td>
<td>Refer to “Language Requirement” section of the Program Guide.</td>
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<tr>
<td><strong>Third-Year review of progress by student’s advisor (mid-May).</strong></td>
<td>Receive a satisfactory Annual Review &amp; Annual Progress Letter</td>
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<tr>
<td><strong>Begin to study for written qualifying exam (spring/summer)</strong></td>
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<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>
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<tr>
<td><strong>Take written qualifying exam in August at the start of the fall semester.</strong></td>
<td>Submit a Report of Doctoral Comprehensive Exams original form to the Graduate College and a copy to the STS Graduate Coordinator.</td>
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</tr>
<tr>
<td><strong>Prepare for oral exam in specialized research field (fall semester).</strong></td>
<td>Submit a Report of Doctoral Comprehensive Exams original form to the Graduate College and a copy to the STS Graduate Coordinator.</td>
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<tr>
<td><strong>Take oral exam in research field (November or December)</strong></td>
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<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.</td>
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<tr>
<td>Chair submits IRB Application to ORIA</td>
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<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>
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<tr>
<td>Prepare travel grant proposals to support research (spring/summer)</td>
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<tr>
<td>Year 5</td>
<td>Conduct Original Research (12 credit hours of coursework)</td>
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<tr>
<td>Year 6</td>
<td>Write Dissertation Research (12 credit hours of coursework)</td>
<td></td>
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<tr>
<td>Defend Dissertation (spring/summer)</td>
<td>Submit necessary forms to the Graduate College.</td>
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</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](https://graduate.asu.edu) 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](https://graduate.asu.edu/completing-your-degree/format) (margins, spacing, font, text size, etc.).

Students must review and prepare for the format process, additional information and how to submit their copy to the Graduate College can be found at: [https://graduate.asu.edu/completing-your-degree/format](https://graduate.asu.edu/completing-your-degree/format)

**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.

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.

FINANCIAL SUPPORT
Funding availability for graduate students in the School of Transborder Studies is not guaranteed, and differs year to year. Students are encouraged to apply to institutional and national fellowships. Other funding opportunities may exist within a particular area of research and should be consulted with a faculty advisor. For a list of possible fellowships and awards, please visit https://graduate.asu.edu/pay-for-college

TA/RA Funding
When funding is available, students will be offered teaching or research assistantships/associateships (TAs and RAs respectively) in the School of Transborder Studies (STS). TAs and RAs are assigned to faculty by research interest and by classroom need. This assignment is made by semester and students are notified in the summer and at the end of the fall semester. This funding is for full-time graduate students appointed as a TA/RA 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 the assigned faculty supervisor. TAs/RAs will also be assigned a working space in the School, with access to a computer and printing.

Students are responsible for reading and becoming familiar with the TA/RA Policy and Procedures Handbook. The Graduate Coordinator and the Business Operations Specialist, Sr. 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.

TA/RA Performance Evaluation
Faculty supervisors will complete a TA/RA evaluation survey every semester for their assigned graduate student. This evaluation is shared with the student’s faculty advisor and it is expected
that issues in performance will be addressed. Faculty advisor’s also use this evaluation for their annual progress letter, which is sent to students at the end of the academic year.

UNIVERSITY POLICIES AND RESOURCES

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. 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 and http://provost.asu.edu/academicintegrity

Graduate Students are 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.

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 the ASU Parental Leave Policy at 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/
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 for more information and to learn about the process.

Disability Resource Center
Students who 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 be reached at (480) 965-1234 (V) or by email at DRC@asu.edu. Their hours are 8:00am to 5:00pm, Monday through Friday. For additional information, visit: 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

International Student Admission
ASU has a rich and vibrant educational environment due in large part to our diverse international student community. The application process for international students is the same as for domestic students, with the exception of submitting proof of English Proficiency (for students whose native language is not English). After admission, international students are also required to obtain a U.S. visa, which includes submitting a graduate financial guarantee.

All international transcripts must be submitted in the original language accompanied by an official English translation. Translations must be literal, complete versions of the originals and must be translated by a university, government official or official translation service. You may not complete your own translation.

While not required for admission, submitting required forms when you apply expedites the process of obtaining a visa if admission is granted. For information on how to apply, please visit: https://international.asu.edu/graduate.
International Students and Scholars Center (ISSC)
The International Students and Scholars Center (ISSC) offers a wide variety of support services and resources for international students. The International Academic Support Center (I-ASC) is a center designed to help engage and assist ASU’s international students. Fun and interactive weekly workshops are offered, as well as free tutoring for English-related questions. A collaboration between International Students and Scholars Center (ISSC) and Global Launch, I-ASC gives students a chance to make new friends, practice their English skills, and learn in a new way. For more information please visit: https://issc.asu.edu/iasc

Library and the Graduate Academic Support Center
ASU Libraries offer a wide variety of convenient services in-person and online. These include borrowing books, downloading e-books, using study rooms, accessing online research databases, resources for teaching classes and more. Please visit https://lib.asu.edu/services/graduate-students for additional information and resources.

The Graduate Academic Support Center (https://tutoring.asu.edu/student-services/graduate) offers writing tutoring, writing groups, workshops and webinars throughout the fall and spring semesters. In addition, the center offers a Dissertation Writing Camp during the summer that offers ASU doctoral students dedicated time and space to write their prospectuses or dissertations as well as opportunities to learn more about available resources to support their writing process.

Graduate and Professional Student Association (GPSA)
The Graduate and Professional Student Association (GPSA) (https://gpsa.asu.edu/) is a student-led organization on campus offering funding and grant opportunities for research and travel, resources, events, and other ways to connect with graduate students on campus.

Graduate College
Students in the Ph.D. program in Transborder Studies are accountable to the ASU Graduate College to satisfy certain conditions toward making systematic progress toward the completion of the degree. These conditions include satisfying all requirements of the degree program in a timely manner.

It is the student’s responsibility to verify all academic progress policies as required by the School of Transborder Studies and the Graduate College. Failure to satisfy degree program requirements may result in the student being removed from the program based on the School of Transborder Studies’ recommendation. The Dean of the Graduate College makes the final determination. For the latest information on academic progress and other graduate policies, consult the Graduate College Policies and Procedures document available online at https://graduate.asu.edu/policies-procedures.