



ASU[®] School of
Transborder Studies
Arizona State University

MAS in Transborder Studies 2021-2022 Handbook

Updated 06/17/21



MAS GRADUATE HANDBOOK

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PROGRAM OVERVIEW

The MAS program in Transborder Studies is designed for students interested in border issues and communities. Students will learn from interdisciplinary scholars, both in the social sciences and humanities, in order to develop their individualized plan of study and focus area. The program has historically been grounded in and inspired by the geographical specificity of the U.S.-Mexico border. Given the massive scale of globalization in the 21st century and its influence on local, regional, national, subnational, and international environments, the program examines transborder regions and populations in the context of metaphorical, linguistic, and cultural borders, as well as patterns and implications of immigration and migration.

ASU Charter, Diversity, Equity and Inclusion

ASU is a comprehensive public research university, measured not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

In the same way, the School of Transborder Studies values the contributions of a diverse student population and is committed to advancing and advocating for the needs of our community. We welcome all students regardless of race/ethnicity, gender identity and expression, sexual orientation, socio-economic status, age, ability, religion, cultural or regional background, nationality, citizenship status, and other diverse identities. Both faculty and staff uphold and value diversity, equity and inclusion in education and every day practices. As members of the ASU community, we are charged with challenging injustices and social inequities of any kind. To read the School of Transborder Studies' public statements on immigration, border policies, Black Lives Matter, anti-racism and anti-Asian violence please visit our [website](#). These values are an integral part of our institution, upheld at all levels and fostered to contribute to meaningful and lasting equity for all. The School of Transborder Studies is proud to foster this culture of inclusivity and equity to enhance the graduate student experience, but to also mentor and create innovate thinkers and producers of new knowledge that will impact our community directly.

INTRODUCTION

Purpose of the Handbook

The objective of this handbook is to outline the admission, program requirements, policies and procedures set forth for graduate students pursuing the MAS 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. Additional university resources are also provided to ensure student success.

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 are encouraged to consult

with the Graduate College's website for [policies, deadlines, forms](#) and in [completing the degree](#).

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

The Master of Advanced Study in Transborder Studies is designed for students interested in border issues and communities. Students will learn from interdisciplinary scholars, both in the social sciences and humanities, in order to develop their individualized plan of study and focus area.

The program has historically been grounded in and inspired by the geographical specificity of the U.S.-Mexico border. Given the massive scale of globalization in the 21st century and its influence on local, regional, national, subnational, and international environments, the program examines transborder regions and populations around the world, including metaphorical, linguistic, and cultural borders, as well as patterns and implications of immigration and migration.

Student Learning Outcomes

Through this program of study, students will develop the following knowledge, skills, and competencies:

- Develop a deep understanding of the events and processes that have shaped and continue to shape the long presence of Mexican-origin, Central American, and other Latina/o populations in the U.S.-Mexico borderlands and elsewhere.
- Analyze the complex and multifaceted cultures, backgrounds, and histories of Latinos in the U.S. and in Latin America.
- Explore knowledge of the most pertinent theoretical and methodological approaches to the study of transborder and transnational contexts and the application of that knowledge to the solution of current issues affecting transborder communities.
- Examine first-hand knowledge and theories learned in the classroom for their wider impact in transnational, globalized settings Evaluate and apply knowledge and inquiry methods from an academic discipline to real life in transnational, globalized settings
- Communicate their findings, creations, or productions to academic and public audiences.
- Expand capacity in self-directed learning by developing relevant work competencies, exploring career interests, and forming networks for professional growth in transnational, globalized contexts through culminating experience.

ADMISSION & APPLICATION REQUIREMENTS

Applicants must fulfill the requirements of both the Graduate College and The College of Liberal Arts and Sciences.

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in the social sciences, humanities, sciences, health, education, business or professional field from a regionally accredited institution.

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in the last 60 hours of their first bachelor's degree program, or applicants must have a minimum cumulative GPA of 3.00 (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://admission.asu.edu/graduate/apply>

All applicants must submit:

1. Graduate admission application and application fee
2. Official transcripts
3. Personal statement
4. Writing sample
5. Resume or curriculum vitae
6. Three letters of recommendation (colleagues or professors)
 - a. at least one from a professor
7. 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://admission.asu.edu/international/graduate/english-proficiency>

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. Additional information on international graduate admissions can be found at:

<https://admission.asu.edu/international>.

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. Students may not complete their own translation.

While not required for admission, submitting required forms when students apply expedites the process of obtaining a visa if admission is granted. For information on how to apply, please visit:
<https://admission.asu.edu/international/graduate-apply>.

Tuition Costs and Residency

Funding availability for graduate students in the School of Transborder Studies is not guaranteed and differs year to year. The MAS program does not have additional program fees. ASU tuition

and fees for graduate students can be found at <https://students.asu.edu/tuitionandfees>. To determine residency status, please visit: <https://students.asu.edu/residency>

Undergraduate Transfer Work



The MAS program does not allow 400 level coursework to be applied to the plan of study. All coursework must be graduate level taken at ASU.

ADVISOR & GRADUATE FACULTY

Students in the program will work with the graduate coordinator to select classes and submit a Plan of Study (iPOS). Additionally, students will be assigned a faculty advisor that will mentor and guide them in completing their culminating experience.

Members of the Graduate Faculty

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

Faculty	Areas of Expertise
 Irasema Coronado Director & Professor Irasema.Coronado@asu.edu	Politics of the U.S.-Mexico border region; environmental policy, activism, human rights, role of women in politics
 Maria Luz Cruz-Torres Associate Professor Maria.Cruz-Torres@asu.edu	Human and political ecology; Latin America; Caribbean, Mexico, and the U.S. border; research methods
 Marivel Danielson Associate Professor Marivel.Danielson@asu.edu	Chicanx/Latinx Literature and cultural studies; gender and queer studies, theater and performance studies



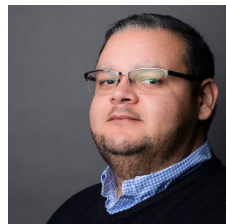
Monica De La Torre
Assistant Professor
Monica.DeLaTorre@asu.edu

Chicana feminist theory; media, radio, sound studies; Latina/o communication & media studies; Chicana/o community radio; feminist media studies; oral history; digital humanities; media production



Francisco Lara-Valencia
Associate Professor
Francisco.Lara@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



Gilberto Lopez
Assistant Professor
Gilberto.Lopez@asu.edu

(Im)migration and health; health inequities; social determinants of health; Latinx health; cancer; mental health; rural health; health communication



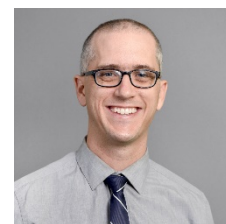
Lisa Magaña
Professor
Lisa.Magana@asu.edu

Latino politics; immigration; urban policy; migration



Eileen Díaz McConnell
Professor
Eileen.Diaz.McConnell@asu.edu

Latina/o demography; Latin American migration to the U.S.; Latinos and housing; race and ethnicity



Brendan O'Connor
Associate 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



Edward Vargas
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



Carlos Vélez-Ibáñez
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

All graduate students must maintain a minimum 3.00 (scale is 4.00 = “A”) grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA’s (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA) as described on the [Graduate Policies and Procedures Handbook](#).

1. The iPOS GPA is calculated on all courses that appear on the student’s approved iPOS
2. Cumulative GPA represents all courses completed at ASU during the graduate career.
3. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor’s/master’s program.

Courses lower than a “C” cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an “I” grade cannot appear on the iPOS.

Curriculum Overview

The 30-credit hour program includes a culminating experience: thesis or applied project or capstone course.

A foreign language is not required however, competency in a foreign language may be mandated by the student’s faculty advisor/committee to assess knowledge of the pertinent language. Students and their advisors will determine if the student needs a second language requirement based on their chosen field of study or research focus (if they are working directly with immigrant populations, language studies, etc.). If competency in a foreign language is recommended:

1. The student and advisor will determine this during the second semester in the program (for full-time students) and during the third semester (for part-time students), once

registration opens for the following semester. Students will need to demonstrate proficiency by the subsequent semester, by either:

- Completing a 400 or 500 level foreign language class (other than English) at ASU with a B or higher. This language class will be part of the plan of study, counting towards the 30-credit hour requirement.
- Successfully completing (pass) the [Graduate Foreign Language Reading Examination](#) administered by the School of International Letters and Cultures (SILC).

COURSEWORK BREAKDOWN		CREDIT HOURS
CORE COURSES (6 hours)		
TSS 502	Foundations of Transborder Studies	3
TSS 504	Theories and Methods for Transborder Research	3
ELECTIVES (18 or 21 hours)		
TSS electives offered in the unit:		
	TSS 506 Theory and Methods of Transborder Media and Expressive Culture	
	TSS 507 Theory and Methods of Transborder Cultural Acquisition, Language Development and Learning	
	TSS 598 Topic: Chicana and Latina Writers	
	TSS 598 Topic: Decolonizing Research in Higher Education	
	TSS 598 Topic: The Ethnography of Mexico and the Borderlands	
	TSS 598 Topic: Ethnography of Schooling in the Borderlands	
	TSS 598 Topic: Gender, Culture and Development	
	TSS 598 Topic: Political Ecology of the Border	
	TSS 598 Topic: Latinos in Hollywood	
	TSS 598 Topic: Latina/o Literature	
	TSS 598 Topic: Transborder Queer Performativity	
	TSS 598 Topic: The U.S.-Mexico Border: People, Place and Power	
	TSS 598 Topic: Race, Medicine, and the Body	
	TSS 598 Topic: Health Equity Research (Theory and Method)	
	TSS 598 Topic: Addressing Health Equity (Implementation)	
	TSS 691 Seminar: Transborder Governance and Cooperation	
Coursework at ASU relevant to the student's plan of study, up to 9 credit hours. Prefixes include, but are not limited to: AIS, ASB, COE, CRD, CRJ, GCU, EDP, ENG, EPA, HST, JUS, POS, PUP, SGS, SLC, SPA, SOC, SOS, THE, WST		

CULMINATING EXPERIENCE (3 or 6 hours)		
TSS 593	Applied Project	3
or		
TSS 596	Transborder Studies Capstone	3
or		
TSS 599	Thesis	6
TOTAL CREDITS FOR PROGRAM:		30

Culminating Experience

Students will select one of three options as their culminating experience.

Experience overview:

- Choose thesis (TSS 599) or non-thesis experience (TSS 593 Applied Project or TSS 596 Transborder Studies Capstone)
 - Thesis: students must complete, publicly present and defend their thesis. All MAS defenses must be scheduled per Graduate College policy. See the ASU Graduate College, [Graduate Policies and Procedures guide](#) for more information.
- Students choosing the thesis option must have a committee of three, including chair or co-chairs. The advisory committee consists of an STS faculty chair and two other faculty members. Faculty from outside STS may serve as co-chair or member.
- Students selecting the applied project or capstone are required to have at least one faculty member, this may include the instructor of record for the class.

Thesis

The option of a thesis project (TSS 599) is recommended for Transborder Studies MAS students for whom a doctoral degree and/or continued research are primary goals. An MA thesis represents a critical contribution of original work to the Transborder Studies and related disciplines. This thesis may consist of a theoretical paper, a study involving original research, and/or creative production. Other formats are acceptable with the approval of the thesis advisor. When the advisory committee is satisfied with the progress of the thesis, the student presents and defends their thesis in an oral presentation. The thesis defense must be scheduled per Graduate College policy. Notice of the student's defense must be posted for STS faculty and students no later than one week before the date of the defense. Interested parties may attend the defense. After the thesis defense, the committee members deliberate the results and sign the Report for master's Thesis Defense. All thesis forms are sent by the Graduate College via DocuSign to all of the student's committee members for signing. A copy of the approved thesis must be submitted to the Graduate Coordinator and The Graduate College. See the ASU Graduate College, [Graduate Policies and Procedures guide](#) for more information.

Objectives may include the following:

1. Demonstrate professional written and oral communication skills
2. Conduct rigorous research utilizing quantitative, qualitative, or mixed methods, as applicable.
3. Develop creative, artistic, and/or performative exhibits, performances, workshops, and/or media.

4. Articulate the purpose and significance of the research or creative production in the context of theories, models, and narratives applicable to the study of transborder communities
5. Exhibit behavior that upholds professional ethics and values, including culturally competent research and/or engagement, as well as the commitment to innovation and equity as a vehicle for sustainable social change

Formatting Your Thesis

Faculty policy leaves the choice of a style manual to the student with the advice and consent of his or her committee. Generally, students 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 thesis for format review prior to the final defense. As the student nears completion of research and writing, each committee member must be provided an opportunity to review a draft of the thesis before the final draft is prepared for the oral defense. The student 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.

It is important that students review and understand the requirements to complete the degree, the deadlines and procedures, by visiting the [Graduate College website](#).

Applied Project

The applied project involves the application of advanced research and community engagement methodologies to a specific, real-world social problem affecting the advancement of transborder communities. There are also applied creative programs of the arts including workshops, performances, artistic exhibitions, and other creative mediums that necessitate careful planning, execution, and evaluation in order to ascertain their effectiveness and long-term impacts. The applied project could be prepared for a community, government, or non-for-profit organization serving the Latino and Mexican-origin populations and other transborder communities. The applied project is always an individual student effort and solely authored by the student but in the case of the creative humanities, these may involve a group, team, troupe, or organization. Students must complete and pass TSS 504 Theories and Methods for Transborder Research before enrolling in TSS 593 Applied Project. Students must earn a grade of B or better to pass TSS 593 Applied Project.

The major objective of the applied project is to give students the opportunity to apply, and further develop, their professional problem-solving abilities and creative capacities in a real-world setting. This may be a useful option for students who wish to apply their Transborder Studies knowledge into their specific professional contexts. Though the project and final product will vary from student to student, the following are examples of learning objectives students could meet through completion of the project:

1. Demonstrate professional written and oral communication skills; with deliverables free of grammatical and spelling errors or formatting issues.
2. Articulate the purpose and significance of applied research or creative humanities projects in the context of theories, models, and narratives applicable to the study of transborder communities and the solution of current issues affecting their social, political, economic, and educational advancement and provide expanded interpretations, exhibitions, instruction of original and/or traditional expressive arts.
3. Conduct professional research utilizing quantitative, qualitative, or mixed methods, as applicable.
4. Develop creative, artistic, and/or performative exhibits, performances, workshops, and media.
5. Exhibit behavior that upholds professional ethics and values, as well as the commitment to innovation and equity as a vehicle for sustainable social change.
6. Submit a final product that supports the objectives and needs of the organization whom the students are collaborating.

Capstone

The capstone option requires a minimum of one faculty member to support the students' project. The capstone option will be available to students based on enrollment and interest, and may not be offered every year. Students in the class, TSS 596 Transborder Studies Capstone, will engage in a group project to be determined by the faculty member teaching the course. Students will integrate all they have learned as they work in conjunction with a community, government, or non-for-profit organization serving the Latino and Mexican-origin populations and other transborder communities. The project will be based on the needs of the specific organization with a final report and presentation. Students who have not worked in, but would like to work in these types of organizations after completion of the master's degree would benefit from this culminating experience. The goals and objectives of the class may differ every time it is taught, but overall students will be able to:

1. Work collectively as a professional with peers and constituents
2. Demonstrate professional written and oral communication skills; work is free of grammatical and spelling errors or formatting issues.
3. Conduct rigorous research utilizing quantitative, qualitative, or mixed methods, as applicable.
4. Develop creative, artistic, and/or performative exhibits, performances, workshops, and media, as applicable.
5. Articulate the purpose and significance of the project or production in the context of theories, models, and narratives applicable to the study of transborder communities
6. Exhibit behavior that upholds professional ethics and values, as well as the commitment to innovation and equity as a vehicle for sustainable social change

Research Integrity and Assurance

The [Office of Research Integrity and Assurance \(ORIA\)](#) is 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. Failure to follow the procedures set by the IRB may result in the student not being able to use or present the data collected for the research. The process also requires that the faculty member supervising the research have IRB approval.

REGISTRATION AND ENROLLMENT

Graduate students register through their MyASU page according to their enrollment appointment. Details regarding registration and course drop/add procedures are provided in the [Registration and Tuition Payment Guide](#). Tuition, class withdrawal deadlines and more are found on the [Academic Calendar](#).

Students may enroll as part-time or full-time students. Audited courses may not be part of the plan of study.

Continuous Enrollment and Leave of Absence

Students are required to maintain continuous enrollment while in the MAS program (1 or more credit hours). Students who do not register for a fall or spring semester without an approved Leave of Absence are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program. Grades of “W,” “X” or audit courses are not valid registration for continuous enrollment purposes.

For international students, minimum enrollment per semester is 9 credit hours to maintain F-1 status. Exceptions to this include being on a TA or RA assignment – in this case they may register in 6 credit hours during each semester of their appointment. Or, if students have completed all coursework and only need dissertation credits or have less than 9 credit hours to complete their degree, they may enroll in less credit hours by requesting a [Reduced Course Load](#).

Leave of Absence

Graduate students planning to discontinue registration for a semester or more must submit a Leave of Absence request via their Interactive Plan of Study (iPOS). This request must be submitted and approved before the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Having an approved Leave of Absence by the Graduate College will enable students to reenter their program without re-applying to the university. For additional information visit please see the [Graduate Policies and Procedures Handbook](#).

Students with a Graduate College approved Leave of Absence are not required to pay tuition and/or fees, but in turn are not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty and staff time. Students who are on a research or teaching assistantship (RA/TA) with an approved Leave of Absence will then forfeit their financial award for the semester they are on leave. Reinstatement of financial support is not guaranteed upon re-entry and depends on available funds and student academic progress.

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://thecollege.asu.edu/resources/academic-grievance>.

Incomplete Grade Policy

Grades of Incomplete "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 in a timely matter; each case may differ and needs to be consulted with the instructor of record. Students receiving an Incomplete grade must be enrolled in the following semester (does not include summer term).

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. Students receiving an Incomplete grade must be enrolled in the following semester. If students do not complete the course, the Incomplete grade will automatically turn into an "E" failing grade after one calendar year. Students will then need to re-register in the class if they need it for the iPOS.

ACADEMIC PROGRESS

All graduate students are expected to make systematic progress toward completion of their degree. This progress includes satisfying the conditions and requirements set by the program and the Graduate College. If a student fails to satisfy the requirements of the program and/or the benchmarks outlined below, the student may be dismissed from the program based on the academic unit's recommendation to the Graduate College.

Satisfactory academic progress includes:

1. Maintain a minimum cumulative 3.00 GPA
2. Satisfy all requirements of the graduate program

3. Satisfy the maximum time limit for graduation for the student's graduate program (six years for masters)
4. Successfully complete the culminating experience (B grade or higher)
5. Maintain continuous enrollment throughout the graduate program. Failing to do so without a Graduate College approved Leave of Absence is considered to be lack of academic progress and may result in the Graduate College withdrawing the student from their program. See full Leave of Absence rules on page 9 of the [Graduate College Policies and Procedures Handbook](#).

Probation and Dismissal

Students who fail to meet requirements will receive a written notice from the Director of the School of Transborder Studies identifying the deficiency and will be given the opportunity to meet to discuss the difficulties the student may be having in reaching goals of the program. A written plan will be set in place, giving the student specific steps to remedy the deficiency and a time period to complete the plan, during which the student will be placed on academic probation for a specific period identified in the letter. When the student remedies the deficiency satisfactorily, the probation will be lifted and a new letter issued stating that the student is back in good standing and will remain in the program

A recommendation of immediate dismissal may occur when:

1. A student on probation fails to resolve the issue as directed in the specified time
2. Violation of academic integrity policies.
3. Unprofessional or threatening behavior in the classroom or any public setting in which the student is representing their degree program, the School of Transborder Studies or Arizona State University.

The student will be notified in writing that he/she is recommended for dismissal and will be given 10 business days to appeal the dismissal decision or complete a voluntary withdrawal. Withdrawal from the program will avoid the notation of a dismissal on the student's record. To appeal a recommendation for dismissal, the student should follow guidelines set out in the dismissal letter and contact the Director of the School of Transborder Studies in writing by the specified date. All email will be sent to the addresses on file for the student. The student is responsible for checking their ASU email regularly. A student may appeal any action concerning dismissal by following directions outlined in the dismissal letter.

PLAN OF STUDY (iPOS)

Students will take the core required courses during the first year of the program and should plan to submit the interactive plan of study (iPOS) online by the end of the second semester. Graduate students at ASU are required to file an online Plan of Study with the Graduate College. 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% or 15 of the credit hours required towards their graduate degree.

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 an Excel iPOS file in consultation with the Faculty Advisor, provided by the Graduate Coordinator at the beginning of the program
2. Obtain final approval from Faculty Advisor via email and send to the Graduate Coordinator
3. Submit final iPOS through MyASU for approval

The Graduate Coordinator will not approve an iPOS without receiving final approval from the faculty advisor.

Once an iPOS is submitted and approved, students may request changes to the iPOS if course changes are needed. Changes can be requested and approved by the students’ faculty advisor(s) over email and sent to the Graduate Coordinator. The student can then easily request the changes through the online iPOS system for approval.

APPLYING 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. All course requirements and the culminating experience must be completed with a 3.00 or above, during the semester the student is applying to graduate. Students will also need to RSVP to the commencement and convocation ceremonies after they apply for graduation if they wish to attend the ceremonies.

Important timelines and deadlines are found at: <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines>

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, national, and international 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 the Graduate College: <https://graduate.asu.edu/current-students/funding-opportunities>

School of Transborder Studies Scholarships

The School of Transborder Studies provides the following scholarships to students annually, and may be found on our [website](#), along with other sources of funding.

Scholarship	Amount	Description
Transborder Studies General Scholarship	Up to \$500.00 for the academic year	Financial need required. Scholarship available depending on funds each year. Deadline in the spring for fall disbursement. Minimum 3.00 GPA.
Wells Fargo Transborder Chicana/o and Latina/o Studies Research Scholarship	Minimum of \$2,500.00 for the academic year	Students engaged in transborder and transnational creative projects. Scholarship available in the fall for spring disbursement. Minimum 3.00 GPA. Must be working with an STS faculty or affiliate faculty member.

UNIVERSITY POLICIES

Academic Integrity

At Arizona State University academic honesty is expected of all students in all examinations, papers, academic transactions and records. The possible sanctions include, but are not limited to: appropriate grade penalties, loss of registration privileges, disqualification and dismissal. ASU strictly adheres to the academic integrity policy. This policy sets forth the ASU Student Academic Integrity Policy and appeal procedures. 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://thecollege.asu.edu/resources/academic-integrity> and <http://provost.asu.edu/academicintegrity>

Graduate Students are expected to complete the “Academic Integrity Module” on Canvas 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

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

Please visit <https://thecollege.asu.edu/resources/medical-withdrawal> for more information and to learn about the process.

Graduate College

Students in the PhD 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](#).

Policy on Sexual Discrimination

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. 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.

All employees of ASU, including TA/RAs, are mandated reporters, obligated to report any information regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available for students to discuss any concerns confidentially and privately.

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.

Title IX – Office of Equity and Inclusion

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

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate,

including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

STUDENT RESOURCES

ASU Career and Professional Development Services

Career and Professional Development Services (CPDS) is committed to individual career success. No matter what stage a student may find themselves: a student looking to chart their career path, a new professional looking to nail down career goals or a seasoned professional looking to take the next step, CPDS has thought about the unique support and resources student may need. They offer career advising, resources, professional mentoring, internship and full-time job postings, career and skill assessment and information sessions and events throughout the year. Learn more at: <https://career.asu.edu/>.

ASU Counseling Services

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>

ASU Financial Aid and Scholarship Services

ASU's Financial Aid and Scholarship Services team remains dedicated to helping students successfully navigate the financial aid process. Any questions about a student account, billing, posting of scholarships, fellowships, loans, etc. can be directed to them. They are physically located in the Student Services Building, second floor of the Tempe Campus. Students may also submit a case, chat, or call for any questions: <https://students.asu.edu/financial-aid>

ASU Health Services & Wellness Resources

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 may schedule an appointment online, in-person or by phone at: <https://eoss.asu.edu/health?destination=health>

The Graduate College has developed a one-page “[10 Best Practices in Graduate Student Wellbeing](#)” that reviews some ways students can care for themselves through the increasing academic rigor and demands of a graduate degree. Additionally, in collaboration with the Graduate and Professional Student Association (GPSA), the [Graduate Wellness Resource](#) document has a comprehensive list of links categorized by financial, physical, emotional, and social wellness.

ASU Sun Devil Card Services

ASU requires all students to obtain an official ASU ID card. Students may choose between the

Pitchfork ID, complete with Sun Devil Checking exclusively from MidFirst Bank, or the basic Sun Card to use as their official university ID card. Card Services are located in the Memorial Union, basement level. More info at <https://cfo.asu.edu/cardservices>.

Campus Amenities

The Tempe Campus Memorial Union (MU) is considered the living room of the campus. Their goal is to provide students with the best possible experience - whether joining a student organization, participating in a day of community service, planning an event or enjoying a meal. Most of the dining options on campus are within the MU, as well as other services like Sun Card Services, study areas, the Pat Tillman Center, a beauty salon, classes, conference spaces and more: <https://eoss.asu.edu/mu>

[Sun Devil Campus Stores](#) are located on all campuses, offering classroom textbooks, souvenirs, ASU merchandise and school supplies.

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 Professional Development, Mentoring and Resources

The Graduate College offers several programs to enrich the student experience. Through collaborative, interdisciplinary programming, mentoring networks and professional development opportunities that emphasize communication, critical thinking and creativity, the Graduate College aims to nurture transformative leaders, master learners, career navigators and knowledge mobilizers like you, who go on to become change agents in a larger community. To learn more and become involved, visit: <https://graduate.asu.edu/current-students/enrich-your-experience>

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. Let's Chat Series is designed to help engage and assist ASU's international students. They host fun and interactive weekly workshops and offer free tutoring for English-related questions, brought via collaboration between International Students and Scholars Center (ISSC) and Global Launch, Let's Chat Series 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/lets-chat-series>

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.

Off-Campus Housing

[ASU Student Media](#) provides printed and online housing guides to help students search for and choose the best off-campus housing option. The guides include input from students who live off-campus and know the community. The guides also provide information to help students make good choices regarding their safety and well-being while living off campus. The online version of the housing guide - [Living ASU](#) - allows students to do custom searches based on their particular needs. Please visit <https://offcampushousing.asu.edu/> for additional information.

Parking and Transit Services

Students may purchase annual and semester parking permits. Sun Devils who choose not to purchase a permit may use various daily and hourly parking options. For rates and information please visit <https://cfo.asu.edu/parking>.

Pat Tillman Veterans Center

The Pat Tillman Veterans Center provides support for student veterans and dependents. Students may explore ASU's veteran affairs and services, and receive help with education benefits at <https://veterans.asu.edu/>.

Resources at ASU

Connect to a multitude of resources, services and support across ASU – four physical campus locations across the Phoenix metropolitan area. Visit <https://eoss.asu.edu/resources> for resources outlined on this handbook and additional amenities such as: student engagement, student advocacy, religious and spiritual life, employment, student unions and centers, dining, athletics, Sun Devil campus stores, and more.

Student Accessibility and Inclusive Learning Services

ASU Student Accessibility and Inclusive Learning Services (SAILS) provides support and access to students with disabilities for programs and services, consultation and guidance for faculty and staff, and training and engagement opportunities to increase awareness and ensure accessibility.

Students who need accommodations in class should register with the SAILS immediately. Their office at the Tempe campus is located on the first floor of the Matthews Center Building. Their staff can be reached at (480) 965-1234 or by email at student.accessibility@asu.edu. Their hours are 8:00am to 5:00pm, Monday through Friday. For additional information, how to register and to learn more about their accommodations, visit: <https://eoss.asu.edu/accessibility>.

University Technology Office

The University Technology Office (UTO) assists students with technology needs and offers a variety of software and tools for free including Office 365, Qualtrics, SPSS, ArcGIS, Adobe, and

more. Visit <https://uto.asu.edu/> for more information and resources.

Updated handbooks are made available on the uto.asu.edu website. Handbooks from previous academic years can be made available to students by emailing sts.grad@asu.edu. Students abide by their catalog year for any curriculum changes but abide to new policies as they become effective.