AMERICAN INDIAN STUDIES
GRADUATE HANDBOOK
APPROVED BY THE GRADUATE ADMISSIONS COMMITTEE ON:
MAY 1, 2013
This handbook outlines the requirements and procedures set forth by the faculty of the American Indian Studies program (AIS) at Arizona State University for students enrolled in programs leading to the M.S. degree. The AIS program is directed toward the attainment of extensive knowledge as demonstrated by accomplishments in research, coursework, and examinations.

AIS graduate student recruitment, mentoring, and oversight is accomplished by all of the AIS Faculty, as well as the AIS Graduate Admissions Committee. In addition, the Chair of the Graduate Admissions Committee will also serve as Director of Graduate Studies, in which s/he will facilitate student progress through the program.

Graduate Admissions Committee: The Graduate Admissions Committee will oversee the recruitment of students, evaluate applications, and recommend students for admission.

Director of Graduate Studies: Regularly meets with graduate students for advise about navigating through the masters program, approve thesis and practicum supervisory committees, provide oversight of student’s Plan of Study (iPOS) and student progress, and consider requests from students for program exceptions.

Orientation Week: Each incoming graduate student will receive general information about the graduate program from the Director of Graduate Studies. AIS faculty and affiliate faculty will also be invited to attend. Students will make an appointment, preferably during their first semester, to meet individually with the Director of Graduate Studies for guidance about the graduate program, advice in course selections, and discussion of other related matters.

II. Thesis or Practicum Research Advisor, Thesis or Practicum Supervisory Committee, Program of Study

A. Thesis or Practicum Advisor: The student pursuing either the thesis or practicum options must select a faculty member, namely an Assistant Professor, Associate Professor, or Professor in the American Indian Studies program who agrees to serve as their Research Advisor who will serve as Committee Chair. Co-advisors and co-chairs are allowed (for restrictions on committee members, see II.B.2 below).

B. Thesis or Practicum Supervisory Committee: In addition to selecting a Thesis Research Advisor, as described above in II.A, the student will then, after consulting with their newly selected Research Advisor, recruit two additional faculty members to serve on their Committee. At least two of the three committee members have to be AIS full-time faculty. The third may be an AIS affiliate faculty or any member the Graduate Faculty—a classification defined and managed by the ASU Graduate College
Please note: the Chair or one Co-chair must be tenure/tenure-track faculty (assistant professor, associate professor, full professor). Once the committee selections have been made, the student’s Thesis or Practicum Supervisory Committee must be approved by the Director of Graduate Studies and the Director of the American Indian Studies Program.

M.S. Thesis or Practicum Supervisory Committee shall consist of:

1. The Research Advisor as Committee Chair. The Committee Chair shall preferably be a full-time AIS faculty member. However, exceptions are made for AIS affiliate faculty when appropriate (pending approval from the Director of Graduate Studies and the Director of the American Indian Studies program).

2. Two members of the Graduate Faculty in the degree program (which includes all AIS faculty as well as affiliate faculty or other faculty from other programs). Additional participants (e.g., academic professionals, adjunct faculty, affiliated faculty, or non-ASU faculty members not on the AIS Graduate Faculty) may serve only in addition to the three Graduate Faculty members upon approval from the Director of Graduate Studies and the Director of the American Indian Studies Program.

C. Program of Study: The Program of Study (iPOS) is an academic plan for the student. It lists coursework and the student’s Thesis or Practicum Committee. The student is expected to meet with the Director of Graduate Studies for advice on formulating their iPOS. After matriculating into the masters program, students will be able to access their iPOS via their MyASU account. Once the student logs in, look for the tab labeled iPOS, then fill out all the requested information, following all prompts and instructions. The iPOS will then be forwarded to the Graduate College for approval.

How to Graduate: The following guidelines from the Graduate College applies to both thesis and practicum students: http://graduate.asu.edu/how-to Scroll down to “graduation,” then click on either “How to graduate: Master’s with Research Project” or “How to graduate: Master’s with Thesis.” Consult with Graduate Advisor, if you are uncertain which selection is appropriate for you.

III. Academic and Research Performance Evaluations

A. Performance Criteria: A graduate student is considered to be performing satisfactorily when:

1. Student maintains a B-average (3.0 GPA) or better for the M.S. program in graduate coursework approved by the Graduate Advisor. Maintain a minimum of 3.00 GPA on both the iPOS and Graduate GPAs. If either GPA falls below 3.00, the student must develop, with
their advisor, an academic performance improvement plan that includes the conditions and timeframes for making satisfactory academic progress in their degree program.

- The iPOS GPA is calculated from all courses that appear on the student's approved iPOS.
- The Graduate GPA is calculated from all courses numbered 500 or higher that appear on the transcript, with the exception of courses counted toward an undergraduate degree at ASU (unless shared with a master's degree in an approved bachelor's/master's degree program); and courses identified as deficiencies in the original letter of admission. The student is considered to be on academic probation until the conditions specified in the academic performance improvement plan are met and both GPAs are above 3.00.

2. Student research is progressing satisfactorily as determined through the annual report process (see section B. Annual Review below).

3. The performance of duties related to any appointment the student may hold (e.g., teaching or research assistantship) is satisfactory.

4. Requirements and responsibilities outlined in the following sections for examinations and defense of thesis are completed within the allowed time period.

B. Annual Review: The AIS Graduate Advisory Committee reviews the progress of each graduate student annually. The following deadlines apply to the 2012-2013 academic year and beyond from the date that this handbook was approved on [insert date]. Each student is required to submit the following materials to the AIS Graduate Advisory Committee:

All students with more than 2 semesters completed must submit the following at the end of their third semester. Signatures can be obtained by scanning a signed hardcopy or submitting the original form.

1. Thesis Option: A 1-2 page progress report outlining your progress over the past year in terms of research, classes, workshops, conferences, etc.

2. Practicum Option: An updated CV, including references for all internship expectations proposed and completed.

The student must meet with their Thesis or Practicum Committee Advisor for an annual review of academic progress before the report is due. The respective committees will write a memo to the Graduate Advisory Committee (see below), which will be copied to the student, summarizing the meeting. Students who defended their thesis during the review period are exempt from submitting an annual report.
Graduate Student cohorts will be emailed at the beginning and middle of each semester, reminding them to complete this requisite annual report. Failure to submit an annual research report will result in a meeting with the Graduate Advisory Committee to discuss the student’s progress in more detail, and may also result in temporary suspension from the graduate program.

The Graduate Advisory Committee (AIS) will review all student annual reports and submit recommendations to the Director of AIS for review. The Committee’s decision will be communicated in writing to the student by the Graduate Advisory Committee. The letter will outline the basis for the decision regarding satisfactory progress in the program.

For a student whose performance is deemed unsatisfactory, the following actions may be proposed to the Director and Associate Director for Graduate Education:

1. Termination as a graduate student in the graduate program at the end of the semester in which the student is currently enrolled.

2. Probationary continuation of enrollment in the graduate program. Following a meeting with the AIS Graduate Advisory Committee, the student will be given a specific set of requirements to achieve in a specified period of time. The requirements and timeline will be documented in a memo to the student file. Failure to meet these requirements will result in one of the recommendations above.

Copies of letters recommending probation, suspension, or dismissal will be forwarded to the Dean of the Graduate College. The student may appeal in writing to the Director of American Indian Studies if he/she feels there are extenuating circumstances that should be considered.

IV. Requirements for the M.S. Degree

A. Educational breadth: Given the broad range of expertise necessary for the diverse research topics under study in the program, no single prescription for achievement can be defined. Therefore, the onus is on the student, the Graduate Advisor, and the Thesis or Practicum Supervisory Committee to ensure that the specific knowledge and skills necessary for the degree are gained; in addition, that the value of educational and experiential breadth in the longer term interest of the student is considered.

Students who are admitted with a B.S. that is not in American Indian Studies may be required by the Graduate Admissions Committee or their Research Advisor to take additional courses to complete their background. All required course work must be completed before the student can hold a thesis review.
B. Course Requirements: The student will complete at least thirty (30) semester hours of graduate coursework credit. At ASU, graduate courses are defined as courses numbered 500 or greater (6 credit hours of 400 level classes may be included with Graduate College approval). Twenty (20) hours or more will consist of coursework other than Thesis (AIS 599) or Practicum (AIS 580). This coursework should be designed to serve the individual needs of the student, in particular the coursework necessary to complete their concentration requirement, as well as coursework that may prepare the student for conducting thesis or practicum work. A cumulative average GPA of 3.0 or better must be maintained at all times in graduate coursework approved by the Graduate Committee or the student's Thesis Committee or Practicum Supervisory Committee.

1. AIS Graduate Core Courses (AIS 501, 502, 503) must be completed before student may progress into thesis stage.

2. Thesis Option: During their course of study, students must complete exactly six (6) hours of Thesis (AIS 599), which involves the preparation of a written thesis on an original research topic. The thesis will be defended in a final oral examination.

3. Practicum Option: During the course of study, students must complete six (6) hours of Practicum (AIS 580), which involves the preparation of a research project that identifies and addresses a problem or issue relevant to a partner agency/organization under the direction of their Practicum Supervisory Committee.

Transfer of Credit: A maximum of six semester hours of graduate credit taken at other institutions may be included in a Program of Study with approval from the AIS Graduate Curriculum Committee. Such courses must be from an accredited college or university and must be acceptable for inclusion in graduate degree programs at that institution. Only courses with an A or B grade may be transferred and included in a program of study. Transfer courses cannot be from an awarded degree. Not more than nine semester hours of graduate credit completed at ASU before admission to the degree program will be accepted toward a Master’s degree (this applies in particular to nondegree students). See the Graduate College guidelines for more details regarding transfer and pre-admission credits at: http://graduate.asu.edu/faculty_staff/policies/graduate_degree_requirements

Course Load: Any student employed as a Research or Teaching Assistant cannot be otherwise employed and must register for a minimum of six credit hours and a maximum of twelve credit hours per semester. Students supported on work-study, tribal scholarship or other financial resources may be required to take a minimum course load of nine credit hours.

Continuous Enrollment: Students are required to be continuously enrolled during every fall and spring semester. Summer enrollment is required if students are taking
examinations, completing field experiences, defending their thesis, or graduating from the degree program. Graduate students planning to discontinue registration for a semester or more must submit a Request to Maintain Continuous Enrollment form. This request must be submitted and approved by the academic unit and the Graduate College 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.

V. Review Process

When the student and the Thesis or Practicum Committee advisor decide that the major results are near completion, the student will convene his or her Thesis or Practicum Supervisory Committee for a review. The review should be held at least 3 months in advance of the desired final defense date in order to accommodate any recommendations for revision that may emerge from the review.

The student will provide to the Thesis or Practicum Supervisory Committee an extended abstract and an outline of her/his research at least one week before the review. The review shall consist of an oral presentation of results followed by discussion of progress to date and future work needed for a successful thesis defense. The student and Thesis or Practicum advisor will work together closely to help the student understand each component of the review process. Furthermore, the Thesis or Practicum advisor will work with the student to ensure that the content of the presentation is appropriate for a review.

At the conclusion of the review, the Thesis or Practicum Supervisory Committee will indicate any concerns regarding the thesis or internship. The committee members may identify specific areas that need further investigation or consideration. The manner in which the student subsequently addresses these areas is subject to evaluation at the thesis or project presentation defense. These comments will be transmitted to the student using a Review Report form signed by the entire committee.

If the thesis or project is not defended within one year of the review, an additional review meeting with the Thesis or Practicum Supervisory Committee will be required.

The thesis or practicum defense should be scheduled at least three weeks ahead of defense date. The defense will be announced publicly and open to the public (eg, advertised to the ASU student, graduate student, and faculty communities).

VI. Graduate College Requirements

The student must complete all other requirements as stated in the ASU Graduate Catalog and available at http://graduate.asu.edu/faculty_staff/policies These include:
1. Submission of an approved Program of Study (see Section II.C above) outlining the planned course of work for the degree. This needs to be approved by the Graduate College the semester before the intended graduation date.

2. Submission of application for graduation. Refer to the Graduate College guidelines for the exact due dates: [http://graduate.asu.edu/progress/graduation_deadlines](http://graduate.asu.edu/progress/graduation_deadlines)

3. Submission of a final copy of the thesis or practicum project to the dean of the Graduate College. Refer to the Graduate College guidelines for the exact due dates (see 2 above). A form indicating approval of the M.S. thesis or practicum project must be signed by the student’s Research Advisor prior to submission of the thesis or project to the Graduate College for final format approval.

4. Successful completion of a final oral defense of the student’s thesis or practicum project. See the Graduate College guidelines for exact deadlines (see 2 above).

5. A one-page abstract must be submitted to the AIS Graduate Advisor for posting at least two weeks prior to the defense.

VII. Family Leave Information for Graduate Students

Graduate student employment status includes eligibility for parental leave.

Students seeking this benefit should work closely with her Thesis or Practicum committee advisor, the AIS Graduate Advisor and the ASU Human Resources. The relevant documentation is available from [http://provost.asu.edu/academic_personnel/parental_leave](http://provost.asu.edu/academic_personnel/parental_leave)

This excerpt is relevant:

“Graduate students with a 0.50 FTE research or teaching assistantship (RA/TA) appointment who have completed at least one academic year’s service are eligible for up to 6 weeks of paid parental leave and will continue to receive their stipend and associated benefits (health insurance and tuition remission) during this six-week period. The department is responsible for funding these costs. The RA/TA must maintain a minimum enrollment of 6 credit hours during the term of paid leave. Any portion of the 6 week period for recovery from childbirth that falls outside the appointment term will reduce the amount of available paid parental leave on a pro-rated basis. The accommodation period does not include adoption or paternity leave.”

Please note that employees must submit their request to their supervisor for approval. Once the leave is approved, the department submits the leave request to HR Benefits for processing. An employee would need to work with their department to process Parental, Sick, & Vacation pay.
Additional Links:

Parental Leave

http://provost.asu.edu/academic_personnel/parental_leave

http://www.asu.edu/aad/manuals/acd/acd710.html

FMLA Leave Policy

http://www.asu.edu/aad/manuals/acd/acd702-03.html

Medical/Compassionate Withdrawal Request

https://students.asu.edu/forms/medical-compassionate-withdrawal-request