Handbook for the Master of Arts in Mathematics (MA), School of Mathematical and Statistical Sciences (SoMSS)

Revised July 3, 2019

Contents

1 Introduction to SoMSS

The School of Mathematical and Statistical Sciences (SoMSS) in The College of Liberal Arts and Sciences at Arizona State University (ASU) offers an advanced academic program leading to the Master of Arts (MA) degree. The MA program in SoMSS provides breadth of training and the opportunity for students to broaden their knowledge in several fields of mathematics. The goal of the program is to prepare students to pursue a successful career as a professional mathematician working in business, industry or education. The program requires 30 credit hours of math or math related graduate coursework, and may culminate with exams or a written Masters Thesis with an oral defense. The MA degree is offered to students who have completed a Bachelor's in mathematics or a closely related field.

1.1 Who does what at SoMSS

Parts of the administrative structure of SoMSS that are most relevant to Graduate students:

Name	Position	Email	Phone
Al Boggess	School Director	boggess@asu.edu	(480)965-5892
Dieter Armbruster	Associate Director for Graduate Programs	armbruster@asu.edu	(480)965-3953
Joelle Park	Graduate Program coordinator	jrpark4@asu.edu	(480)965-3953
Melissa Delgado	Graduate Program coordinator	melissa.l.delgado@asu.edu	(480)965-3953
Beth Fiacco	Travel funds	fiacco@asu.edu	(480)965-0488
Renate Mittelmann	Computers	renate@asu.edu	(480)965-0096
Jeff Luczak	Coordinator	jeff.luczak@asu.edu	(480)965-0210
Katie Kolossa	TA Training	kolossa@asu.edu	(480)965-6437

2 Objective of the handbook

The purpose of this handbook is to provide guidance and information related to admission, degree requirements, and general policies and procedures. Please note that in some cases you will find differences between the Graduate College Policies and Procedures and the SoMSS program requirements.

In these cases, SoMSS has established higher standards. Students must satisfy both sets of requirements. Please note that policies and procedures are occasionally amended to improve the program. Changes will be communicated to students through email, which is our primary form of communication. We will also post any updates to this handbook on our website http://math.asu.edu.

3 Student responsibility

All students are expected to become familiar with university and program policies and procedures and abide by the terms set forth. Information is available online. Most importantly you should visit the following websites:

- The Graduate College

- Graduate College Policies and Procedures

- The SoMSS Graduate Degree Programs - https://math.asu.edu/degrees/grad

4 Admission and eligibility

Admission to the SoMSS MA program requires a Bachelor's in math or a closely related field from an accredited institution. Students are encouraged to contact SoMSS Graduate Student Support grad.math@asu.edu for more information.

4.1 Eligibility

Prior to applying to all SoMSS Graduate programs, students are required to have taken courses in linear algebra (equivalent to ASU's MAT 342 or 343) and advanced calculus (equivalent to ASU's MAT 371).

4.2 Application

All students are required to submit an application and all required supporting materials with the Office of Graduate Admission and pay the required fee in order to have their application properly processed.

4.3 GRE scores

All students are required to submit official general Graduate Record Examination (GRE) scores directly to the Office of Graduate Admission. We do not require specific subject GRE scores. The ASU Institution code is 4007. If a department code is required use 000 for GRE.

4.4 English proficiency

The University requires all international applicants whose native language is not English to provide proof of English proficiency. The English language requirement cannot be waived. Acceptable proof is as follows (tests must not be older than two years):

- Test of English as a Foreign Language (TOEFL) score of at least 550 (PBT) or 80 (iBT). ASU's institutional code is 4007. ASU only accepts electronic copies of the TOEFL score report.

- International English Language Testing System (IELTS) overall band score of at least 6.5. No institutional code is needed.

- Pearson Test of English (PTE) score of at least 60.

Exemption

You could qualify for an exemption from this requirement by one of the following two options:

1. You successfully complete the highest level at the Global Launch Intensive English Program with grades of B or better

   OR

2. You have attended in person a regionally accredited college or university in the United States and meet one of the following conditions:

   - earned a Bachelor's degree or higher in residence from a regionally accredited college/university in the US (Official Transcripts Required), OR

- completed at least 12 credit hours of graduate course work with a cumulative GPA of 3.00 on a 4.00 scale or higher from a regionally accredited college/university in the US (Official Transcripts required)

  OR

- completed at least 90 credit hours of undergraduate course work with a cumulative GPA of 3.00 on a 4.00 scale or higher from a regionally accredited college/university in the US (Official Transcripts required)

  OR

- completed the American English and Culture Program (ACEP) Advanced Level II with grades of 'B' or better along with the recommendation of the Director of AECP.

4.5 Personal statement

The application must include a personal statement of no more than two pages. The statement should: 1) explain professional goals and reasons for desiring to enroll in the MA program; 2) describe any research experiences; 3) indicate personal interest in one or more subfields of mathematics; and 4) if possible, identify one or more ASU SoMSS faculty with matching interests.

4.6 Letters of recommendation

SoMSS requires three (3) letters of recommendation, at least one of which must come from a former professor of the applicant. There is no standard form for letters of recommendation. Our current application process allows students to submit the letters of recommendation electronically by indicating the names and the emails of the recommender. In turn, the Office of Graduate Admission sends an email to the recommender alerting him or her to go online and submit a recommendation. Students are encouraged to get letters from people who know them well, such as teachers, professional associates and supervisors, and should ask the recommenders to comment on the student's academic, emotional, intellectual and professional development.

4.7 GPA requirement

Students applying directly from an undergraduate program must have a minimum GPA of 3.0 (on a 4.0 scale) overall and in Mathematics courses.

4.8 Transcripts

Official transcripts of all prior University and College coursework are required.

4.9 Application evaluation

Several factors are taken into consideration when evaluating an application: cumulative GPA, major, institution, personal statement, letters of recommendation, standardized test scores, official transcripts, and performance in advanced math courses.

4.10 Notice of admission

SoMSS submits its recommendation of admission to the Office of Graduate Admission and the final decision is delivered in writing by the Office of Graduate Admission. Students may check their application status on MyASU (https://webapp4.asu.edu/myasu/).

4.11 Pre-admission credits and transfer credit

Credit for course work taken from an accredited institution can be awarded in the following situations:

1. 0-12 credit hours of graduate-level courses can be transferred. Those courses must come from a program that did not lead to a completed degree. I.e. they cannot come from a completed Master program nor from an Undergraduate degree. Such pre-admission credits must have been taken within three years of admission to the ASU degree program to be accepted.

2. ASU (only) Undergraduate students can transfer up to 12 hours of graduate classes, if they have been reserved for graduate studies and have not been counted for the Undergraduate degree.

3. The equivalent of a grade of B (at ASU) or higher should have been earned on every transferred course. A course with a grade of 'Pass', 'Credit', or 'Satisfactory' is not acceptable for transfer.

A student who wishes to transfer credits from another institution should contact the SoMSS graduate coordinator to initiate the transfer credit process.

4.12   Transfer between programs

Students who want to change programs within SoMSS, from a Masters to a Ph.D., from a Ph.D. to a Masters should talk to a Graduate Program coordinator. They must submit a new application with the Graduate College. Admission to the new program can be denied. Such transfers should be requested early in the program since in general a student is allowed to use only twelve credits from the original program in the new program.

Transfer between Masters programs within SoMSS are possible and subject to the approval of the Graduate Director. Transfer of coursework and exams will be considered on a case-by-case basis.

4.13   Accelerated Degrees (4+1)

This program allows students to obtain both a bachelor's and master's degree in as little as five years. Accelerated BS and Masters degrees are designed for high-achieving undergraduate students. They carry the same admissions and completion requirements as regular MA students. However, they allow a student to take up to 12 credit hours of graduate level classes while they are still an undergraduate student and count them for both degrees. Acceptance to the accelerated degree program requires a separate application. During their junior year, eligible students will be advised by their academic departments to apply. This accelerated master's degree (4+1) is offered in conjunction with these undergraduate degrees:
Computational Mathematical Sciences, BS
Mathematics, BS

5 MA degree requirements

5.1 Overview

The SoMSS MA program aims to prepare students for successful careers as professional mathematicians working in business, industry or education. This section outlines the requirements, as well as the procedures, to achieve its aim.

The MA degree has a minimum of 30 semester hours beyond the Bachelor's degree and deficiency courses.

In consultation with their advisor, the student must submit a plan of study (iPOS) by the end of the second semester of their degree program. The iPOS must be approved by the student's advisor, the SoMSS Graduate Associate Director, and the Graduate College.

A student at any time has to make *Satisfactory Academic Progress*, as defined on page 11 of the Graduate Policies and Procedures Manual. In particular the iPOS GPA, the Cumulative ASU GPA and the Overall Graduate GPA must be at least 3.0 (on a four point scale with A=4.0).

The MA degree in Mathematics can be designed for students to specialize in:

- Applied mathematics

- Theoretical mathematics

- Mathematics education

- Statistics.

The program has four major milestones:

1. Course Work
2. Masters exams
3. Plan of study
4. Thesis defense (if applicable)

which are described in the following subsections.

5.2 Sample timetable for an MA in Mathematics

The program can be done in three semesters and a summer.

Semester 1 (Fall semester):

- Take 12 credit hours of course work.

- Start discussion on thesis vs. non-thesis option.

Semester 2 (Spring Semester):

- Take 12 credits of course work.

- Choose an advisor, a Master's Supervisory Committee and file a Program of Study.

- Decide on a thesis vs. no-thesis option.

- Take one Master's exam by the end of the second semester.

Summer

- Thesis option: Start thesis research.

- No-thesis option; Prepare for second Master's exams in August.

Semester 3 (Fall Semester):

- Thesis option: Finish thesis research, defend thesis.

- No-thesis option: Finish course work.

5.3 Additional admission requirements

The general admission requirements outlined in section 4 apply. Additional eligibility requirements include competitiveness in an applicant pool as evidenced by coursework in linear algebra (equivalent to ASU course MAT 342 or MAT 343) and advanced calculus (equivalent to ASU course MAT 371).

5.4 Course work

The MA has a thesis, a comprehensive exam and a portfolio option with slightly different course and exam requirements.

5.4.1 Thesis option

The thesis option requires 30 hours of graduate coursework, of which 6 hours are MAT 599 Thesis. The thesis must be defended in a public thesis defense. Students must take one sequence of courses from the following list:

- Algebra: MAT 543 and MAT 544
- Discrete Mathematics: MAT 512 and MAT 513
- Geometry and Topology: MAT 501 and 502
- Real Analysis: MAT 570 and MAT 571
- Statistics and Probability: STP 501 and STP 502
- Mathematics Education: RUME I and II: MTE 501 and 502
- Differential Equations: APM 501 and APM 502
- Applied Analysis and Stochastic Processes: APM 503 and APM 504
- Applied Linear Algebra and Scientific Computing: APM 505 and APM 506

and pass them with at least a B grade. Note: You cannot take APM 503/504 and MAT 570/571 together.

5.4.2 Comprehensive exam option

The comprehensive exam option requires 30 hours of graduate coursework. Students must take two sequences of courses from the following list:

- Algebra: MAT 543 and MAT 544
- Discrete Mathematics: MAT 512 and MAT 513
- Geometry and Topology: MAT 501 and 502
- Real Analysis: MAT 570 and MAT 571
- Theory of Statistics: STP 501 and STP 502
- Mathematics Education: RUME I and II: MTE 501 and 502

pass them with at least a B grade, and pass a Comprehensive exam on them.

In addition, students may take a comprehensive exam on a sequence of two advanced courses. Such an exam has to be approved by the Graduate Committee. In preparation for such a special Master's exam, the Graduate Associate Director will appoint a committee, normally consisting of two or

three faculty. The exam committee defines a syllabus at least 2 months before the scheduled exam and communicates it to the student. The committee will write the exam, and all members will grade the exam. The exam committee meets to determine the result, which can be Pass or Fail. The chair of the exam committee communicates the result to the Graduate Associate Director. The results are subject to approval by the Graduate Committee.

5.4.3   Portfolio option

Students may also create a portfolio. A portfolio will consist of four projects based on 2 sequences of courses chosen from

- Algebra: MAT 543 and MAT 544
- Discrete Mathematics: MAT 512 and MAT 513
- Geometry and Topology: MAT 501 and 502
- Real Analysis: MAT 570 and MAT 571
- Theory of Statistics: STP 501 and STP 502
- Mathematics Education: RUME I and II (currently MTE 598)
- Differential Equations: APM 501 and APM 502
- Applied Analysis and Stochastic Processes: APM 503 and APM 504
- Applied Linear Algebra and Scientific Computing: APM 505 and APM 506

Note: You cannot take APM 503/504 and MAT 570/571 together.

Portfolios are evaluated at the end of each course by the course instructor and will get a pass/fail designation. A student may apply for graduation if he/she is going to successfully finish 30 credits hours of coursework and will have 4 approved projects in the portfolio by the end of the term.

Portfolio instructions:
Portfolio requirements are set based on the course sequences chosen above to ensure competency of key terms and concepts for each area. Students who intend to complete a portfolio as the culminating experience option will work with the instructor (of each of these courses) to identify the requirements for the portfolio which will be drawn from materials from those sequences. Portfolios are evaluated at the end of each course to ensure satisfactory progress towards the final portfolio and satisfying the program learning outcomes. A

statement by the instructor submitted to the SoMSS Graduate office certifies that the student's work constitutes a satisfactory Masters pass and that the student got a final grade of B or better in the course.

A summary page for the portfolio, to be submitted to the Graduate office, must have four parts listing for each project the following information:

- Title of course
- The course description with some specific details about the project and of the content and mathematical skills learned in the course.
- Name of the instructor.
- Grade achieved in the course.

5.5 Master's exams

The ASU Graduate Program Catalog talks about *written comprehensive exams* as degree requirements. In the School of Mathematical and Statistical Sciences these exams are the same exams that Ph.D students take as qualifier exams. Master's students may gain a pass at a lower score than Ph.D students.

Each of the sequences in section 5.4.2 corresponds to a sequence of courses for which a Ph.D. qualifier exam is administered. Scheduling and rules for the exams on the core math topics MAT 501/502, MAT 512/513, MAT 543/544, MAT 570/571, can be found in the MAT Ph.D. section of the Ph.D Handbook, Section 5.2.3.

Scheduling and rules for the exams on the Statistics classes STP 501/502 can be found in the STP Ph.D. section of the Ph.D Handbook, Section 5.4.3.

In special cases students will take a special Master's exam on a sequence of other courses. Such an exam has to be approved by the Graduate Committee. In preparation for a special Master's exam, the Graduate Associate Director will appoint a committee, normally consisting of two or three faculty. The exam committee defines a syllabus at least 2 months before the scheduled exam and communicates it to the student. The committee will write the exam, and all members will grade the exam. The exam committee meets to determine the result, which can be Pass or Fail. The chair of the exam committee communicates the result to the Graduate Associate Director. The results are subject to approval by the Graduate Committee.

Note: University rules require that students must be registered for at least one credit hour in the session in which a Comprehensive Exam is attempted. This applies in particular to Summer Sessions also.

5.6 Plan of study

In consultation with their advisor, the student must submit a plan of study (iPOS) in the second semester of their degree program. The iPOS must be approved by the student's advisor, the SoMSS Graduate Associate Director, and the Graduate College.

The iPOS is a record that shows the student's study. Once a student and the advisor agree on the courses relevant for this goal and have listed them, the only other requirement for the iPOS is to add up to 30 credit hours. A seminar may be taken for 3 credit hours, provided that the student gives at least one lecture.

Students need not list every course or credit on an iPOS. In particular, an iPOS may list only one 3-credit seminar (and no 1-credit seminars).

5.7 The MA Supervisory Committee

Once students set up an iPOS, they select their MA Supervisory Committee. For the no-thesis option, the Supervisory Committee serves as a resource on course advice and general career issues. For the thesis option the Supervisory Committee is also called the MA Thesis committee, whose primary responsibility is to assist the student in his/her research project.

Membership in the SoMSS MA Supervisory Committee is a privilege that is extended to tenure track faculty members of ASU, as well as to other individuals as described in the following membership rules.

Members: An MA Supervisory Committee must have at least 3 members.

Chair: The chair of the committee must have the right to chair Mathematics MA committees. The list of faculty with the right to chair can be found on Graduate College's faculty website: https://graduateapps.asu.edu/graduate-faculty/degree/G9.

Co-Chair: For a faculty member to serve as co-chair of a MA Thesis Committee, the faculty member must be a member of the SoMSS Graduate

Faculty with right to co-chair, or be approved by the SoMSS Graduate Associate Director.

SoMSS Graduate Faculty members: Members of the Graduate Faculty can serve on a MA Supervisory Committees. This includes both tenure track faculty from other units, as well as other faculty (research faculty, for example) who are members of the SoMSS Graduate Faculty.

External members: Individuals who are not affiliated with ASU can serve on a SoMSS MA Supervising Committee, subject to approval by the SoMSS Graduate Associate Director.

5.8 Thesis defense

The thesis defense is one culminating experience that finishes the Master's program.

There will be a public oral defense following the completion of the thesis. It is the student's responsibility to schedule the defense, and the student must distribute the thesis to the committee at least two weeks prior to the defense.

During the defense, the student first presents the thesis, after which the thesis committee questions the student orally. When this questioning is finished, the student is excused from the room, and the committee discusses the thesis and the student's performance on the defense. The committee determines the result, which can be: Pass, Pass with minor revision, Pass with major revision, or Fail. If the result is Pass with revision, the student has one year to present the final approved document, maintaining continuous enrollment. If the result is Fail, the student may request one more opportunity to submit a thesis and pass the defense. The student must wait until the next semester or summer session before making the second and final attempt, and the student must make this second attempt within one year after the first attempt.

See Appendix A for Absent Committee Member Procedures.

6 General information, policies and procedures

6.1 Costs (tuition & fees)

The costs of enrollment can be obtained from ASU Financial Aid and Scholarship Services. Tuition and fees are subject to annual approval by the Arizona Board of Regents. Use the Tuition Estimator to calculate estimated total cost of attendance. For questions about tuition and fees, please contact the Student Accounts Office. For questions about financial aid and cost of attendance, please contact Student Financial Assistance.

6.2 Grievances and appeals

Students who are enrolled in a College of Liberal Arts and Sciences course and believe they have been unfairly or improperly graded are assured of just treatment and fair consideration. Any such grievance must be started within the regular semester immediately following the course at issue, whether the student is enrolled in the university or not.

There are two stages to the grade grievance process, the informal process and the formal process. Each contains a series of steps. The steps must be followed by any student seeking to appeal a grade. This process does not address academic integrity allegations, faculty misconduct or discrimination.

Refer to The College Academic Grievance Policy for more information and specific processes.

6.3 Continuous enrollment

Once admitted to a Graduate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in ASU-funded research, working on or defending theses, taking examinations, or in any other way utilizing university resources, facilities, or faculty time. Exceptions are discussed in section 6.4.

Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, defending theses, or graduating from the degree program during a summer term.

To maintain continuous enrollment the credit hour(s) must:

- Appear on the student's Plan of Study, OR

- Be for research (592), thesis (599), or continuing registration (795), OR

- Be for a graduate-level course.

Grades of 'W' and/or 'X' are not considered valid registration for continuous enrollment purposes. 'W' grades are received when students officially withdraw from a course after the drop/add period. 'X' grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of 'I' must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an incomplete grade; if the work is not completed and the grade changed within one year, the 'I' grade becomes permanent. Additional information regarding incomplete grades can be found at http://asu.edu/aad/manuals/ssm/ssm203-09.html.

6.4   Voluntary withdrawal from ASU

If a student wishes to withdraw from his/her graduate degree program and the university, they must complete the Voluntary Withdrawal form. Students must separately complete the appropriate forms with the University Registrar to withdraw from their courses. International students should contact the International Student and Scholars Center (ISSC) before submitting a *Voluntary Withdrawal form*, as it most likely will affect their visa status.

Voluntary withdrawal from a graduate degree program
If a student wishes to transition from one graduate degree program to another graduate degree program, the student should complete the Voluntary Withdrawal form. The student should not take this action until they have been admitted to the other graduate degree program.

Other types of withdrawal
There are appropriate circumstances when students may need to withdraw from the university (i.e. medical withdrawal, compassionate leave). The policies for such withdrawals are the same for both undergraduate and graduate students. Types of withdrawals and procedures can be found at:
https://students.asu.edu/drop-add. For course withdrawals contact the University Registrars Office.

6.5 Leave of absence policies

Graduate students planning to discontinue registration for a semester or more must submit a Request to Maintain Continuous Enrollment form. This request must be submitted and approved before the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program.

Having an approved Request to Maintain Continuous Enrollment by the Graduate College will enable students to re-enter their program without re-applying to the university. Students who do not register for a fall or spring semester without an approved Request 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.

A student with a Graduate College approved Request to Maintain Continuous Enrollment is not required to pay tuition and/or fees, but in turn is not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty time.

6.6 Maximum time limit

All work toward a masters degree must be completed within six consecutive years. The six years begins with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the Plan of Study must have been completed within three years of the semester and year of admission to the program.

Any exception must be approved by the dissertation committee and the Graduate College. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

6.7 Registration requirements for research assistants (RA) and teaching assistants (TA)

As a general rule, no assistantships are available for Masters students. In very rare cases, some support may become available for single semesters only. In such cases, regulations pertaining specifically to TAs and RAs can be found in the Graduate College TA/RA Handbook and in the SoMSS Ph.D. Handbook

6.8 Policy for maintaining academic satisfactory progress

Each semester, the SoMSS MA program reviews students' files for satisfactory progress towards completion of the degree. All students who do not meet one of the four categories are placed on probation or dismissed from the program:

1. Satisfactory progress;

2. Academic Probation;

3. Progress probation;

4. Dismissal from the MA program.

1. **Satisfactory progress** means that a student does not have any academic or progress probationary issues. In addition to the probationary rules, satisfactory progress includes discussion with the advisor each semester.

2. **Academic probation**

   SoMSS MA students must 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 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.

3. **Progress probation** pertains to any of the following issues:

- Failure to pass the Masters exam(s).
- Failure to attempt the Masters exam(s) by the end of third year.
- Failure to remain continuously enrolled.

4. **Dismissal from a SoMSS MA program:**

An MA student may be dismissed from program for any of the reasons listed below:

(a) Cumulative or semester GPA is less than 3.0 for two consecutive semesters. (A student with such a GPA will be put on probation after the first semester.)

(b) Failure to meet a requirement specified for the MA degree, including not making satisfactory progress toward the completion of the degree.

A student will be recommended for dismissal from a SoMSS MA program for failure to meet the probationary conditions imposed in the semester mentioned in the probationary letter.

- The student will receive a letter from the SoMSS Graduate program explaining the reasons for the dismissal. The student will have 5 calendar days from the date of the letter to appeal the decision. If the student decides to appeal, the SoMSS graduate committee will review the case and will make the necessary recommendation. The Graduate Associate Director, on behalf of the graduate committee, will provide a written explanation of the outcome.

- If the outcome is favorable, the student will have to meet all the outlined requirements at the end of the specified period. The student will be required to sign an agreement acknowledging the recommendations and the consequences if the agreements are not met.

- If the graduate committee recommends that the appeal is not granted in favor of the student, the Graduate Associate Director, on behalf of the graduate committee, will recommend to the Dean of Academic Affairs that the student be dismissed from the SoMSS Graduate program.

- The student will then have the opportunity to appeal to the The College' Standards Committee, which reviews the student's case and makes the final ruling to the Associate Dean and the SoMSS Graduate Associate Director.
- If the appeal is not granted in favor of the student, the Dean of Academic and Student Affairs will recommend to the Graduate College that the student be dismissed from the SoMSS Graduate program.

6.9 Filing for graduation

During the final semester, a student must file an application for graduation with the Graduation Office of the Registrar on My ASU. The student's approved final plan of study (iPOS) must be on file with the Graduate College before the student can apply for graduation.

6.10 Academic integrity

The highest standards of academic integrity are expected of all graduate students, both in the academic coursework and in their related research activities. The failure of any graduate student to meet these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual schools as well as the university.

Violations of academic integrity include, but are not limited to: cheating, fabrication, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and each student must take personal responsibility in their work. In addition, graduate students are expected to follow university guidelines related to the Student Code of Conduct. University policies related to academic integrity and code of conduct are available in the Office of Student Life, or at the Graduate College Academic Integrity website.

6.11 Student chapters of professional societies

Our graduate students are involved in many professional societies. Most branches of math have professional societies associated with them. Participation in professional societies is an excellent road to career and interest

group connections. Student membership typically costs less than $30 and includes many benefits—for example, discounts at meetings and including a monthly magazine. The American Mathematical Society (AMS), the Association for Women in Mathematics (AWM), the Mathematical Association of America (MAA), and the Society for Applied Mathematics (SIAM) are particularly important.

6.12   Student support services

6.12.1   Healthcare & insurance

All students, whether they have health insurance or not, are eligible to use ASU Health Services. Graduate students must be enrolled in a graduate degree or certificate program and registered for at least three credit hours or one dissertation/thesis hour.
Visit ASU Health Services for additional information and instructions regarding Student Health Coverage Options, Eligibility & Enrollment.
International students will automatically be enrolled in the student health plan upon registration for class.
For students with an RA/TA appointment, refer to the **Benefits** section of the TA/RA Handbook for additional health insurance information.

All students are required to meet the measles, mumps, and rubella (MMR) immunization requirement before class registration. You will see a MMR Immunization hold in the **Priority Tasks** module in My ASU until your MMR information is received and verified. Read additional information about MMR and other immunization information at ASU Health Services.

6.12.2   Disability resources

The Disability Resource Center (DRC) provides services to qualified students with disabilities on all ASU campuses. Services include testing accommodations, note taking services, on-campus transportation, and more. Students new to ASU must log into DRC Connect to get started with registering with the DRC office. Contact DRC to determine eligibility and submit required documentation.

6.12.3 Veterans resources

ASU has a robust veteran student services center. The Tillman Center offers advising, assistance with GI benefits, military transfer credit and other services. The Tillman Center is staffed almost entirely by veterans who relate to the challenges that new students experience and provide support in navigating complex governmental systems.

6.12.4 Counseling services

Students are eligible for personal counseling services at ASU. ASU Counseling Services offers confidential, time-limited, 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. They will talk with you, help you identify solutions or support, and connect you with those services at ASU or in the community.

6.12.5 Title IX

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. The universitys full statement and policies related to Title IX are available online.

6.12.6 International students support

The International Students and Scholars Center (ISSC) at ASU helps international students understand the legalities and requirements of academic and employment-based programs. It deals with all questions regarding visa and lawful status as an international student in the US as well as many other questions pertaining to life at ASU as an international student.

Appendices

A   Absent committee member procedure

While it is desirable that all members of a student's thesis committee be available, there are situations (e.g. faculty travel, faculty emergencies and/or faculty leave) that may necessitate proceeding with one or more committee member(s) absent. SoMSS has established the following policies and procedures for such cases.

1. At most one member of the committee may be substituted or not physically present. If two members of the committee cannot be physically present, the exam/defense must be rescheduled.

2. The chair or co-chair must be physically present. If this is not possible, the exam/defense must be rescheduled.

3. A committee member who cannot be physically present may participate in one of three ways. These options are listed in the order of preference:

    (a) The absent committee member videoconferences into the location and the location must have the necessary equipment to accommodate video/teleconference materials.

    (b) The absent committee member teleconferences into the location. (And the student must provide a copy of their document and any other supporting presentation materials to the committee member at least 5 working days in advance of the exam/defense.)

    (c) The absent committee member provides a substitute to be physically present (approved by the committee chair and the head of the academic unit). The substitute must be someone who is approved to serve on MA thesis committees for that program. The absent committee member should provide the substitute questions, in writing, to be asked at the exam/defense. The substitute, although respecting the opinions expressed by the regular committee, must be free to use his/her judgment in voting on whether the student passes or fails. The substitute should sign the absent committee member's name, and add his/her initials directly after the signature.

If the videoconference or teleconference option is selected, the absent member must email the committee chair/co-chair to state that member voted to pass or fail the student and authorize that the chair/co-chair sign their name on the form. The committee chair/co-chair should sign the name of the absent individual on the form and then add his/her initials directly after the signature.

If a committee member will be absent from the prospectus exam, the student or committee chair/co-chair must notify the Graduate Associate Director before or at the time of scheduling the exam. If the student is notified of an absence after scheduling the exam, the student must contact the Graduate Associate Director prior to the exam, so he/she finds a substitute.

For the dissertation defense, if a committee member will be absent, the student or committee chair/co-chair must notify Graduate College before or at the time of scheduling the defense. If the student is notified of an absence after scheduling the defense, the student must contact Graduate College prior to the defense date.