GRADUATE STUDENT HANDBOOK
GENERAL OVERVIEW

COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES

The College of Social and Behavioral Sciences offers a selective suite of distinguished education, research and applied programs focusing on the understanding of human beings, the groups they form, and the societies and cultures they create. The departments and programs within the College provide not only disciplinary degrees but also various interdisciplinary majors and minors. The College promotes fundamental research in individual behavior, cultural expression, social organization, theory and values, as well as public and private policy. The strength of the College in the traditional academic disciplines is enriched by programs extending across social and behavioral sciences and beyond its boundaries. Building on the academic expertise and excellent teaching programs, the College actively contributes to the cultural, social and economic development of the regional and global community.

DEPARTMENT OF MEXICAN AMERICAN STUDIES

The Department of Mexican American Studies is committed to contemporary applied public policy research on Mexican Americans. As the leading public policy research center addressing issues of concern to this minority group in Arizona, the Department works collaboratively with key community agencies in promoting leadership and economic empowerment of Mexican Americans within the state and the nation. The Department achieves these goals through its applied research agenda, through its publications, and through the comprehensive undergraduate and graduate curriculum, it offers students at the University of Arizona. As an intellectual center, it disseminates information to a broad audience including elected officials, educators, students, policy makers and other researchers.

GRADUATE DEGREES

The Department of Mexican American Studies offers a Doctorate of Philosophy (PhD) in Mexican American Studies as well as a Master of Science in Mexican American Studies and a dual Master with the College of Public Health.

GENERAL INFORMATION

ACADEMIC ADVISING

Upon reviewing student's application and research interests the Director of Graduate Studies (DGS) will assign incoming graduate students a provisional faculty advisor based upon faculty availability and area of study. Students are encouraged to contact their advisor at the beginning of the semester and to meet and consult with their advisor regularly throughout the semester.

All students will meet with the Academic Coordinator at least once per semester to discuss their selected course of study and ensure they are making satisfactory progress toward their degree.

INCOMPLETES

The grade of **I** may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. It is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than **I** must be assigned. Students should make arrangements with the instructor to receive an incomplete grade before the end of the term.

Instructors are encouraged to use the Report of Incomplete Grade form as a contract with the student as to what course work must be completed by the student for the **I** grade to be removed and replaced with a grade. On the form, the instructor states: (1) which assignments or exams should be completed and when; (2) how this work will be graded; and (3) how the student's course grade will be calculated. Both the instructor and student sign this agreement and both should retain copies.

Graduate students have a maximum of one calendar year to remove an Incomplete. An Incomplete not removed within one year is replaced with a failing grade of "E" and counted in determining the student's grade-point average. If the coursework cannot be completed within one year, the student may petition to extend the Incomplete. This petition must be submitted before the grades converts to an "E".

Students with more than one incomplete will not be permitted to enroll in any further courses; this includes MAS 910 Thesis and 920 Dissertation units. Students will not be allowed to take oral exam or defend thesis if s/he has outstanding incompletes. If a student has accumulated more than one incomplete due to health issues or unexpected personal circumstances, they must apply for a Leave of Absence -- see policy below.

SATISFACTORY ACADEMIC PROGRESS POLICIES

Please refer to the Graduate College website for details regarding satisfactory academic progress. http://grad.arizona.edu/new-and-current-students

Departmental Policy

Additionally, each department has its own criteria by which a student is evaluated on academic progress.

Graduate students who have less than a cumulative 3.000 grade-point-average (GPA) will be placed on academic probation. Students on probation are required to meet with their major advisor, discuss the steps necessary to remediate the problems that led to probation.

Students whose cumulative GPA is below 3.000 for two consecutive semesters will be disqualified from their degree program. Disqualification results in the student being blocked from registration. The student's department may petition for a one-semester

extension of probation if the faculty believes that the student has a high probability of returning to good academic standing in one semester.

Disqualified students may apply for one of the following:

- Non-degree status, which allows them to continue taking graduate courses as non-degree seeking students, or
- Academic Renewal, if they wish to apply to a different degree program.

Students may apply for readmission to a degree program as early as the semester after their disqualification, if they achieve a cumulative GPA of at least 3.000 through additional graduate course work. A readmission request must be supported by the head of the major department and approved by the Dean of the Graduate College. There is no guarantee of readmission.

LEAVE OF ABSENCE POLICY --Academic Leaves of Absence (LOAs, i.e., leaves to take course work at another university, for research, field work, internships, professional development, etc.) are handled on a case-by-case basis by the student's department and the Graduate College. Please refer to the Graduate College for further details.

Medical Leaves -- Graduate students in degree programs may be granted a Medical Leave of Absence by the Dean of the Graduate College. Under extraordinary circumstances, LOAs may be granted retroactively for up to one year. Students will remain in status without reapplying to the department and the Graduate College. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

Personal Leaves -- Graduate students in degree programs may be granted a Leave of Absence for a maximum of one year throughout the course of their degree program by the Dean of the Graduate College. LOAs may be granted retroactively for up to one year. LOAs are granted on a case-by-case basis for compelling reasons including birth or adoption of a child, personal or family reasons, medical reasons, military duty, or financial hardship. Students will be readmitted without reapplying to the department and the Graduate College at the expiration of the LOA. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

Leaves of Absence may affect the status of a graduate student's financial aid. Students are responsible for determining the requirements of their funding agency and/or academic unit prior to applying for a Leave of Absence.

Failure to obtain a Leave of Absence or remain in continuous enrollment will result in penalties, as described in the Continuous Enrollment policy requirements above.

READMISSION REQUIREMENTS

Students registered in a program of study must enroll continuously until the completion of the degree.

A student previously enrolled in a University of Arizona graduate degree program, but who has not been officially enrolled for one or more semesters (fall/spring) and did not obtain an approved leave of absence, is required to apply for readmission. Previous admission to the Graduate College does not guarantee readmission at a later date. Financial penalties for violation of continuous registration requirements may also be imposed. **A minimum grade-point average of 3.0 on all graduate-level study completed at The University of Arizona is required for readmission**. Students who have been enrolled elsewhere since their last attendance at The University of Arizona must submit official transcripts of that study at the time of application for readmission. International students who have been outside the U.S. for two or more years since their last enrollment at The University of Arizona must submit current TOEFL scores. Additionally, international applicants who need visa documents to be issued by the Graduate Admissions Office are required to submit current financial guarantee statements.

SCHOLARSHIPS, FELLOWSHIPS, AWARDS

A limited number of university scholarships, fellowships, traineeships, grants, and awards from diverse sources are available to academically meritorious graduate students. Interested students should contact their departments for information regarding a list of awards, specific guidelines, and availability. Graduate College awards are described on the Graduate College website on funding: www.grad.arizona.edu. See the MAS website for MAS sponsored scholarships at https://mas.arizona.edu/

Graduate Tuition Scholarships waive non-resident tuition only. Eligibility requires the student to be admitted to regular graduate status in a graduate degree program, have a minimum GPA of 3.0, be in good academic standing, and be enrolled in 3 or more graduate units per semester.

Graduate Fellowships offer a maximum of $10,000 for one academic year. A full fellowship carries one waiver of non-resident tuition. Eligibility requires the student to be admitted to regular graduate status in a graduate degree program, have a minimum GPA of 3.2, be in good academic standing, and be enrolled in 9 or more graduate units each semester during the fellowship period.

Students should contact their departments for availability and application procedures regarding the above two awards. Waivers and fellowships are subject to Graduate College approval.

The Graduate & Professional Student Travel Fund provides funds to graduate and professional students in academic programs under the aegis of the Graduate College, to present invited papers, posters, or presentations at professional meetings, conferences, and symposia directly related to their educational development. http://gpsc.arizona.edu/travel-grants

The Graduate College Thesis/Dissertation Waiver provides a waiver of up to six (6) units of non-resident tuition for students who are in good academic standing, are enrolled in a minimum of three (3) and a maximum of six (6) 900-level units (thesis or dissertation), and will not be using university resources such as libraries, computer laboratories, and faculty time to any extent during the period covered by the waiver.

GRADUATE ASSISTANTSHIPS/FUNDING

Unless graduate students receiving funding from MAS have taken all their core classes, they must enroll in MAS courses. A limited number of teaching/research assistant positions are available for qualified students. Teaching/research assistantships are based on availability of positions and the student's progress towards degree with no incompletes. Although the department does not guarantee funding for PhD students, and encourages all graduate students to seek external funding, it will try to assist them as much as possible during the first three years in the program. Factors considered in awarding TAships include: teaching experience and performance as TA's and service to the department and participation in department events.

Requirements for All Graduate Assistants/Associates (GAs)

Admissions A GA must be concurrently admitted to a graduate degree-seeking program. Certificate programs do not satisfy this requirement.

GPA A GA must maintain a cumulative graduate level GPA of 3.000 or higher. If newly admitted, the admit GPA is considered for this requirement.

Enrollment During the Fall and Spring academic semesters, a GA must be concurrently enrolled in **at least six (6) units of graded graduate courses**. Undergraduate or audited courses do not satisfy this requirement.

TA Requirements A GA hired with a position title of "Graduate Assistant, Teaching" or "Graduate Associate, Teaching" (TA) must satisfy the following requirements. More information is available on the Graduate College website at http://grad.arizona.edu/funding/ga.

Teaching Assistant/Associate Training Online (TATO) A TA must complete TATO. More information about this training is available on the Graduate College website, including how to register and demonstrate comprehension. English Language Proficiency Exams

Spoken English Proficiency - A TA who is a citizen of a non-English-speaking country must demonstrate proficiency in spoken English via examination. Applicable examinations and sufficient scores are listed to the right. A passing score in any of these examinations is sufficient to satisfy this requirement. Previous attendance at an English-speaking institution **does not** satisfy this requirement.

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TA Evaluation A hiring department must evaluate the performance of TAs each semester. These records are to be submitted to the Graduate College after the close of each semester. Unsatisfactory performance must be addressed prior to rehire of the TA.

Graduate Assistant/Associate Responsibilities- A GA is charged with the following responsibilities.

Work Period - A GA on an academic contract is not required to work while classes are not in session, unless otherwise articulated in writing prior to hire.

General Duties - A GA is expected to perform whatever work may be necessary to fulfill their academic responsibility. Any special duties or arrangements must be articulated in writing by the department/professor prior to hire.

Communication of Alternate Employment - A GA must inform their hiring departments of all other GA positions to ensure that it will not interfere with their duties.

Institutional Regulations and Policies - A GA is subject to all rules, regulations, and policies of the Arizona Board of Regents and the University of Arizona. These include, but are not limited to, those governing intellectual property, equal opportunity, affirmative action, conflict of interest, and code of conduct.

Bursar Account Balance - A GA must take personal responsibility for determining one's own bursar account balances. The University of Arizona Graduate College is not responsible for informing GAs of bursar account balances.

Full-Time Equivalent (FTE) Hours A GA may not work more than 0.5 FTE (40 cumulative hours per pay period) while classes are in session. International students with F-1 or J-1 visas are limited to no more than 0.50 FTE (40 cumulative hours per pay period) while classes are in session, in keeping with the requirements of their visa.

Benefits - A GA will receive the following benefits. These benefits are not transferrable. These benefits may not be applied to charges assessed through the Outreach College. These benefits will be processed approximately one week before the start of the fall and spring semesters. Benefits will not be processed until appointment information is entered into UAccess Employee and all position requirements are satisfied.

Tuition Rate - A GA concurrently employed during the fall and spring academic semesters will be charged at the GA Reduced Tuition rate in place of non-resident tuition rates. This will have the effect of negating the difference in tuition between the resident and non-resident tuition rates. This benefit is only available during fall and spring semesters.
This benefit is not applicable to tuition charged through the Outreach College.

Tuition Remission – See Graduate College Website on Costs and Fees and the GA Manual. https://grad.arizona.edu/funding/ga

Refer to the Tuition and Fees Calculator on the Bursar's Office website for more information about tuition rates. The URL is http://www.bursar.arizona.edu/students/fees/tuition_results.

Health Insurance Premium Coverage—Please refer to the Graduate College website for more information on coverage.

One may enroll for the health insurance through the Student Center in UAccess Student. The URL is http://uaccess.arizona.edu/.

Visit the Graduate Assistant/Associate Health Insurance Benefit page on the Campus Health Service website for information about enrollment deadlines and coverage.

Contact the Graduate College at gahelp@grad.arizona.edu with questions about proration policies and amounts.

Bookstore Discount - A GA is eligible for a 10% discount off the price of select items purchased at all ASUA Bookstores, subject to Bookstore policies in effect. This benefit goes into effect once hiring information is loaded and requirements are satisfied. This benefit must be mentioned at the time of purchase to receive it. This benefit is not available retroactively. Speak with representatives at the Bookstores for more information about this discount.

Tuition Deferment - A GA may elect to defer any base tuition amount not covered by other GA benefits and/or mandatory fees. To enroll in this plan, submit the enrollment form to the Graduate College. The form is available at https://grad.arizona.edu/forms/financial-resources/graduate-assistantassociate-deferment-plan-enrollment

Charges Not Covered The following tuition-related fees and charges are **not** covered as a benefit of GA employment: 1) Program fees. 2) Mandatory fees. 3) Course fees. 4) Outreach College tuition. 5) Summer/Winter session tuition. 6) International student fees.

Additional Information Additional information is available in the Graduate Assistant Manual on the Graduate College website.

VI. FACULTY

ANTONIO ESTRADA, MSPH, PH.D.

Antonio (Tony) Estrada is a professor in the department. He first came to the Center in 1991, and earned his masters and doctorate degrees in Public Health from the UCLA School of Public Health in 1986. Dr. Estrada's primary interests are in Hispanic health, focusing on health promotion and disease prevention within this population. Additionally, he has a keen interest in applied public health policy as it affects the health status and access to health care among Hispanics. He was the principal investigator of a five-year study, funded by the National Institute on Drug Abuse (NIDA), that developed, implemented and assessed a culturally innovative HIV/AIDS risk reduction program targeting Hispanic injection drug users and their female sexual partners in Tucson ("One-To-One Program"). Dr. Estrada was also the principal investigator for another NIDA-funded study on the U.S.-Mexico border, targeting Mexican-origin drug injectors for HIV/AIDS risk reduction ("Por Nosotros"). He is the co-author of the book *¡Sana! ¡Sana! Mexican Americans and Health*, published by the University of Arizona Press in 2001. He also teaches chronic disease epidemiology, Hispanic health, and applied research methods at the University of Arizona.

PATRISIA GONZALES, PH.D.

Associate Professor Patrisia Gonzales joined the department in Fall 2007. As the granddaughter of Kickapoo, Commanche and Macehual peoples who migrated throughout the present-day United States and Mexico, Dr. Gonzales specializes in Indigenous ways of knowing and Indigenous medicine. She obtained her Ph.D. in Mass Communications from the Department of Life Sciences Communication at the University of Wisconsin - Madison. Her works have been cited in various anthologies and scholarly endeavors. She has received various human rights awards for the national *Column of the Americas*, which she co-authored with Roberto Rodríguez, and for her book *The Mud People* (Chusma 2003). She authored *Red Medicine: Traditional Indigenous Rites of Birthing and Healing* (University of Arizona Press 2012). As a Kellogg Fellow (1997-1999), she explored community healing and helped to establish a *promotora* project on traditional medicine in New Mexico. She is a *promotora* of Mexican Indigenous Medicine, an herbalist and an apprenticing Traditional Birth Attendant. As a "*promotora-investigadora*" or community health promoter-researcher, her courses and research combine applied Indigenous medicinal knowledge with explorations into under-girding philosophies and

world views. Her scholarship examines Indigeneity from a hemispheric perspective; Indigenous communication practices; Mesoamerican symbols and codices as medicinal texts; and Indigenous medicine as a parallel system(s) of knowledge that challenge and expand the paradigms of Western science. In the Spring of 2009 she was awarded a $9,800 grant from the UA Office of the Vice President of Research and the UA Foundation for a collaborative research project on the preservation and adaptation of Indigenous medicine. She was awarded the Udall Center faculty fellowship (Spring 2014) to develop educational policy based on Kickapoo epistemology.

MAURICE (MAURICIO) RAFAEL MAGAÑA, PH.D.

Assistant Professor Maurice (Mauricio) Rafael Magaña received his Ph.D. in sociocultural anthropology from the University of Oregon in 2013.Dr. Magaña has also the recipient of several fellowship, including two from Wenner-Gren and one from Ford. His work focuses on youth activism and social movements in Mexico and the United States. He also has an award-winning dissertation and a book anthology to his credit. He was the Institute of American Cultures Visiting Researcher at UCLA's Cesar Chavez Department of Chicano Studies in 2013-14, and joined the department as lecturer for 2014-15.

His research focuses on youth activism and social movements in Mexico and the United States, and has been funded by the Wenner-Gren Foundation for Anthropological Research, the Ford Foundation and the Tokyo Foundation. Before coming to UCLA, he was Visiting Scholar at the Center for U.S.-Mexican Studies at the University of California, San Diego. His classes at UCLA include Chicana/o and Latina/o Ethnography, Immigration and Chicana/o Communities, and Youth, Culture and Social Change. Professor Magaña's work has been published in edited volumes focusing on Latin American social movements and immigration to the U.S., as well as several forthcoming academic journal articles. His dissertation, Youth in Movement: the Cultural Politics of Autonomous Youth Activism in Southern Mexico, was named as one of the "50 Best Dissertations in Cultural Anthropology of 2013" and he received a "Community Award" from MEChA, University of Oregon before coming to UCLA.

ANNA OCHOA O'LEARY, PH.D.

Anna Ochoa O'Leary is an Assistant Professor in Mexican American Studies at the University of Arizona in Tucson, Arizona. Her doctorate is in cultural anthropology. She co-directs of the Binational Migration Institute (BMI) at the University of Arizona, an academic unit that centers on collaborative, interdisciplinary, and binational efforts to understand how immigration and border enforcement impacts communities. She is a 2006-2007 Garcia-Robles Fulbright scholar for research that examined the interaction between border enforcement officials and repatriated and deported migrant women on the U.S.-Mexico Border. From this research, she developed a graduate class, "*The Feminization of Migration: Global Perspectives.*" Currently, her work advances research on about how internal immigration enforcement measures impact mixed immigration-status households, multiple forms of resistance used by migrant women to retain control of their sexual health and reproductive choices, and how human remains of presumed undocumented border crossers are counted, identified, and handled in the border region. A focus on undocumented immigrants has resulted in a two-volume edited work,

*Undocumented Immigrants in the United States Today: An Encyclopedia of Their Experience (*ABC-CLIO), and a co-edited book, *Unchartered Terrain: New Directions in Border Research Method and Ethics.* Tucson, AZ: University of Arizona Press.

LYDIA OTERO, PH.D.

Lydia R. Otero is an associate professor and teaches courses in culture, history and urbanization. Having deep family roots on both sides of the Arizona-Sonora border inspired Otero's interest in regional history leading to a master's degree in history from California State University, Los Angeles, and a Ph.D., also in history, from the University of Arizona. Otero's work on claiming place, historic preservation, and Mexican American resistance have appeared as contributions to various anthologies and in 2011, the Border Regional Library Association awarded Otero's book, *La Calle: Spatial Conflicts and Urban Renewal in a Southwestern City* (University of Arizona Press, 2010) a Southwest Book Award. The professor's next book project examines the environmental and cultural transformation of Tucson's Southside. Currently the Department's Director of Graduate Studies, Otero also directs the department's public history program, Nuestras Tierras, Nuestras Culturas, Nuestras Historias that is designed to reclaim, preserve, and document the experiences and contributions of people of Mexican descent in the United States-Mexico border region. For more information go to:
http://otero.faculty.arizona.edu/welcome_my_university_arizona_homepage

ROBERTO RODRÍGUEZ, PH.D.

Roberto Rodriguez is an associate professor at the Mexican American & Raza Studies Department at the University of Arizona. He is a longtime-award-winning journalist/columnist who received his Ph.D. in Mass Communications in 2008) at the University of Wisconsin at Madison. Many of his awards have come about in the area of defense of the First Amendment and human rights. He returned as a result of a research interest that developed pursuant to his column writing concerning origins and migration stories of Indigenous peoples of the Americas. His current field of study is the examination of maiz culture, migration, and the role of stories and oral traditions among Indigenous peoples, including Mexican and Central American peoples. He is the author of forthcoming book Nin Toanantzin Non Centeotl: Our Sacred Maíz is Our Mother (UA Press 2014):. He teaches classes on the history of maiz, Mexican/Chicano Culture and politics and the history of red-brown journalism. In 2013, a major digitized collection was inaugurated by the University Arizona Libraries, based on a class he created: The History of Red-Brown Journalism. In 2013, he also received a national human rights award from AERA for his work in defense of Mexican American Studies. He currently writes for Truthout's Public Intellectual Project and is currently working on a project, titled: Smiling Brown: Gente de Bronce – People the Color of the Earth. It is a collaborative project on the topic of color consciousness. He can be reached at:
rodrigu7@email.arizona.edu

RAQUEL RUBIO-GOLDSMITH, J.D., LLM.

Adjunct Lecturer Raquel Rubio-Goldsmith specializes in research and teaching on Mexican-American women's history, human rights, and immigration issues. A native of Douglas, Arizona, she completed undergraduate and graduate degrees in Law and Philosophy at the National Autonomous University of Mexico (UNAM). She has taught at Pima Community College since 1969 and, since 1983, at the University of Arizona, where her primary focus has been the history of Mexicanas and Chicanas. She has taught courses on Mexican and Latin American history as well as developed curricula on Afro-American, Yaqui and Tohono O'odham histories. Rubio-Goldsmith has won numerous awards for teaching excellence. She has presented papers on Mexican women on the U.S.-Mexico border, a subject she has studied for many years, before national and international conferences, and published the results of her research in a number of scholarly articles. She is currently doing research for a book on women who fled the Mexican Revolution and took refuge in Southeastern Arizona. Students and colleagues know her as a community activist devoted to immigration rights, women's rights, and civil rights in general. As a member of several community boards and as a public speaker she constantly presents a Chicana perspective. Since 1994 she has been active in providing information on the Zapatista Revolution in Mexico through Pueblo Por La Paz in Tucson, and the National Commission for Democracy in Mexico.

MICHELLE TELLEZ, PH.D.

Assistant Professor Michelle Tellez has been awarded several fellowships (including one from Mellon and one for her dissertation work) and is well published with several book anthologies to her credit and journal articles on topics related to gender and feminism, border issues, and labor rights. A lot of her work was done at the University of Illinois, Urbana-Champaign and Cornell. You can read more about her at http://www.michelletellez.com/: For 20 years, Dr. Téllez has been committed to exploring shared human experiences and advancing social justice. An interdisciplinary scholar trained in sociology, Chicana/o studies, community studies and education, her work seeks to uncover stories of identity, transnational community formation, gendered migration, resistance, and Chicana mothering. Dr. Téllez has published in several book anthologies, and in journals such as Gender & Society, Feminist Formations, Aztlán, and Chicana/Latina Studies; and in online outlets such as The Feminist Wire. She also uses visual media to engage and share these stories; her most recent video Workers on the Rise (2012) documents labor struggles in Maricopa County, AZ. A former board member of the Phoenix based Arizona Workers Rights Center and the National Association of Chicana/o Studies, currently Dr. Téllez is a founding member of the Arizona Ethnic Studies Network, the Entre Nosotr@s collective, and is on the editorial review board for Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social. In 2004-2005, she was a dissertation fellow in the department of Chicana/o Studies at the University of California, Santa Barbara. For the 2007-2008 academic year she was a Chancellor's Postdoctoral Fellow in the Latina/o Studies Program at the University of Illinois, Urbana-Champaign. Dr. Téllez is a former Mellon Fellow for the Future of Minority Studies (FMS) Research Project at Cornell University. She taught at Arizona State

University for nine years and is currently a faculty member in Sociology and Ethnic Studies at Northern Arizona University.

ADA WILKINSON-LEE, PH.D.
Assistant Professor Ada Wilkinson-Lee completed her postdoctoral work as a WARMER Fellow with the National Center of Excellence in Women's Health at the University of Arizona. Both her Ph.D. and Master's degrees are from the University of Arizona. She received her Ph.D. is in Family Studies and Human Development with a focus on culture, health and families. Her Master's degree is in Mexican American Studies with an emphasis in Latino Health. Her research interests include Latino health and how cultural processes affect the developmental processes of both individuals and families. Her interest in Latino health has stemmed from growing up in a border community and seeing firsthand the challenges that her family and community have to overcome in order to receive adequate health care. She has published articles that focus on Latino parent-adolescent communication, provider cultural sensitivity, and adolescent emotional distress. She is an evaluator for the Racial and Ethnic Approaches to Community Health across the U.S. (REACH U.S.) program which was created to address the health disparity rates of cervical cancer among Latinas and underserved women in the Tucson community.

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Ph.D. PROGRAM REQUIREMENTS

A minimum of **66 units** are required for completion of the Ph.D. in Mexican American Studies. All required units of credit must be at the graduate level at the University of Arizona or at an accredited institution in consultation with the Major Advisor, MAS academic coordinator and the Director of Graduate Studies. Completion of Degree is required no later than 5 years from passing comps. Various forms are available online on the MAS and Graduate College websites or through the Major Advisor, MAS academic coordinator and the Director of Graduate Studies.

Credit requirements

The department does not require full-time status for its PhD students but the department requires that they enroll for at least 3 units each semester. Those holding departmental teaching and research assistantships, however, must enroll in at least 6 units of graduate credit to meet Graduate College standards. If the student is working on a dissertation and is only enrolled in 900-level units, full-time status is 3 units. *If the student has completed all course work, the dissertation requirements, and is not receiving University funding, 1 unit of graduate credit will maintain full-time status. The full-time status enrollment minimums apply to students wishing to defer federal loan repayments and/or students receiving University funding. Please refer to Graduate College website for the most up-to-date information.*

The department encourages students to collaborate with other academic units within the University to explore relevant theories, knowledge and perspectives based on their specialized field of scholarly inquiry and research. These aforementioned departmental requirements allow students a wide breath choices and independence in completing their degree requirements and all courses must be regularly graded courses (A, B, C, D, and E). Only in unusual circumstances may the above mentioned requirements be altered.

MAS Core

The MAS PhD Degree requires that students take 18 units of core graduate coursework offered by the MAS Faculty, as well as MAS 695A (3 units): Mexican American Studies Colloquium taken during their first semester in the program.

Specialization Area:

In consultation with your Major Advisor students must also complete 15 units in a Mexican American Studies specialization area. No more than 6 units may be taken as Independent Study and only 3 units as preceptorship. An Independent Study Contract form is required for each independent study class, and a Preceptorship form is required for the preceptorship. Forms are available from the Academic Coordinator.

Minor Area:

The Graduate College requires a minor. Students have the option of completing a Minor in MAS (9 units) or selecting to minor outside of MAS. If completing a minor outside of MAS, please see that department for their PhD Minor guidelines and unit requirements.

Research Methods:
Since this is an interdisciplinary program, each student, in consultation with their Major Advisor should take 3 units in an approved research methods course that best serves their research agenda. Additional units may be required as per research needs.

Dissertation Units: A minimum of 18 dissertation units are required.

Previous Course work:
The department will allow a maximum of 15 Master's units taken at the University of Arizona or transferred from another university to be listed on the Plan of Study. In consultation with the student, the Qualifying Exam Committee will review the relevancy of these courses and determine how many of these units merit inclusion in the Plan of Study.

Transfer Units:
Coursework taken outside this department requires a copy of the syllabus be provided for the class under consideration. Forms are available from the Academic Coordinator. **See MAS Evaluation of Transfer of Credit Form.** Any units accepted by your advisor/committee not taking at the University of Arizona must then be submitted via GradPath and go to the Graduate College for evaluation.

Second Language Requirement:
Students must satisfy the second language requirement before taking their Comprehensive Examinations. The student's advisor will determine the applicable language and determine if the student has a reading knowledge of the second language. Fluency may be determined by a) graduate or undergraduate course work in that language b) evidence of passing an applicable language exam at another institution or at another department at the UA c) passing an exam designed by the advisor in which students confirm a reading knowledge of a second language. **See MAS PhD Second Language Requirement Form.**

The following must also be completed:

Ph.D Student Progress Report. An annual **PhD. Student Progress Form** so that the faculty can evaluate your progress.
Qualifying Exam: *A qualifying exam within two semesters that affirms formal acceptance into the program. **See PHD Student Qualifying Exam Form.**
***Doctoral Plan of Study**.
See MAS PHD Plan of Study Form.
Students need to work closely with their Major Advisor and Faculty Committee to create a Doctoral Plan of Study that meets the department's criteria.

Comprehensive Exam:*Completion and affirmative evaluation of the comprehensive examination. Written and Oral Comprehensive Examinations should cover the major and minor areas of study for advancement to All But Dissertation (ABD) status.
See Request to Schedule Written Comprehensives Form.
***Prospectus and prospectus review**. **See Dissertation Prospectus Form.**
***Dissertation defense.**
***Completed and approved dissertation**.

Qualifying Review
Select an ad-hoc Advisory Committee no later than you second semester of residency to conduct a PhD Qualifying Review to consider the suitability for continuation in the program. This committee should be comprised of your MAS Advisor and two other faculty members of whom at least one is a tenure track MAS faculty member, and a Minor Advisor. This review is intended to aid you in designing and planning your course of study in MAS and minor field. Be prepared to discuss a projected timetable for your completion of course work, language requirements and comprehensive examinations with your committee. You should also have a rough dissertation topic.

The Department of Mexican American Studies has over twenty associated and affiliated faculty members, whose appointments in their respective departments and colleges strengthen the MAS Ph.D. program through elective course offerings, mentoring, and serving on dissertation committees as needed.

PHD Program Guide:

Foundation: MAS 695A (taken first semester)	3 units
Core:	18 units
Specialization:	15 units
Minor (if in MAS)	9 units
Methods:	3 units
Dissertation:	18 units
Total	66 units

Qualifying Review

Mexican American Studies requires students to take a qualifying examination or diagnostic evaluation to demonstrate acceptability to pursue the doctorate as well as to determine areas of study where further course work is necessary. This examination usually takes 1-1½ hours and should be scheduled early in the student's second semester in residence. Students should be prepared to discuss the following dossier items at the examination.

The MAS Qualifying Packet or Dossier should include:

1) A 2-3 page short academic bio. In addition to highlighting their academic background, students should also stipulate their future academic goals. In short, "Where are you coming from and where do you see yourself going once you have acquired a PhD in MAS?"

2) An updated academic curriculum vitae (CV).

3) A set of transcripts including all graduate courses taken. These can be unofficial copies. (The MAS Program Coordinator has on file copies of any transcripts that were submitted with student's graduate college application.)

4) A writing sample that ideally should be a theory paper from an MAS course.

5) A preliminary Plan of Study. (Including any Credit Transfer Forms)

6) Committee Form

Qualifying Exam Committee:

The Qualifying Exam ad-hoc committee should be composed of the student's major professor (advisor) and at least two committee members, one of whom can hold an appointment outside the MAS Department for the Major, and one committee member for the Minor. Students should try to include at least one faculty member from their specialization area.

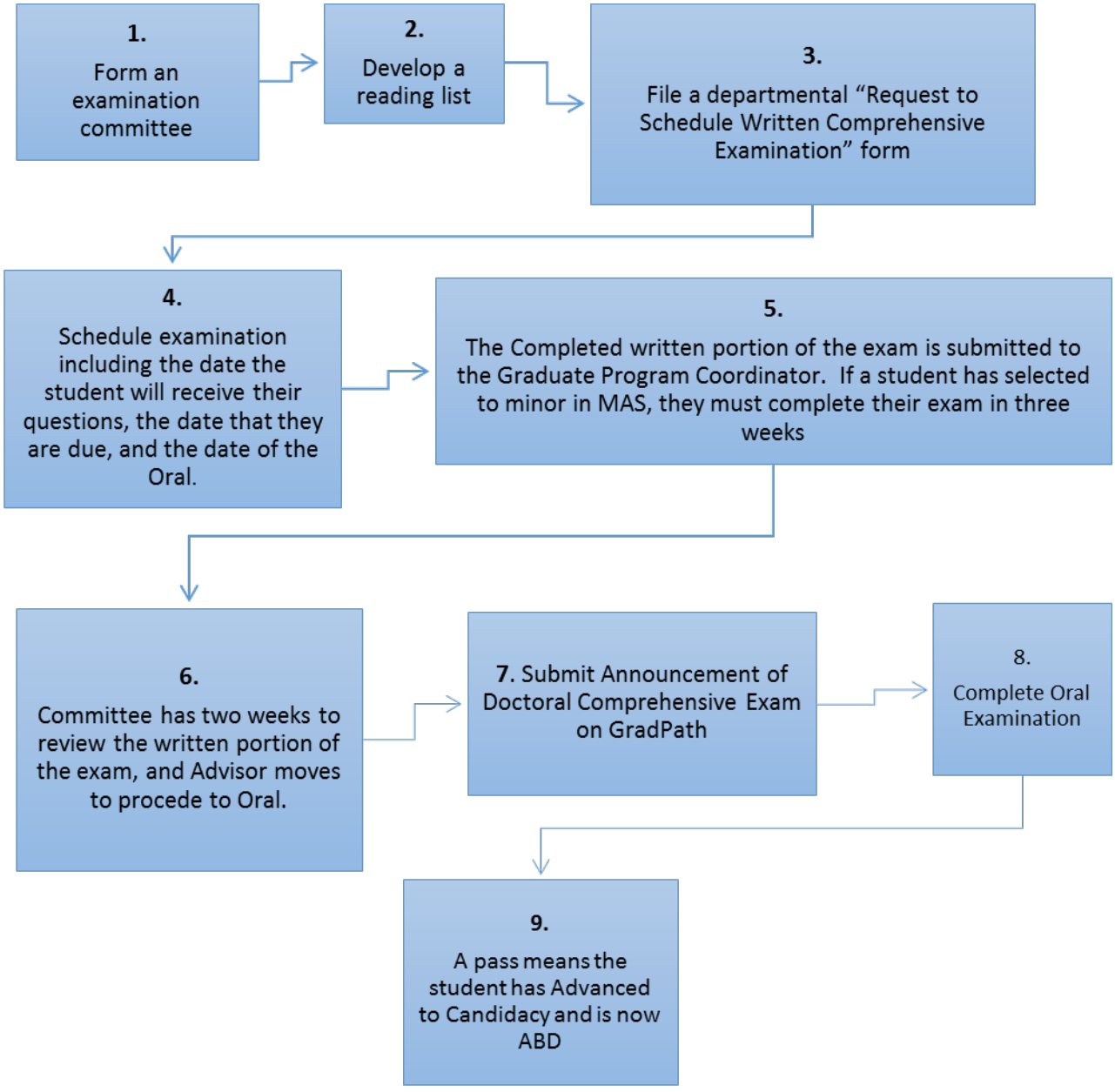
The major professor should be an appointed MAS faculty member who also serves as the student's advisor and mentor. The department head may designate a temporary major professor (advisor) for incoming students, students are allowed to change major professors with departmental approval, but they are ALWAYS required to have an MAS major professor in order to maintain Satisfactory Academic Progress.

COMPREHENSIVE EXAMINATION FOR ADVANCEMENT TO CANDIDACY

Before admission to candidacy for the doctoral degree, the student must pass a written and an oral Doctoral Comprehensive Examination. This examination is intended to assess the student's comprehensive knowledge of the major and minor subjects of study, both in breadth across the general field of Mexican American Studies (MAS) and in depth within the area of specialization. The Comprehensive Examination is considered a single examination although it consists of written and oral parts.

While the Graduate College sets general policies and guidelines for exams, The Department of MAS uses its own criteria for assessing a student's comprehensive knowledge of the field through an examination intended to test the student's knowledge of their major and minor subjects of study. With few exceptions, the Comprehensive Examination must be passed before a student is allowed to register for dissertation (MAS 920) units. Students who have completed their coursework but have not passed their exams will need to enroll in research units (MAS 900). Exceptions to this rule are rarely granted and the student must get approval from their advisor, the Director of Graduate Studies and the Department Head.

A BRIEF OVERVIEW:



TIME LINE (Suggested minimum times for advance planning the Comprehensive Exam)

Steps	**Weeks before the target "due date" for completing the written portion of the exam**	**Activity**
1	-12 weeks	Form an Examination committee. Submit Comp Exam Committee Appointment Form through GradPath.
2	-8 weeks	Develop and finalize reading lists, in consultation with committee members. While in this stage, consult with committee members about possible dates for written and oral components. *Tip for student and Major Advisor: Schedule a meeting of committee members to finalize the lists, discuss concerns and to sync calendars.*
3	-6 weeks	File a departmental "Request to Schedule Written Comprehensive Examination" form, and schedule exam dates (written due date and oral exam date).
4	-4 weeks	The Major Advisor, in consultation with the student and the rest of the committee, schedules the examination, including the date the student will receive their questions, the date that they are due (the written portion of the exam), and the date for the Oral. Submit Announcement of Doctoral Comprehensive Exam through GradPath. The Clock begins as soon as the student receives their questions.
5a 5b	-3 weeks for MAS students with a MAS minor 2 weeks for students with a minor outside of MAS	At the end of the three-week period, the student emails their responses to questions to the Graduate Program Coordinator who forwards them to the Major Advisor.
6	-2 week	The Major Advisor distributes the responses to committee members. They have two weeks to review the written portion of the exam.
7	-1 week	The Major advisor, in consultation with the committee decides to proceed with the Oral Exam as scheduled, or if the date needs to be adjusted.
8	"Due Date"	Oral exam takes place. At the satisfactory conclusion of the Oral, the student advances to

		Ph.D. Candidacy

COMPREHENSIVE EXAMINATION COMMITTEE:
The examining committee must consist of a minimum of four members. The chair of the examination committee must be a tenured or tenure-track MAS faculty member and is considered as the student's Major Advisor. The two additional members must be current tenured, or tenure track MAS faculty members. Additional committee members may be tenured or tenure-track, or an approved special member who has published and acquired an expertise in MAS or the minor field. Special members must be pre-approved by the Dean of the Graduate College.

The student is responsible for submitting the "Comprehensive Exam Committee Appointment" form on Grad Path and, if needed, for requesting that the Graduate Program Coordinator seek approval of "special" committee members from the Graduate College. Any optional members beyond the fourth can also be current tenured or tenure-track faculty members, or approved special members

Minor in MAS Committee: The Minor Advisor must be tenure or tenure-track. If the minor is in MAS, the department requires only one committee member. If a student's Master's degree is in MAS, a fourth question for written portion for the MAS minor exam is not required but their minor advisor must be present and participate at the oral examination.

Minor outside MAS: If the student selects to minor outside MAS, they must familiarize themselves with that department's requirements. Minors in other departments are governed by that department's examination procedures. The minor advisor must be a tenure or tenure-track faculty member from the designated department. Under certain circumstances, the minor department may waive their portion of the written examination at their discretion but must be present at the Oral Examination. This may be the case when a student earned a Master's degree from that department.

The Examination Committee must have both a major and minor chair.

GUIDELINES

The student will meet with both their major and minor advisor the semester prior to taking the written examination, or early in the semester of the examination to discuss the process. They should also consult with their committee members individually to develop a reading list within reason. A minimum of at least 20 bibliographic references relevant to MAS and/or the students' specialty is required of all students but each committee member may request a lengthier list within reason. When each committee member has approved their list, the student needs to submit the reading list to the Major Advisor for approval. After the student has mastered the readings, and has the approval of the Major Advisor, the student may initiate a "Request to Schedule Written Comprehensive Examination"

form available from the Graduate Program Coordinator. At this point, all major and minor committee members must agree to move forward and the form should be submitted to the Graduate Program Coordinator, along with the approved reading lists at least two weeks prior to the examination.

READING LIST AND QUESTIONS: Once the examination has been scheduled, the student should meet with all their committee members to revisit their reading lists and discuss potential examination questions. Although students may contribute and suggest potential questions, committee members have complete discretion as to which question(s) they intend to ask. Questions should be broad enough to allow students to integrate a range of literature and demonstrate an expertise in MAS but also consider that the department has established as maximum page length of 10 pages or a maximum of 2500 words (this does not include footnotes or a bibliography) for each individual question. Once committee members have drafted their questions, they will submit them to the Major Advisor. At this point the committee, under the direction of the Major Advisor may choose to discuss revising the questions to fit the students' research specialties and to avoid redundancy.

WRITTEN EXAMINATION: The Examination Chair forwards the questions to the Graduate Program Coordinator, who is charged with directing this phase of the examination process. The student has two weeks to complete the MAS written portion of the exam. If the student has selected to minor in MAS, they will have four questions to complete and will be given three weeks to submit their answers. Upon completing their exam, the student will forward their results to the Graduate Program Coordinator, who will distribute them and a ballot to each Examination Committee member. The committee can take up to two weeks to evaluate the Written Exam and submit their ballot to the Major Advisor. Responses should be judged on the ability to demonstrate a depth of knowledge related to MAS and they should provide clear evidence that student is able to synthesize, analyze, and write in a scholarly manner. In addition, the student should demonstrate an understanding of theoretical underpinnings of MAS. At this point, Examination Committee members should exercise discretion and communicate any concerns, discrepancies or results only with the Major Advisor. Upon receiving all the ballots, the Major Advisor will consider the following options:

Move Forward: If all committee members are in agreement, the student will be advised to proceed and schedule the Oral Examination.

Re-take: This option is only considered when only one committee member has cast a "fail" ballot. The student must re-take that portion of the written exam within three weeks and "pass" before they move on to the Oral Examination. They can only re-take the exam once.

Fail: If a more than one committee member casts a "fail" vote, the student will need to re-take the entire exam. The composition of the committee cannot be changed. If unexpected and dire circumstances require replacing a committee member, both the Director of Graduate Studies and the Department Head must approve the replacement. If

the student passes the examination on their second attempt, they can proceed with the Oral Examination. Students will not be permitted to move forward in the PhD program if they fail the second exam.

Only the Major and/or Minor Advisor will inform the student to move forward or if they have failed the exam.

ORAL EXAMINATION:

Within three weeks of being advised to move forward, the Oral Comprehensive Examination is conducted before all of the faculty members who directed the written exam. Students must submit the Application for Comprehensive Oral Examination Form signed by all committee members and the department head (required by the Graduate College) to the department office two weeks prior to the scheduled oral examination and the student must complete items 1-6 on the "Announcement of the Doctoral Comprehensive Exam" available on GradPath. The Major Advisor will need to work with the student to complete this form that will be used to record the results of the Oral Examination.

The oral portion of the examination must cover both the MAS major and the selected minor. All committee members must be present for the entire examination and they all should be familiar with the "Policies and Procedures for Oral Comprehensive Examination for Doctoral Candidacy" issued by the Graduate College available at https://arizona.app.box.com/v/grad-gsas-comporalexam. Should special circumstances require a member to attend remotely, prior permission from the Director of Graduate Studies and the Graduate College is needed. This faculty member must participate during the entire exam and must be able to communicate effectively with the student and other committee members.

The Oral Examination is when faculty committee members have both the opportunity and obligation to require the student to display a broad knowledge of MAS and sufficient depth of understanding in areas of specialization. Discussion of proposed dissertation research may be included. The examining committee must attest that the student has demonstrated the professional level of knowledge expected of a junior academic colleague. The exact time and place of this examination must be scheduled with the minor and major committee members and confirmed with the Graduate Program Coordinator. The minimum time for the Oral Comprehensive Examination is one hour and the maximum time is three hours. It is a closed session and is not open to the public, and ballots will need to be completed after the exam. A secret vote is completed by the committee (possible votes: Pass, Fail, and Abstain) and the outcome of that vote determines whether or not the student passes the oral comprehensive exam.

More than one negative vote (Fail and Abstain are negative votes) will result in failure of the exam. Votes are tallied by the committee chair, who informs the committee, and ultimately the student, whether the vote resulted in a Pass or Fail decision. The identities of persons voting one way or the other should not be revealed to the student. If the majority of the committee is not convinced that the student demonstrated a broad

knowledge of MAS and/or sufficient depth of understanding of their specialization areas, they may request that the student re-take the examination. The committee can also NOT recommend reexamination, at which point the student's doctoral program is disqualified. Students can re-take the Oral Examination only once with the same Examination Committee members. If they "Fail" a second time, they will not be allowed to continue in the program, and are effectively disqualified.

ADVANCING TO CANDIDACY: When the student has an approved doctoral Plan of Study on file with the Graduate Student Academic Services Office: has satisfied all course work, language, and residence requirements: and has passed the written and oral portions of the Comprehensive Examination, *the student is expected to move forward to the dissertation phase.* The Graduate College will notify students that they have advanced to candidacy and the student's bursar account will be billed for the fee for candidacy.

Approval of the Dissertation Prospectus

All students must write a dissertation prospectus that explains and justifies the dissertation. It should include a literature review, as well as relevant theoretical, methodological approaches and research methods that the student intends to utilize to design their research project. It should also include a tentative timetable for completing the dissertation. Students should select committee members with research specialty areas related to their proposed dissertation topic in order to receive constructive advice and guidance. At this point, it is expected that the members involved in the Prospectus Defense will also serve as Dissertation Committee members. The UA Graduate College requires a minimum of three members, all of whom must be current University of Arizona faculty members that are tenured, tenure-track, or approved as equivalent. The fourth member may be tenured or tenure-track, or an approved special member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be tenured or tenure-track, or approved special members. Throughout this process, the student should work closely with their dissertation chair. When the chair deems the prospectus draft is suitable to share with the other committee members, the student should schedule a time when all committee members agree to be present (participating via Skype and /or conference calls is acceptable).

The departmental prospectus defense does necessitate a formal announcement and the student, with the approval of the committee chair, may invite additional individuals they feel might help define and guide the dissertation in fruitful directions. The department requires that the chair and other committee members must all be present to approve the prospectus. The student should send a draft of their prospectus to each committee member at least two weeks before the meeting. The committee chair determines the page length of the prospectus but it should be significantly developed and ready to share with the other committee members.

The committee chair resides over the prospectus defense and should also download and print a departmental, "Approval of Dissertation Prospectus" form that all members must sign at the conclusion of the meeting, which should not exceed two hours. The student should be prepare a 20-30 minute presentation that summarizes the proposed dissertation for this meeting after which those present will ask questions and offer advice on content,

methods and research agenda. All committee members must agree to allow the student to proceed to the dissertation phase. This meeting also provides the committee an opportunity to discuss and agree to timeline issues such as distributing chapters for comments and the process involved if minor design changes are necessitated in the future. If the majority of the committee senses severe deficiencies or require more extensive clarifications the student may be asked revise their dissertation prospectus and reschedule another departmental defense meeting.
Students are expected to gain approval of their prospectus no later than one semester after passing their PhD Comprehensive Exams. They will be only allowed to register for dissertation units for one semester to complete the prospectus.

Developing Your Dissertation:

TRADITIONAL DISSERTATION:
The traditional dissertation is a monograph organized into distinctive chapters. Since most dissertations produced in MAS are interdisciplinary, the number of chapters may vary according to research agendas and/or methodological approaches. Traditional dissertations usually include an Introduction, a Literature Review, Methods, Findings or Results and a Conclusion. They also should include abstract, references and a bibliography. The student should use the citation style recommended by their advisor and appropriate for their research specialty.

ARTICLE-BASED DISSERTATION
Structuring a dissertation around articles allows the presentation of research in the format of three journal manuscripts with the intent of submitting them for publication. In addition to the three articles, the department requires an Introduction, Literature Review, and Conclusion that connects, integrates and synthesizes the articles' main themes and major arguments in a coherent manner and explain how they cumulatively contribute to MAS. References and appendices should also be included. All three articles must be completed before the Dissertation Defense.

PhD – Guide to Grad Path Forms

All forms are electronic and can be found on GradPath on UAccess.

1) **Responsible Conduct of Research Statement** - Must be completed at beginning of program. No other forms will be available until this has been completed.

2) **Plan of Study** – Due no later than the end of your second semester.

3) **Comp Exam Committee Appointment Form** – Due one month prior to exam date.

4) **Announcement of Doctoral Comprehensive Exam** – Due one week prior to date of exam.

5) **Results of Comprehensive Exam** – You do not complete this form. It is completed by your committee chair.

6) **Prospectus/Proposal Confirmation** – You do not complete this form. It is completed by the department.

7) **Doctoral Dissertation Committee Appointment** – Due by the beginning of the semester you are defending your dissertation.

8) **Announcement of Final Oral Defense** - Due one month prior to date of defense.

9) **Results of Final Oral Defense -** You do not complete this form. It is completed by the department.

10) **Submit a copy to the Department** -- The Department must receive a final copy of the student's dissertation upon completion of their program.

THE MASTER OF SCIENCE IN MEXICAN AMERICAN STUDIES

The Mexican American Studies (MAS) Master of Science Program is a dynamic, stimulating, and practical course of study that has been developed to advance the understanding of the large Mexican American and Latino populations in the United States. Three strands of coursework are available: Latina/o Health and Wellness; Historical and Cultural Studies; and Critical Education and Migration Studies. Once applicants are accepted into this unique post-baccalaureate program, they choose the strand best suited to their educational and professional goals, such as going on to a doctoral program, studying law, medicine, public health, or working in public- or private-sector organizations that serve the growing Latino populations.

The Master of Science in MAS is designed to be an applied degree. The concentration in Latino Health and Wellness prepares students to conduct culturally competent health research, and to develop health programs targeting Latinos. The Historical and Cultural Studies strand offers a concentration dealing with contemporary scholarship, theory, and methodology in anthropology and history. The concentration in Critical Education and Migration Studies provides students with the qualitative and quantitative background necessary to both understand and implement policies aimed at Mexican Americans and the communities they live in.

II. DEGREE REQUIREMENTS

A total of 33 units are required for the Master of Science in Mexican American Studies. **A minimum of 18 core units, 9 elective units, and either 6 thesis units (for the thesis option) or 6 additional elective units (for the examination option) are required for completion of this degree.** Students are required to select one concentration from the three strands available in the MS program. After consulting with a faculty advisor, graduate students must select 9 elective units from one of the three strand options.

Students have the option of completing a thesis or taking a combination of oral and written exams to demonstrate their Master's-level proficiency. Prior to initiating the second year of graduate study, or at the completion of eighteen units, students are required to declare whether they will select the thesis or the examination option. Students should select their course of study as early as possible to begin preparing their thesis work or examination papers from their first semester of study. Students who change options after taking steps toward one-degree completion course of study will be required to complete all of the requirements of their newly selected course of study, even at the cost of additional academic units and time. **Students have six years to complete all Master of Science coursework, including transfer credits or credits taken as a non-degree-seeking student.**

MAS CORE COURSES

MAS 508	The Mexican American: Cultural Perspectives (3)
MAS 509	Mexican Immigration (3)
MAS 525*	Topics in Latino Health (3),
MAS 580a	Advanced Research Methods on Latinos (3)
MAS ___	_____(3)
MAS ____	_____(3)

All students will take MAS 508 their first semester in the graduate program.

*Students who have already taken MAS 425 or MAS 435 may not take MAS 525 or MAS 535 for credit toward the graduate degree. See the Academic Coordinator for substitution options.

ELECTIVE OPTIONS

Look for courses taught by MAS core faculty, affiliated faculty and courses offered in the following departments. A list of pre-approved electives is available.

Anthropology
College of Public Health
Gender and Women's Studies
History
Language, Reading and Cultures

Political Science
Psychology
Sociology
Spanish and Portuguese
Teacher and Teacher Education

Elective options offered by other departments are under the exclusive control of that department. They can be cancelled, changed, or restricted at any time. Their inclusion in the MAS pre-approved elective list does not guarantee MAS students access to these classes, but indicates we will accept them as electives toward the MS degree. These courses are difficult to get in to due to MPH program enrollment restrictions. Dual degree program students may not experience registration restrictions on these courses.

INDEPENDENT/ INTERNSHIP UNITS

Students may also receive credit for independent study and/or unpaid internships under the guidance of a faculty member approved by the DGS. **Any independent study units or internships that will count toward the 33 total Master's degree units must be approved in advance by the DGS and the Academic Coordinator.** A total of no more than six (6) units of independent study and/or internship credits may be applied toward the Master's degree and require a completed independent study and/or internship form signed and approved prior to registering for the class. Please contact the Academic Coordinator regarding any independent study or internship credits you would like to pursue.

Students will not be allowed to register for independent studies /internships when core courses have not been completed and are being offered.

COURSE SUBSTITUTIONS

Substitutions for core courses are generally not permitted and are approved only in rare circumstances by the DGS and the Academic Coordinator. Those students who have previously taken MAS 425 cannot count MAS 525 toward their Master's degree. Any substitution of strand electives must first be approved by the DGS and the Graduate Coordinator. All course substitutions, including independent study classes and internships, must be cleared with the Academic Coordinator at the time of registration for classes. Please contact the Academic Coordinator to obtain a Petition for Course Substitution. Strand substitutions will be judged on a case-by-case basis.

DUAL DEGREE PROGRAM: MS/MPH

The MPH/MS Dual Degree Program allows students to earn a Master of Public Health and a Master of Science degree in Mexican American Studies. Students gain an advanced understanding of the Mexican American and Latino populations in the United States that prepares them to develop culturally-competent public health programs and policies targeting Latinos. This program provides subject and research competency on Mexican Americans as well as applied skills for working professionals and graduate students interested in better serving the Mexican American population of the Southwest. This dual degree program offers students the opportunity for interdisciplinary study allowing them to customize their dual degree by selecting any one of the **six MPH concentration areas**

and by taking electives addressing issues relevant to Mexican American and Latino populations. The minimum number of required units varies based on the M.P.H. concentration. A minimum of 50% of credit hours must be unique to each degree and cannot be used for dual credit.

Mexican American Studies Requirements:
Thirty-three (33) units are required for the MS in Mexican American Studies: a minimum of 18 core units, 9 elective units from the Latino Health Strand, and the choice of a 6 unit thesis or 6 units of electives and an oral examination.

Required Core Courses (18 units)

MAS 508	The Mexican American: A Cultural Perspective (3)	
MAS 509	Mexican Immigration (3)	
MAS 525	Topics in Latino Health (3)	
MAS 580A	Advanced Research Methods (3)	
MAS ___	_____	(3)
MAS ____	_____	(3)

Elective Courses (minimum 9 units – approved by Advisor)

Thesis or Examination Option (6)

Master of Public Health Requirements
Please see the College of Public Health advisors for specifics.
*****The number of units varies based on the M.P.H. concentration. A minimum of 50% of credit hours must be unique to each degree and cannot be used for dual credit.

THESIS OPTION

When a student selects the thesis option, a thesis is required for completion of the M.S. degree. By the end of the second semester or before the nineteenth unit of graduate study, students on the thesis option must identify their thesis advisor, which must be a MAS core faculty member. The student will submit a "prospectus" to the thesis advisor and will outline academic progress to date, those studies to be completed prior to writing the thesis and an outline of the research to be included in the thesis. The student then meets with his/her advisor to discuss the prospectus. The Director of Graduate Studies reviews this information and helps the candidate to formulate any new plans, if appropriate.
Master's thesis committees must consist of three members; at least two must be tenure-track UA faculty members. If the third member is not a tenure-track UA faculty member, he or she must be approved by the Graduate College as a special member. A member who is not tenure-track will not be eligible to serve as sole chair of the committee but can serve as co-chair if approved to do so by the Graduate College. The student works with the faculty advisor to determine the additional two faculty members who will serve as secondary members.

Note: Students with outstanding incompletes will not be allowed to defend their thesis.

Preparation of the written thesis must follow Graduate College regulations. See the Graduate College webpage for the manual for submission of paper or electronic theses. Even if the student does not wish to submit their thesis for publication, they must meet Graduate College guidelines for submission of their thesis to the MAS department. **When the thesis is written, the student submits a completed copy of the rough draft to their student advisor and committee at least one month prior to the end of the academic term in which they are graduating.** The committee members will individually review the thesis and return it to the student with comments and corrections.

After addressing comments on the thesis from the graduate advisor and committee, the student will arrange a time and location to defend the thesis before the committee and other invitees. Upon successful oral defense of the thesis and obtaining approval from the committee for the final version of the thesis, the student prepares a final draft. One copy of the final draft must be delivered to the Academic Coordinator. The Department must receive a final copy of the student's thesis upon completion of their program.

ORAL EXAMINATION OPTION

When a student selects the oral examination option, they will submit three 15-page papers written during the course of their graduate studies and respond satisfactorily to a series of oral questions prepared by the examination committee to meet the requirements of the M.S. degree. Prior to initiating the second year or the nineteenth unit of graduate study, M.S. students who choose the examination option must identify their examination advisor. The student and advisor will work together to formulate a committee consisting of at least three members who will support the student through the examination process. Two of the three papers must be from MAS core courses, and the papers must have been written for classes taught by at least two of the faculty members serving on the committee. The papers cannot all have been written for the same faculty member. The student must have received a grade of A or B on each paper to qualify for submission to the examination committee. ***Note: Students with outstanding incompletes will not be allowed to take their oral exam.***

The oral examination guidelines are as follows:

- Students must submit three (3) papers written and graded in at least two MAS core courses and one MAS elective course.
- Each paper should be at least 15 pages in length or equivalent, or at the discretion of the student's faculty advisor.
- The student must provide all three papers to each oral exam committee member at least three weeks prior to the date of the oral exam.
- The student must provide the Plan of Study to their exam committee at least three weeks prior to the date of the oral exam.

- Three (3) oral exam questions will be taken from each of the papers submitted. The student will receive six of the questions at least one week prior to the oral exam date and three questions in the oral exam. Thus, there will be a total of 9 questions the student must answer.

Oral exam questions on course content are allowable, but the student must be provided these questions at least one week prior to the date of the oral exam.

- The oral exam will be at least 60 minutes in length, but will not exceed 90 minutes. The student should be prepared to discuss each paper in the first 10 minutes of the oral exam. After this presentation, the oral exam committee will commence with their questions.
- The student will be notified of she/he passed, failed, or needs to revise at the end of the examination. The student will have two weeks to revise their answers, which will be assessed by the student's oral exam committee chair. The chair will have the final say on the matter.

The student has one opportunity within one semester's time to re-take a failed oral examination. The student's three papers will be maintained on file at the Mexican American Studies Graduate Program upon successful completion of the Master's degree requirements.

TRANSFER CREDIT

No more than 20% of the minimum number of units required for a Master's degree can be transferred from other accredited institutions. Credits being considered for transfer cannot be older than 6 years. Such transfer credit can be applied to an advanced degree only upon satisfactory completion of deficiencies as prescribed by the head of the major department in which the student seeks a degree. Transfer of credit toward an advanced degree will not be made unless the grade earned was A or B, and unless it was awarded graduate credit at the institution where the work was completed. Grades of transfer work will not be used in computing the student's grade-point average. Credit for correspondence courses or extension work from other institutions will not be accepted for graduate credit.

Students who wish transfer credit must submit an 'Evaluation of Transfer Credit' form before the end of their first year of study. Coursework taken outside this department requires a copy of the syllabus be provided for the class under consideration. Approval from both the student's advisor and the Director of Graduate Studies to substantiate the relevance of any transfer units is required. Forms are available from the Academic Coordinator. This form must be approved by the Graduate College via GradPath.

MASTER'S CONTINUOUS ENROLLMENT POLICY

A student admitted to a Master's degree program must register each Fall and Spring semester for a minimum of 3 graduate units from original matriculation until all degree requirements are met.

If the degree program requirements are to be completed in the summer, the student must register for a minimum of 1 unit of graduate credit in either Summer I or Summer II. If not graduating in the summer term, Master's and Educational Specialist candidates do not have to register for graduate units during summer sessions *unless* they plan to make use of faculty time. If they do plan to use faculty time, they must enroll for a minimum of 1 unit of graduate credit in the term(s) in which they are using faculty time.

All graduate students must maintain continuous enrollment in the University of Arizona Graduate College. A student admitted to a graduate degree program must register each fall and spring semester for a minimum of 3 graduate units from original matriculation until all degree requirements, including submission of the final copy of the thesis is completed, unless excused through a leave of absence (See Leave of Absence Policy, below). Students who fail to keep continuous enrollment will need to re-apply to the program.

Students receiving teaching or research assistantships must register for a minimum of 6 units per semester. Graduate students do not have to register for graduate units during summer sessions unless they plan to make use of University of Arizona facilities or faculty time. If they plan to utilize facilities or faculty time, they must enroll for at least 1 unit of graduate credit in any summer session. If degree requirements are completed during the summer term, the student must also be registered for a minimum of 1 unit of graduate credit during that term. If degree requirements are completed during an inter-session (winter session or the Pre-Session), the student must have been registered during the preceding semester. Students that fail to keep continuous enrollment must re-apply for admission if they wish to continue the Master of Science program. Please refer to the Graduate College website and catalog for details on fulfilling full-time enrollment.

All graduate students must demonstrate satisfactory progress toward their Master of Science Degree. If satisfactory progress toward the Master of Science degree is not met, students will be changed to Provisional Status for one semester. If satisfactory progress is not demonstrated during the provisional semester, students will be disqualified from the Master of Science program.

Mexican American Studies Policy

Students pursuing the Master of Science Degree in Mexican American Studies are required to demonstrate satisfactory academic progress toward degree completion. Satisfactory academic progress includes: maintaining a minimum grade-point average of 3.0 each semester of enrollment, and; enrolling in a minimum of 3 units per semester if a part-time student; or enrolling in a minimum of 6 units per semester if full-time. Additionally, part-time students must complete all degree requirements within 6 years of enrollment in the program. Further, all core courses for the degree should be completed within the first five (5) semesters of enrollment for part-time students, and within the first three (3) semesters of enrollment for full-time students. When a student fails to achieve a minimum GPA of 3.0 or does not demonstrate satisfactory academic progress as defines above, the

department will proceed to disqualify them from the program. The student can then apply as non-degree-seeking.

Mexican American Studies
Master's Degree Checklist

The Master's program is a standard two-year program. While faculty and staff will help you to successfully earn your M.S., you are ultimately responsible for making sure that you meet all requirements and deadlines for both the department and the Graduate College.

___ 1. Select your Advisor by December 1.

Notify DGS and Academic Coordinator whether you will keep the provisional advisors or have you selected a different advisor.

___ 2. Master's Plan of Study, (Due 2nd semester in residence).
http://grad.arizona.edu/academics/degree-certification/mpos

The Master's Plan of Study is a collaborative production of the student, his/her Advisor and the Academic Coordinator. The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements. The Plan of Study must have the approval of the student's major professor and Department Head or DGS before it is submitted to the Graduate College. There is a Plan of Study fee.

___ 3. Select Thesis or Examination Option. (Due by the end of the 2nd semester).

Notify DGS and Academic Coordinator whether you will select the Thesis or the Examination Option. Students who change options after taking steps toward on degree completion course of study will be required to complete all of the requirements of their newly selected course of study, even at the cost of additional academic units and time. **See Masters Committee Form**.

___ 4. Completion of Degree Requirements. (Due the week after finals ends, earlier if you need special verification that your requirements have been completed.)

When the student's department determines that the student has completed all degree requirements, a Completion of Master's Degree Requirements form, signed by the three faculty members of the student's committee (two of whom must be tenure-track faculty members in the major field) will be submitted to the Graduate College. Approval of this form by the Dean of the Graduate College will certify completion of degree requirements. Modifications to the Plan of Study may be made on the Completion of Degree Requirement form or on the Changes in Student's Records form. Modifications may

consist of changes in coursework, changes in addresses, or changes in names. Name changes also require that an official name change be filed with the Registrar's Office. All outstanding fees must be cleared before the final completion date. Any financial encumbrances will delay mailing of the diploma and transcripts. All grades must be submitted for Incompletes and current semester coursework must be received before the degree is considered completed. A student must be in good academic standing at the time of submission of the Completion of Master's Degree Requirements form.

MASTER'S Guide to Grad Path Forms

All forms are electronic and can be found on Grad Path

1) **Responsible Conduct of Research Statement**– Must be completed at beginning of program. No other forms will be available until this has been completed.

2) **Plan of Study** – Due no later than the end of your second semester.

3) **Master's/Specialist Committee Appointment Form**– Must be completed whether you are choosing the thesis option or the oral exam option. Due by the beginning of the semester in which you are defending your or thesis or taking your oral exam.

4) **Completion of Degree form**- You do not complete this form. It is completed by the department.

Exit Survey
At the time of a graduate student's completion of their program, all students must participate in an exit survey regarding their learning experience in the department.
