



Graduate Student Handbook

Academic Year 2023 - 2024



COLLEGE OF SOCIAL & BEHAVIORAL SCIENCES

Mexican American
Studies

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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.

Graduate College

The Graduate College provides central support and leadership to serve, oversee, and advance all aspects of the graduate enterprise at the University of Arizona.

In providing central support and leadership, the Graduate College has a threefold mission:

- People, Processes and Programs – Our mission is built upon a foundation of Service to prospective and current graduate students, faculty/staff, academic programs and colleges, and central administrative units. Principal activities include essential central administrative and IT services for program admissions, degree progress and certification, fellowship awarding, assistantship contracting, financial services and human resources.
- Policies and Performance – We provide a core layer of Oversight to ensure quality and consistency in graduate program function concerning academic policies, administrative procedures and curriculum, as well as institutional research, assessment and Academic Program Review support for management of graduate program performance.
- Promotion – Our highest commitment is the advancement of the overall graduate enterprise that includes advocating for graduate education and research, furthering diversity, interdisciplinarity and integrity, and helping to provide and facilitate student financial support from a range of sources.

Department of Mexican American Studies

The Department of Mexican American Studies (MAS) at the University of Arizona offers interdisciplinary degree programs designed to study, recover and disseminate knowledge of the history, culture, and intellectual legacy of Chicana, Mexican, Indigenous, and Latinx peoples in the United States and across the Américas. The Mexican American Studies program does this through decolonial epistemologies, pedagogies, and scholarship located at the intersections of race, class, gender, and sexuality. We consider social change imperative for the empowerment of Chicana, Mexican, Indigenous, and Latinx populations who are disproportionately impacted by legacies of colonialism, racism, patriarchy, and their contemporary manifestations.

Graduate Degrees:

- Master's of Science: Mexican American Studies
- Dual Master's of Science: Mexican American Studies & Public Health
- Online Master's of Science: Border Studies (in progress)
- Doctor of Philosophy (Ph.D.): Mexican American Studies
- Doctor of Philosophy (Ph.D.): Mexican American Studies Minor

Contacts

Please make sure to save the contact information below in your address book as you will be in communication with any one of them throughout your program.

Department Head

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 mas.arizona.edu

 uofamas (follow us)

As the leading intellectual and advocacy institution in Arizona, the Department of Mexican American Studies contributes to the knowledge about, and produced by Chicana, Mexican, Indigenous, and Latinx populations, while engaging, sharing, and recommending public policy positions that are relevant to these communities, such as issues related to public health/wellness, (im)migration, the U.S.-Mexico border, education, social justice, transborder organizing, Latinx urbanization, Indigenous systems of healing, environmental and food justice, criminal justice and judicial system to educators, students, communities, elected officials, policymakers, media, and other stakeholders as a process of undoing systemic racism and exclusion.

MAS at the University of Arizona is active in the Mexican American Studies struggle and is firmly committed to training future generations of scholars whose research is rooted in social justice. The department works collaboratively with community organizations to address issues and produce knowledge benefiting historically marginalized communities in the U.S. and transnationally.

The Mexican American Studies program was founded in 1968 by a group of committed community activists, students, and educators in response to community and student demands for self-determination. By 1975 it became the Mexican American Studies Committee. On March 22, 1981, the Mexican American Studies & Research Center was formally established. Two years later, the Center received state funding and began to realize its interdisciplinary research program. In 2009, the Center became a full-fledged department.

Employment Opportunities

Students who have completed a graduate degree in Mexican American Studies have found employment as educators, principals, and related student services. Many hold positions as professors and administrators in academia, ranging from community colleges to R1 institutions.

Others have continued on to pursue professional degrees in law and medicine and others are employed in human and health Services, NGOs, non-profits, and various media outlets.

GENERAL INFORMATION

Checklist for New Students and Helpful Information

- Get a UA email account:** Go to <https://account.arizona.edu>. All university business is conducted via your UA email address.
- Get your CatCard ID:** Once you have enrolled, obtain a CatCard (UA ID) from the CatCard office in the Student Union.
- Enroll in Courses:** Work with the Director of Graduate Studies to pick classes for your first semester. Register online using UAccess. You can get to UAccess from the UA's home page (www.arizona.edu) by clicking on the student tab. If you can't register, it may be because Campus Health doesn't have your complete immunization record. Check with Campus Health or the Graduate Program Coordinator to determine if you have a registration hold.
- Check out UAccess Student:** <https://uaccess.arizona.edu/> when reaching the page, select the "Student Center" tab under Students. This is also where you will find GradPath.
- Important Degree Dates and Deadlines:** grad.arizona.edu helpful to mark in calendars and talk with advisors in how you are doing in comparison to the timeline

Cultural Centers at the University of Arizona

- African American Student Affairs
- Asian Pacific American Student Affairs
- Adalberto and Ana Guerrero Student Center
- Disability Resource Center
- Immigrant Student Resource Center
- LGBTQ Affairs
- Native American Student Affairs
- Women & Gender Resource Center

Academic Advising

Upon reviewing student applications 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. Students may later select an advisor from the core MAS Faculty. All students will meet with the Director of Graduate Studies at least once per semester to discuss their selected course of study and ensure they are making satisfactory progress toward their degree. When the faculty chair to a student's committee is on sabbatical, the chair is responsible for the student's annual review of the student. The faculty chair may select a core MAS faculty member on the student's committee to advise them during the chair's sabbatical.

DEPARTMENT POLICY

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

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.

Students who have maintained continuous enrollment, fulfilled all their other degree requirements and are only completing an incomplete in coursework (a class other than 900 level) are not required to enroll while they complete the incomplete. If, however, students need library privileges or plan to use other University facilities or need significant faculty time while they complete their incomplete, enrollment is required.

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 convert 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 MAS 920 Dissertation units. Students will not be allowed to take the oral exam or defend their thesis if they have outstanding incompletes.

If a student has accumulated more than one incomplete due to health issues or unexpected personal circumstance, we strongly recommend connecting with their Advisor, the Director of Graduate Studies and/or the Program Coordinator to see how we can support in creating a plan that works for the student.

Satisfactory Academic Progress

Please refer to the Graduate College website for details regarding satisfactory academic progress. <https://grad.arizona.edu/policies/academic-policies>

For more information about academic standing, progress, and probation – please refer to the policy provided by the University of Arizona Catalog: <https://catalog.arizona.edu/policy/courses-credit/grading/academic-standing-graduate>

Leave of Absence

The Graduate College provides Leave of Absences (LOAs) as an option for Graduate Students to petition an absence from the program for a semester or for the academic year.

Please note: the petition is filed via GradPath (reach out to the Program Coordinator or degree counselor for assistance).

Also to note from the Graduate College:

- *Leaves of Absence (LOAs) 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.*
- *Student insurance might not be available while on Graduate Student Leave of Absence, please contact Campus Health Services for more information.*
- *International students must check with the International Students Programs and Services before filing for a Leave of Absence.*

Types of LOAs:

- Academic Leaves
- Personal Leaves
- Medical Leaves
- Retroactive Leave of Absence

For more information: <https://grad.arizona.edu/policies/enrollment-policies/leave-absence>

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

Graduate Tuition Scholarships (GTS) 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

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 ASSISTANSHIPS/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 a degree with no incompletes. Although the department does not guarantee funding for Ph. D. students, we encourage all graduate students to seek external funding and we will try to assist with funding as much as possible during the first three years in the program. Factors considered in awarding TAs include: teaching experience and performance as TA's and service to the department and participation in department events.

Professional Conduct

TA and RA positions are excellent opportunities for graduate students to develop professional skills that will be a lifelong useful experience. The guidelines address how students should conduct themselves, i.e., one's professional conduct. Professional conduct not only involves a commitment to follow the contract's requirements, but also includes acting responsibly within and towards the department. Award of a TA or RA is a privilege, not a right, and it is a job. It carries various responsibilities:

1. Responding within the time frame requested by the MAS staff and Graduate College, which has its own internal set of guidelines that the department must adhere to. In time sensitive requests related to the fulfillment of your TAship or funding, failure to comply is grounds for revoking your funding. Students are required to remain in communication with the department during semester breaks. This is important as time-sensitive information (i.e. teaching assignments, funding allocations, etc.) is often communicated in between semesters and needs immediate response. Sometimes funding frees up and if you are not available to respond, the funding opportunity will be given to another student.
2. If assigned a teaching position, please refer to the offer letter to identify your first day of work. Please note that your teaching assignment starts before instruction begins, which means that you will need to report to the department before the start of the semester. You must also be available two weeks prior to the beginning and end of the semester, and meeting with professors for whom you are working with as a TA, GTA or RA. You must also be available through the Friday before spring break starts and 7 days after the semester ends, for grading and other work-related responsibilities.
3. You must attend your assigned class as well as also attend orientation and the department's retreat. You must also keep regular office hours.

Professionalism also includes appropriate decorum among faculty, staff and peers. We are a community of learners. We encourage free and vigorous debates, but they should be done respectfully in ways that do not silence or marginalize different opinions or perspectives.

Professionalism in service to the department and the University: This is achieved through participating in professional activities, including School and College events as well as collaborations with community partners; conferences and workshops, and through work as teaching and research assistants.

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 Requirement	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 .
TATO	A TA must complete the Teaching Assistant/Associate Training Online (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 below. 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.
TA Evaluations	A hiring department must evaluate the performance of TAs each semester. These records are to be submitted to the Graduate College after the closure of each semester. Unsatisfactory performance must be addressed prior to rehire of the TA. TA Conversations (PDF)
Responsibilities: Grad Assistants Grad Associates	<p>A GA is charged with the following responsibilities:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

IBT TOELF = 26
Speaking Section

Responsibilities
cont.

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.

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.

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 <http://www.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.

INTERNAL DEPARTMENTAL PROCESSES

Student Participation

MAS department meetings are open to all students, faculty, and staff. The exception to this is during the event of discussing employment issues, any sensitive information of a particular student, or if the faculty needs to go into executive session.

Academic Progress Review Process

The department is required by Graduate College to conduct yearly evaluations of graduate students. Doctoral student self-evaluations are required by the Graduate College in order to stay in good standing with Graduate College and the department. The faculty annual evaluations of doctoral students and the self-evaluation form are the basis for any future funding, along with evaluations of Teaching Assistantships. Upon receiving a notice of the faculty evaluation, **doctoral students are also required to meet with the Director of Graduate Studies to discuss their progress as part of this evaluation process.**

1. Students will be asked to submit their self-evaluations by **mid-January**.
2. Faculty will review evaluations and submit their feedback forms by the **first week of February**.
3. All faculty will meet to discuss their feedback at the first departmental meeting of February. The meeting will be reserved for this discussion only.
4. The Graduate Program Coordinator, DGS and Department Head will meet no later than mid-February to go over evaluations and feedback forms. They will summarize feedback forms and create a letter template for each of the students.
5. Faculty will receive the template and feedback notes for their respective advisees. They will be asked to create a formal letter to be sent out to their students no later than the **first week of March**. Faculty need to Cc the Graduate Program Coordinator in this email for record-keeping.
6. DGS will have in-person conversations with all students by the **last week of April**. DGS will follow-up to all in-person conversations with an email summarizing what was discussed during the meeting.

Student Accommodations for Examinations or Course Work

The department is committed to providing a space where all students can learn and have equal access to education. Please visit the University of Arizona [Disability Resource Center](#) page for more information on accommodations and services.

If you need accommodations or extended time on the Doctoral Composition exam, Oral Defense and/or any other examination/course work please speak with your advisor prior to the date of examination or due date.

Grievance Process

Open communication between students and faculty/staff/department often can resolve many concerns and confusions students may have. However, if students feel their concerns are not satisfactorily addressed, they are to follow these guidelines to try to come to a resolution.

1. **Go to your professor/advisor** if your concern is about a particular class.
2. **Go to your advisor** if the issue is not related to a specific class or if you're unable to resolve the issue with the professor.
3. **Go to the Director of Graduate Studies (DGS)** if your grievance/concern has not been resolved. Try to work through a resolution with the DGS. If an understanding has not been reached, the DGS will advise the student towards the next steps.
4. **Go to the Department Head** with grievances related to the department that cannot be resolved with the DGS. This will need to be addressed in writing to the Department Head. If there is a grievance with a faculty member and there is no resolution, the Head will send the grievance to faculty. The faculty body will consider the issue and make a recommendation to the Department Head.
5. If the problem concerns a grade in which there is no resolution after following the previous steps, the student should appeal to the Department Head. If the concern is not resolved at this level, the Department Head will explain to the student the university's grade appeal procedure. Please refer to grievance Policy of the Graduate College: <https://grad.arizona.edu/policies/academic-policies/grievance-policy>

For gender (including sexual harassment), ethnic, religious, racial, and sexual orientation discrimination refer to the Office of Institutional Equity. <http://equity.arizona.edu/>

Grade appeals procedures are available in General Catalog or from the Graduate College Information Desk. <http://catalog.arizona.edu/>

The University Ombudsperson is available to address complaints and concerns as well. <http://ombuds.arizona.edu/>

MASTER'S PROGRAM

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.

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.

Learning Objectives

- a) Demonstrate skills in critical analysis of research literature and demonstrate the ability to design and conduct original research in the interdisciplinary field of Mexican American Studies and across relevant disciplines.
- b) Apply Mexican American studies theories to think critically about social justice in the context of Mexican American/Mexican origin communities.
- c) Contextualize and analyze the experiences of Mexican Americans within a broader hemispheric perspective from pre-Columbian to contemporary by applying relevant theories and principles from Mexican American Studies and other relevant disciplines to analyze the complex realities and issues faced in a hemispheric context of the Americas.

MAS Core Courses Overview

Minimum Credits: 33

Course Work:

Core Units: 6 Units

MAS 580A Advanced Research Methods (3)

MAS 508 The Mex-Amer.: A Cultural Perspective (3)

Specialization/Tracks: 12 Units

MAS 570 The Feminization of Migration: Global Persp. (3)

MAS 525 Latino Health Disparities (3)

MAS 566 Decolonial Chicana Theory (3)

MAS Course related to student's interest (3)

Elective Units: 9 units (*see list on page 41*)

Thesis Units or additional elective units: 6 units

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

*Students who have taken any co-convened courses during their undergraduate studies cannot count credit toward the graduate degree. See your Advisor for substitution 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.

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 your advisor.** 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 Graduate Program 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 Graduate Program 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 Program Coordinator. All course substitutions, including independent study classes and internships, must be cleared by the Major Advisor and the Graduate Program Coordinator at the time of registration for classes. Please contact the Graduate Program Coordinator to obtain a Petition for Course Substitution.

Elective Options

Look for courses taught by MAS core faculty, affiliated faculty and courses offered in the following departments.

Anthropology	Political Science
College of Public Health	Psychology
Gender and Women's Studies	Sociology
History	Spanish and Portuguese
Language, Reading and Cultures	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.

Elective Course Work – Focus Area

**See list of electives on page 41.

Thesis Option or Oral Examination Option

Thesis Paper 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.

Student Accommodations for Examinations or Course Work

If you need accommodations or extended time on the Thesis Paper or the Oral Examination please speak with your advisor or the Graduate Coordinator prior to the date of examination or due date.

You can also consult the the University of Arizona [Disability Resource Center](#) for more information and services.

More information on page 10.

Establishing your Committee

Master's thesis committees must consist of three members; at least two must be tenure-track MAS 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.

Changes to Committee Members

Establishing your committee is very important to ensure you have the support necessary at every milestone. Changes in your committee can result in significant impacts before, during or after the Thesis or Oral examination. *The Graduate College requires specific information regarding any changes in to the Thesis or Oral Examination Committee.*

Students should consult with their advisor before submitting the **Change of MA Committee Form**. To submit the report, you will need to provide a reasoning to request the change that must be approved by your Advisor and/or the Director of Graduate Studies.

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. The thesis must be approved by advisor before being sent to the committee. Once the thesis has been approved by advisor, 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 Major Advisor and committee, the student will arrange a time and location to defend the thesis before the committee and other invitees.

Recommend: Prepare a 15 minute powerpoint presentation that addresses the key theories, methods and findings of the thesis. Reminder-the student will be evaluated on the MAS learning objectives.

Upon successful oral defense of the thesis and obtaining approval from the committee for the final version of the thesis, the student moves to prepare a final draft. One copy of the final draft must be delivered to the Graduate Program 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 10 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.

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.

- In the first portion of the oral exam the student will present and discuss each paper. We recommend that the student prepared a 15-20 minute powerpoint presentation that articulates key ideas and theories of each paper.
- In the second portion of the oral exam the oral exam committee will commence with their questions. 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. Reminder: the student will be evaluated on MAS learning objectives.

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.

MAS Satisfactory Academic 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 defined above, the department will proceed to disqualify them from the program. The student can then apply as non-degree-seeking.

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.

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.

Master's students who have maintained continuous enrollment, fulfilled all their other degree requirements and were enrolled in the prior semester may defend and file in the summer or winter term without registration. If, however, a student needs library privileges or if they plan to make other use of University facilities or significant faculty time during summer or winter session, enrollment is required.

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. Students will be placed on probation if GPA falls below 3.0.

MAS 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 the DGS and the Graduate Program 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)

<https://grad.arizona.edu/gsas/degree-requirements/masters-degrees#plan-of-study>

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. You will work with your advisor to create the Plan of Study. There is a Plan of Study fee.

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

Notify the DGS and the Graduate Program 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 end, 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 GradPath Forms

All forms are electronic and can be found on GradPath

1. **Responsible Conduct of Research Form** - Must be completed at beginning of program. No other forms will be available until this has been completed.
2. **Evaluation of Transfer Credits** - only if using external transfer courses. Must be provided to advisor no later than the end of your second semester.
3. **Plan of Study** - Due no later than the end of your second semester. Please note there are fees associated with submitting the form.
4. **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. Submit as soon as the Plan of Study has been approved and it is required whether or not you formed a committee.
5. **Master's/Specialist Completion Confirmation Form** - this form is submitted by the department Graduate Program Coordinator on behalf of the student to initiate final Graduate College degree audit.
6. **Submission of thesis** for archiving - required if student completes a thesis
7. **Exit Survey**

Recommended Last Date for Oral Examination/Thesis Defense

Graduation Term

Fall 2023: Final approved thesis submission, and all degree requirements by **Dec. 15, 2023**.

Winter 2023: Final approved thesis submission, and all degree requirements by **Jan. 10, 2024**.

Spring 2024: Final approved thesis submission, and all degree requirements by **May 10, 2024**.

***Please note that all coursework requirements must be completed by the last day of classes.*

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.

DUAL MASTER'S PROGRAM: MAS/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.

Degree Requirement

In order to be eligible for a dual degree between MAS and MPH, you will need to be accepted into both degree programs. You can apply to both and be accepted or be accepted into one and then apply to the other program later on.

Master in Mexican American Studies

Minimum of 33 Units are required for the MS

Core Units

Elective Units: Latino Health & Wellness Topic (*approved by Advisor*) 21 units
6 units

Thesis or Examination Option 6 units

**Please look at the prior section about the MAS Master degree requirement*

Master in Public Health

Minimum of 42 Units are required for the MS

Core Units 16 units

Internship Preparation Workshop 0 units

Interprofessional Education Activities 0 units

Required Concentration Courses 11-23 units

Electives (*approved by mentor*) 3-12 units

**There is a program fee applied per unit, check in with the MPH Prg Coordinator*

It is very important that there is constant communication between you and your advisor/mentor. The Mexican American Studies DGS will assign you an advisor that will advise in the courses to take based on concentration interest. The advisor will work with you to plan your Plan of Study during your program.

For the **College of Public Health**, for any questions about courses to register for or the program overall please contact the MPH Program Coordinator:

Tanya Nemec (tjnemec7@arizona.edu) | Drachman Hall, Room A302

APPLYING TO THE Ph.D. PROGRAM AFTER COMPLETION OF MAS MASTER

Masters' students in MAS seeking to apply for the MAS PhD may apply for the doctoral program while still finishing their thesis. They must follow the usual application of other students seeking to enter the department's doctoral program, including submitting letters of recommendations. One of the letters must be from their advisor indicating the student's level of readiness, and their progress in completing the thesis, including revisions and formal submission to the university. The thesis must be formally deposited to the university by the end semester that is prior to the student entering the program, i.e., the end of the second summer session.

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

Contact Graduate Program Coordinator and the Degree Counselor for more information and support.

DOCTORAL PROGRAM (Ph. D.)

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 Graduate Program 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 the MAS and Graduate College websites or through the Major Advisor, Graduate Program and the Director of Graduate Studies.

Degree 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.

Learning Objectives

a) Demonstrate skills in critical analysis of research literature and demonstrate the ability to design and conduct original research in the interdisciplinary field of Mexican American Studies and across relevant disciplines.

b) Apply Mexican American studies theories to think critically about social justice in the context of Mexican American/Mexican origin communities.

c) Contextualize and analyze the experiences of Mexican Americans within a broader hemispheric perspective --from pre-Columbian to contemporary --by applying relevant theories and principles from Mexican American Studies and other relevant disciplines in order to analyze the complex realities and issues faced in a hemispheric context of the Americas.

d) Articulate and demonstrate an understanding and analysis of Mexican American/ Chicanx/Latinx/Indigenous and contemporary issues, social movements and related theories, such as critical race and border theories.

e) Develop and apply a theoretical lens of transdisciplinary Mexican American studies that draws on, and is grounded in, relevant frameworks, such as gendered dynamics, racialization, marginalization of communities and decoloniality.

MAS Core Courses Overview

The MAS PhD Degree requires that students take 24 units of core graduate coursework offered by the MAS Faculty, as well as MAS 695A (3 units): Mexican American Studies Colloquium.

MAS Core Courses Overview

Minimum Credits: 66

Course Work:

MAS 508 (Foundational)

The Mexican-American: A Cultural Perspective

MAS 580A

Advanced Research Methods

MAS 695A

Mexican American Studies PhD Colloquium

Specialization (Core courses)

Minor (if in MAS)

Dissertation Units

3 Units

3 Units

3 Units

15 Units

9 Units

18 Units

If you are ready to enroll in Research, Dissertation, Independent study units - email the Graduate Program Coordinator for enrollment. Approval from your advisor is needed.

Questions about courses and which courses to take, contact your advisor

**Students who have taken any co-convened courses during their undergraduate studies cannot count credit toward the graduate degree. See your Advisor for substitution options.*

Elective Course Work

See list of elective on page 41

Program Requirements:

The Ph.D. 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.

- **Ph.D Student Progress Report:** *Required by the Graduate College and required to stay in good standing by the department and the Graduate College. An annual PhD student progress form will be used so that faculty can evaluate your progress.*
- **Qualifying Review:** A qualifying review within be administered within two semesters that affirms formal acceptance into the program. See PhD Student Qualifying Exam Form.
- **Doctoral Plan of Study:** 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.
- **Comprehension 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.
- **Prospectus and prospectus review**
- **Dissertation Defense**
- **Completed and Approved Dissertation**

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.

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. The minor chair and advisor must be core faculty in MAS. Exceptions may be made to use an affiliated faculty on a case-by-case basis. When an affiliated faculty member is approved by the DGS, the affiliated faculty will work with the DGS to establish assessment for all benchmarks.

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.

Transfer Units

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. Coursework taken outside this department requires a copy of the syllabus be provided for the class under consideration. For Instructions contact the Program Coordinator. In consultation with the student, the Qualifying Review Committee will review the relevancy of these courses and determine how many of these units merit inclusion in the Plan of Study.

MAS Evaluation of Transfer Credits

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.

Qualifying Review

Mexican American Studies requires students to take a diagnostic evaluation to demonstrate acceptability to pursue the doctorate as well as to determine areas of study where further course work is necessary. Graduate students will take their Qualifying Review/Exam after they have completed their **first year of study or have completed 12 credits**. This examination usually takes 1-1½ hours and should be scheduled early in the student's second semester in residence (**but the review will occur at the end of the completed credits/year of study**). Students should be prepared to discuss the following dossier items at the examination.

The MAS Qualifying Packet or Dossier should include:

1. A 3-5 page short academic bio statement. In addition to highlighting the student's academic background, the statement should include the direction of the research interests in MAS in relation to key theories and intersecting fields of study; students should also stipulate their future academic goals.

2. An updated academic curriculum vitae (CV).
3. A set of transcripts including all graduate courses taken. These can be unofficial copies. (can request a copy from the Graduate Program Coordinator - has on file copies of any transcripts that were submitted with student's graduate college application.) Include an outline of courses you would like to take in the upcoming year. The courses should express an intellectual coherence with your research interests.
4. For students who do not have a masters from the Department of Mexican American studies, the Qualifying Review consists of submitting a research paper developed from a MAS course *at least 10 pages*.

Qualifying Review 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. **Select an ad-hoc Advisory Committee no later than you second semester of residency** to conduct a Ph.D. Qualifying Review to consider the suitability for continuation in the program.

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. 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.

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.

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 (comp exam). 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.

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 committee members do not all have to be related to the research interest of the student. The comprehensive exam is an assessment of the student's understanding of the field of Mexican American Studies and its interdisciplinary study that is contingent, related or intersectional. The committee will present questions that may address methodology or theories related to the research interest. At least one question must address the student's understanding of the Mexican American Studies discipline and if applicable, one question will be presented from the minor. The questions will be in relation to the student's particular field of study, and even potential research, but the comprehensive exam is an evaluation of the research interest.

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 of 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.** The student 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 can submit the "Comp Exam Committee Appointment Form" in GradPath. This form is to

indicate who will serve on your committee for the Comprehensive Exam. The form will go through an approval chain: Graduate Program Coordinator, Committee Chair, MAS Director of Graduate Studies and lastly will need approval from the Graduate College.

**Submit at least three weeks before examination date.*

Reading List and Questions:

Once the examination has been scheduled, the student should meet with all their committee members to revisit the 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 drafts of their questions, they will submit them to the Major Advisor. At this point the committee, under the direction of the Committee Chair may choose to discuss revising the questions to fit the students' research specialties and to avoid redundancy.

If the student needs any accommodations during the written and/or oral examination, the student will need to speak with their Major Advisor/Committee Chair prior to the examination date. More information on page 10.

Written Examination

The Committee Chair will forward the questions to the Graduate Program Coordinator, who will then forward the student the questions and exam directions via email at the agreed start time. The student has three weeks to complete the MAS written portion of the exam.

If the student has selected to minor in MAS, they will be given four questions to complete and will have 3 weeks to complete the comprehensive exam.

Upon completing their exam, the student will forward their results via email to the Graduate Program Coordinator, who will distribute them and a ballot to each Examination Committee member. **The student has 24 hours starting at the agreed start time to contact the committee chair with any questions, emergencies or need of clarification in regard to the exam questions.** The committee can take up to two weeks to evaluate the Written Exam and submit their ballot to the Committee Chair. Responses should be judged on the ability to demonstrate a depth of knowledge related to MAS and they should provide clear evidence that the student is able to synthesize, analyze, and write in a scholarly manner. In addition to demonstrating an understanding of theoretical underpinnings of MAS.

At this point, the Examination Committee members should exercise discretion and communicate any concerns, discrepancies or results only with the Committee Chair. Upon receiving all the ballots, the Committee Chair will consider the following options:

Move Forward: If all committee members agree, the student will be advised to proceed and submit the "Announcement of Doctoral Comprehensive Examination" on GradPath.

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 defense portion of the exam. They can only re-take the exam once.

Fail: If 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 defense portion of the exam. 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 Defense 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.

After receiving a "Pass" score on the written portion of the Comprehensive exam the student can move forward with submitting the "Announcement of Doctoral Comprehensive Exam" in GradPath by completing items 1-6 on the form. This form is to indicate an agreement between the student and committee members of a date, time and place to hold the Oral Defense. The Committee Chair will need to work with the student to complete this form that will be used to record the results of the Oral Examination. The form will need to be submitted at least ten (10) days before the scheduled exam date. The form will go through an approval chain: Graduate Program Coordinator, Committee Chair, MAS Director of Graduate Studies and lastly will need approval from the Graduate College.

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.

In the event of an emergency:

During the comprehensive exam, contact the Graduate Program Coordinator for questions concerning examinations or for emergencies which arise before or during examinations. If there is any change to the committee on the examination day, please contact the Graduate Program Coordinator before beginning the exam.

If something arises during the written exam, please also reach out to your advisor to alert us of the situation so that we can help you navigate a best way forward.

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 minimum time for the Oral Comprehensive Examination is one (1) hour and the maximum time is three (3) 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 1) an approved doctoral Plan of Study on file with the Graduate Student Academic Services Office, 2) has satisfied all course work, language, and residence requirements and 2) 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.

Selecting a Dissertation Committee

As of Fall 2017, students must select a chair that is a core MAS faculty. The committee will be comprised of at least two core faculty, including the chair. The dissertation committee must have a minimum of three, and a maximum of four, committee members.

Changes to Committee Members

Establishing your committee is very important to ensure you have the support necessary at every milestone. Changes in your committee can result in significant impacts before, during or after the Comprehensive Exam. *The Graduate College requires specific information regarding any changes in to the Thesis or Oral Examination Committee.*

Students should consult with their advisor before submitting the **Change of Ph.D. Committee Form**. To submit the form you will need to provide a reasoning for requesting the change which must be approved by your Advisor and/or the Director of Graduate Studies.

Prospectus and Dissertation Credits

The prospectus must be completed within one semester of passing the comprehensive exams. Doctoral students cannot register for dissertation credits unless they have completed their prospectus and it has been approved by their committee, or, under special circumstances, with approval of the DGS.

To enroll in Research (900), Thesis (910), or Dissertation (920) units - e-mail the Graduate Program Coordinator requesting to enroll. Approval from Major Advisor is required

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.

Note: We recommend students meet with their Advisor or Director of Graduate Studies. Once the reading list has been approved, changes to the committees will be allowed only under extenuating circumstances.

Under such circumstances, student must meet with their advisor or Director of Graduate Studies to obtain approval to proceed with the change.

Students may have approved dissertation committee before the approved prospectus. However, the prospectus "defense" or presentation (e.g., committee approval of the doctoral prospectus) is required and the student must adhere to the handbook. 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 virtually is acceptable).

The departmental prospectus defense does not 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 (should be approximately between 15-20 pages) 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 preparing 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.

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 preparing 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.

Final Defense of Dissertation

In order to reach “Graduating Status”, students must present their dissertation in a Final Defense with their committee members. Once the prospectus has been approved by the committee, students can start to finalize the chapters of their dissertations. *We recommend students keep a constant channel of communication with their advisor chair during this period to receive feedback on their chapters and ensure they are on the right path toward graduate.*

The dissertation must be submitted to the Graduate College by the dates established for each term (Spring, Summer, and Fall). *Please see below for the dates.*

Note: We recommend giving at least two weeks prior from the last day to submit as the Graduate College may send the dissertation back with feedback and edits to be made.

<https://grad.arizona.edu/gsas/dissertations-theses>

Doctorate's Guide to GradPath Forms

All forms are electronic and can be found on GradPath

1. **Responsible Conduct of Research Form** - Must be completed at beginning of program. No other forms will be available until this has been completed.
2. **Evaluation of Transfer Credits** - only if using external transfer courses. Must be provided to advisor no later than the end of your second semester.
3. **Doctoral Plan of Study** - Due no later than the end of your second semester. Please note there are fees associated with submitting the form.
4. **Comprehensive Exam Committee Appointment Form** - Announcement should be submitted before your oral exam once you set the date, time and room with your committee. (Written and Oral results are reported together by the committee chair following the oral exam)
5. **Announcement of Doctoral Comprehensive Examination** - Submit at least 7 business days prior the date of the Final Oral Examination. Note: your committee members need at least 3 weeks prior to the exam date to review materials.
6. **Results of Comprehensive Exam** - submitted by committee chair. (*Candidacy fees charged to student upon advancement to doctoral candidacy.*)
7. **Prospectus/Proposal Confirmation** - submitted by the Graduate Program Coordinator
8. **Announcement of Final Oral Defense** - must be submitted and approved at least one week before the date of date. Note: your committee members need at least 3 weeks prior to the defense date to review materials.

	Graduation Term	Date
Recommended Last Date for Oral Examination/Thesis Defense	Spring 2024	Schedule defense before April 15, 2024
	Summer 2024	Schedule defense before August 02, 2024
	Fall 2024	Schedule defense before November 18, 2024

9. **Results of Final Oral Defense** - submitted by committee chair. Note: plan to submit dissertation a couple of days before the due date incase the Grad College request for edits/revisions to be made.
10. **Submission of Final Dissertation for Archiving** - <https://grad.arizona.edu/gsas/dissertaions-theses/submitting-your-dissertation>

	Graduation Term	Date
Last Date to Submit Dissertation	Spring 2024	Submit by April 29, 2024
	Summer 2024	Submit by August 16, 2024
	Fall 2024	Submit by December 02, 2024
	Winter 2024	Submit by January 13, 2025

11. **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.

DOCTORAL PROGRAM (Ph. D.) MINOR

A total of 12 MAS graduate units are required for completion of the Ph.D. minor 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 Minor Advisor.

MAS Core Courses Overview

Minimum Credits: 12

Course Work:

Foundation: MAS 695A:

Core (6 MAS courses)

3 units

9 units

Requirement:

Contact perspective minor advisor in the department for approval. The advisor must be a tenure-track core faculty member in MAS.

A MAS Minor Advisor will participate in your Qualifying Review and Comprehensive Examinations.

How To Declare Minor

In order to meet MAS Professors and learn about their research focus, students are encouraged to register for MAS courses. During or after the course, the student can reach out to the Professor and inquiry if the Professor is willing to be their Minor Chair for their committee.

After the agreement has been made, when the student goes to GradPath to submit the **Comprehensive Exam Committee Appointment Form** - the student will enter the Professor's name under Minor Chair.

*** Please Note you will need to satisfy the minor requirements on top of your Ph.D degree.*

Recommended Courses for MAS Core Courses/Electives:

MAS 695 A: Theoretical Foundations of Mexican American Studies	MAS 575A: Education of Latinos (not applicable if taken MAS 475A)
MAS 505: Traditional Indian Medicine	MAS 575A: Education of Latinos (not applicable)
MAS 508: Mexican American Perspectives	MAS 585: Mexicana/Chicana Women's History (not applicable if taken MAS 485)
MAS 509: Mexican Immigration	MAS 535: Mexican Tradition Medicine
MAS 510: Socio-Cultural Determinants of Health	MAS 580A: Advanced Research Methods
MAS 525: Latino Health Disparities (not applicable if taken MAS 425)	MAS 560: Chicano Historiography
MAS 530: Latina/o Adolescence	MAS 470: The Feminization of Migration - Global Perspectives
MAS 565: Critical Race Theories	

Check in with MAS Graduate Program Coordinator if you have any questions.

ELECTIVE COURSEWORK LIST

Topic: Latino/a Health & Wellness

MAS 505 Traditional Indian Medicine: Health, Healing and Well Being
MAS 530 Latina/o Adolescence
MAS 535 Mexican Traditional Medicine: An Overview of Indigenous Curing Cultures (3)
ANTH 536a Medical Anthropology (3)
ANTH 536b Ethnomedicine (3)
ANTH 571a Applied Medical Anthropology in Western Contexts (3)
ANTH 571b Applied Medical Anthropology in Western Contexts (3)

HPS 531 Contemporary Health Issues and Research (3)
HPS 535 Multicultural Health Beliefs (3)
PHPM 570 Issues and Trends in Public Health (3)
EPID 573a Basic Principles of Epidemiology (3)
BIOS 576a Biostatistics in Public Health (3)
HPS 577 Social/Behavioral Aspects of Public Health (3)
EPID 615a Cancer Epidemiology and Prevention (3)
EPID 670 Chronic Disease Epidemiology (3)
PSY 507a Statistical Methods in Psychological Research (3)

MAS 505 Traditional Indian Medicine: Health, Healing and Well Being
MAS 530 Latina/o Adolescence
MAS 535 Mexican Traditional Medicine: An Overview of Indigenous Curing Cultures (3)
ANTH 536a Medical Anthropology (3)
ANTH 536b Ethnomedicine (3)
ANTH 571a Applied Medical Anthropology in Western Contexts (3)
ANTH 571b Applied Medical Anthropology in Western Contexts (3)
HPS 531 Contemporary Health Issues and Research (3)

Topic: Historical & Cultural

MAS 585 Mexicana/Chicana Women's History (3)
MAS 595g Public History in Mexican American Communities (3)
MAS 596N Hemispheric Indigenous Consciousness (3)
ANTH 583 Sociolinguistics (3)
ANTH 604 Power and Violence in Central America and Mexico (3)
ANTH 605 Qualitative Research Methods & Proposal Writing (3)

ANTH 613 Culture and Power (3)
HIST 546 History of Arizona and the Southwest (3)
HIST 552 American Ethnic History (3)
HIST 567 Contemporary Latin America (3)
HIST 695a Advanced Studies in U.S. History (3)
HIST 695b Advanced Studies in Latin American History (3)
HIST 696c Twentieth Century U.S. History (3)
HIST 696j Latin America: Modern Period (3)

POL 529 The U.S.-Mexican Borderlands in Comparative Perspective (3)
SPAN 574 Language in the Mexican American Experience (3)
GWS 503 Latina Feminisms in the Americas (3)
GWS 515 Chicana/o Literary & Historical Recovery Projects (3)

Topic: Critical Education & Migration Studies

MAS 565 Critical Race Theories for Policy and Practice (3)
MAS 570 The Feminization of Migration: Global Perspectives
MAS 575a Education of Latina/os (3)
LRC 504 Language and Culture in Education (3)
LRC 510 Foundation of Language Minority Education (3)
LRC 512 Educating Culturally Diverse Students in a Pluralistic Society (3)

LRC 514 Reading and Writing in Bilingual and Second Language Settings (3)
LRC 516 Structured English Foundations (3)
LRC 528 Curriculum and Instruction in Bilingual and Second Language Settings (3)
LRC 595E Anthropology and Education (3)
LRC 678 Contemporary American Indian Education and Research (3)

TTE 503 Teacher Leadership and School Change (3)
TTE 537 Equity in Schools and Society (3)
TTE 545 Curriculum Theory and Policy (3)
TTE 550 School Reform in America (3)

FACULTY

See [MAS Website](#) for more information on Affiliated Faculty, Adjunct Faculty, Emeritus Faculty, and Visiting Faculty.



Dr. Ada Wilkinson-Lee, Associate Professor (Ph.D.)

Dr. Wilkinson-Lee received her doctorate in Family Studies and Human Development with a focus on culture, health, and families at the University of Arizona.



Dr. Estevan Azcona, Assistant Professor (Ph.D.)

Dr. Azcona received his doctorate in Ethnomusicology and Musicology at the University of Texas at Austin.



Dr. Anna Ochoa O'Leary, Professor & Department Head (Ph.D.)

Dr. Ochoa O'Leary received her doctorate in Cultural Anthropology at the University of Arizona. She also co-directs the Binational Migration Institute (BMI) at the University of Arizona.



Dr. Maurice (Mauricio) Rafael Magaña, Associate Professor (Ph.D.)
DESIGNATED CAMPUS COLLEUE

Dr. Magaña received his doctorate in Sociocultural Anthropology at the University of Oregon.



Dr. Damián Baca, Associate Professor (Ph.D.)

Dr. Baca received his doctorate in Rhetoric and Composition/Writing Studies at Syracuse University.



Dr. Michelle Téllez, Associate Professor (Ph.D.)

Dr. Téllez received her doctorate in Education with emphasis in Critical Community Studies at Claremont Graduate University.



Dr. Daniel Martinez, Associate Professor (Ph.D.)

Dr. Martinez received his doctorate in Sociology at the University of Arizona. He also co-directs the Binational Migration Institute (BMI) at the University of Arizona.



Dr. Patrisia Gonzales, Associate Professor (Ph.D.) ***EMERITUS***

Dr. Gonzales received her doctorate in Mass Communications at the University of Wisconsin.

