Arizona State University

Social and Cultural Pedagogy MA Program
Graduate Student Handbook

2020-2021
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School Website: https://sst.clas.asu.edu/
The College of Liberal Arts and Sciences: https://thecollege.asu.edu
ASU Graduate College: https://graduate.asu.edu/

Please consult with the Graduate Coordinator, Graduate Director and/or the Graduate College to ensure accurate application of these policies and procedures.
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INTRODUCTION

This handbook provides an overview of the Master of Arts (M.A.) in Social and Cultural Pedagogy. However, it is not an official document or contract of Arizona State University and does not replace the policies and procedures established by the Graduate College. Please consult your faculty advisors, Social and Cultural Pedagogy Graduate Director, Graduate Coordinator, and/or the official Graduate College policies and procedures.

Graduate Degree Program Overview
The M.A. degree program in Social and Cultural Pedagogy is designed for students who have completed an undergraduate degree and who seek further study in research, theory, and practice related to non-formal education throughout the lifespan. This innovative program focuses on change-oriented processes and foregrounding anthropological and sociological perspectives. It includes core courses in current and historical social pedagogy, lifelong and experiential learning, and sociocultural approaches to education. The M.A. provides advanced training to prepare students for careers in a range of programs, organizations, and fields where social and cultural pedagogy is applied to non-formal education environments for individuals across the lifespan.

The program is geared to those working in education-related settings, primarily in the independent and nonprofit sector. This degree is relevant for individuals interested in areas such as childhood studies, youth and adult education, museum education, community education, workplace learning, sports and recreation education, popular and digital cultures, refugee and immigrant education, social movement learning, environmental education, prison education, peace education, citizenship education, media education, indigenous education, and education for social transformation.

Social pedagogy is both an interdisciplinary academic field of inquiry and a field of professional practice. It has a long tradition that can be traced back to 1844, and it is currently experiencing a surge in scholarly and professional interest. Graduates of this program founded the Social Pedagogy Association (SPA) to bring together scholars and practitioners. SPA organizes regular international conferences on social pedagogy in partnership with other social pedagogy associations from around the world.

RESPONSIBILITIES
Graduate students are responsible for familiarizing themselves with all university and graduate policies and procedures. Each student should also communicate directly with their academic unit to be clear on its expectations for degree completion. Students should check in with their academic advisor at least once a semester to make sure they are on track for successful completion of their degree.
ASU Email
Information is provided to students via MyASU Students should frequently check their MyASU account for the most up-to-date information regarding their status, holds, items to attend to and other important information. As most information will be sent to student’s ASU email account, please ensure that those emails are being received effectively, or that they are being forwarded to an email address that is regularly checked.

The Graduate College Policies and Procedures found here.

Academic Integrity & Dishonestly
The highest standards of academic integrity and compliance with the university’s Student Code of Conduct are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university. Violations of academic integrity include, but are not limited to: cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and that each student assumes personal responsibility in their work.
https://provost.asu.edu/academic-integrity https://eoss.asu.edu/dos/srr/codeofconduct

Culture of Respect
ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. SST graduate students are representatives of the School of Social Transformation and the University; SST expects its students will be good representatives who recognize that poor behavior on the part of one student impacts all by creating a negative perception of the School.

Policy Against Threatening Behavior
All incidents and allegations of violent or threatening conduct by an ASU student (whether on- or off campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed. ASU PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances.

Sexual Harassment and Violence
Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted,
you can find information and resources at https://sexualviolenceprevention.asu.edu/.

ADMISSIONS

Admission to the Social and Cultural Pedagogy MA requires the submission of all application materials cited in the Graduate Catalog and the School of Social Transformation webpage. Applicants are expected to meet GPA requirements established by the Graduate College. The Graduate application can be found here: https://webapp4.asu.edu/dgsadmissions/Index.jsp

Application Requirements and Procedures

In addition to the application form and materials required by the Graduate College, including official transcripts and official TOEFL test results for international applicants, ASU Graduate Admissions requires that all successful applicants hold at least a 3.00/4.00 GPA in the last 60 semester hours (or 90 quarter hours) of undergraduate coursework.

Applications must be submitted via the ASU Graduate Admissions portal found here: https://webapp4.asu.edu/dgsadmissions/Index.jsp

All materials must be submitted online via the Graduate College by the deadlines posted on the program website. Official transcripts must be mailed to the ASU Graduate Admissions office.

Required Materials:

1. Graduate admission Services application and non-refundable application fee
2. Personal statement: Approximately 1-and-a-half to two pages, double spaced, outlining areas of interest, educational and career goals
3. Professional resume or curriculum vitae
5. Official copies of transcripts from all college and universities where you have earned a bachelor’s and/or master’s degree

Students whose native language is not English must meet ASU’s English proficiency requirements. Guidelines for proof of English Proficiency can be found here: https://international.asu.edu/graduate/proficiency

The SCP MA Graduate Committee will review and make recommendations for admission or denial, which will be forwarded to the Graduate College. Only complete applications with all required materials submitted will be reviewed.

Concurrent Degrees

A student may pursue concurrent masters/doctoral degrees provided the degree programs are in different areas with prior written approval from the head of the academic unit for each degree program and the Graduate College. A separate online application is required for each degree program. Students are responsible for alerting the graduate coordinator or their main advisor from each program if they are admitted to two programs and wish to pursue the coursework concurrently.
Transfer Credit

Students admitted to the M.A. program must complete their undergraduate degree prior to entering the graduate program.

Students admitted to the 30-credit hour SCP MA program may transfer up to 12 credit hours of coursework taken before beginning the program (referred to as pre-admission credits). Preadmission credit hours must be approved by the degree program and the Graduate College. Students are responsible for alerting their graduate coordinator that they plan on transferring in credits.

To qualify for preadmission credits, the courses must meet specific criteria:

- Be graduate-level
- Have been taken within three years of admission to the ASU degree program.
- A grade of “B” or better must have been earned.
- Must not have been used towards a previous degree.
- Completed at a regionally accredited US institution or international institution officially recognized by that country

Pass/Fail 400 level courses, and any credit hours that were applied toward a previously awarded degree, may not be counted as transfer credit.

Students must officially transfer in preadmission credit hours through the iPOS system for approval by the academic unit and the Graduate College. Official transcripts from where the preadmission credits were earned must be sent to Graduate Admission Services.

RESOURCES & STUDENT SUPPORT SERVICES

ASU Library

The ASU Library system has over 3 million volumes and comfortably supports teaching and research for both students and faculty. Reflecting its recent emphasis on shifting to electronic content, ASU Library has aggressively licensed full-text journal packages and databases for use by students and faculty. Accessed from campus or remotely, these materials are available 24 hours a day, 7 days a week. Faculty and students can electronically request (non-Reserve) books from any of the four-campus libraries to be picked up in whichever library is most convenient; these books can be returned to any ASU Library location. When materials are not available in any of the ASU Library locations, ASU Library provides subsidized interlibrary loan services for faculty and students.

Hayden Library, the main social sciences and humanities library, constitutes a valuable source of research information, particularly via its collection strengths in subject areas such as: social sciences, social policy, economic development, community development, and in its Government Documents Collection. In addition to providing reference assistance in person, by telephone, or by e-mail in all of the ASU Library locations, the ASU Library system offers a 24/7 virtual real-time chat reference service.
Career Services
ASU Career Services offers many services and resources, including career advising, assistance with resume writing, interview preparation, networking, and job search. Career Services holds job fairs on-campus every semester and has recently implemented Handshake, a new online tool for connecting with prospective employers for internships and employment.

Graduate Academic Support Center
ASU offers a dynamic, supportive learning environment and programs for ASU graduate students enrolled in any graduate certificate or graduate degree program.

Graduate Statistics Tutoring provides any graduate student with free one-on-one appointment-based tutoring for statistics coursework as well as peer guidance on the quantitative analysis portion of thesis, dissertations or other research projects. Graduate students can make an appointment with a consultant to discuss and work on:
- Statistics coursework
- Data cleaning and proper formatting
- How to perform analysis using software such as SPSS, SAS, R, Excel, Minitab, and JMP
- How to explain the meaning and significance of your results in writing.

Graduate students can work with consultants at Graduate Writing Tutoring at any stage of the writing process to hone their writing skills and to receive coaching advice about navigating graduate life. ASU offers both online writing tutoring in addition to four on-campus locations to serve ASU graduate students. The Tempe, West, and Downtown Phoenix campus centers also offer graduate students a place to read and write or to meet with a writing group. ASU Writing Centers also facilitate Dissertation Writing Camps during the summer.

Healthcare & Insurance
All students, whether they have health insurance or not, are eligible to use ASU Health Services. Graduate students must be enrolled in a graduate degree or certificate program and registered for at least three credit hours or one dissertation/thesis hour. Visit ASU Health Services for additional information and instructions regarding Student Health Coverage Options, Eligibility & Enrollment. International students will automatically be enrolled in the student health plan upon registration for class. For students with an RA/TA appointment, refer to the Benefits section of the TA/RA Handbook for additional health insurance information. All students are required to meet the measles, mumps, and rubella (MMR) immunization requirements before class registration. You will see an MMR Immunization hold in the Priority Tasks module in My ASU until your MMR information is received and verified. Read additional information about MMR and other immunization information at ASU Health Services.

Disability Resources
The Disability Resource Center (DRC) provides services to qualified students with disabilities on all ASU campuses. Services include testing accommodations, note-taking services, on-campus transportation, and more. Students new to ASU must log into DRC Connect to get started with registering with the DRC office. Contact DRC to determine eligibility and submit required documentation.
Veteran’s Resources
ASU has a robust veteran student services center. The Tillman Center offers advising, assistance with GI benefits, military transfer credit, and other services. The Tillman Center is staffed almost entirely by veterans who relate to the challenges that new students experience and provide support in navigating complex governmental systems.

Counseling Services
Students are eligible for personal counseling services at ASU. ASU Counseling Services offers confidential, time-limited, counseling, and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals. They will talk with you, help you identify solutions or support, and connect you with those services at ASU or in the community.

Title IX
ASU is committed to providing an environment free from discrimination based on sex and provides a number of resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual violence. The university’s full statement and policies related to Title IX are available online.

Business Services
Student Business Services offers a variety of student account services including tuition and billing, student refunds (including financial aid), receipt and payment processing, support for past due accounts, third party sponsorship assistance, and loan repayment. Contact Student Business Services for assistance with student account questions.

Parking and Transit
ASU offers many parking and transit services, including permitted lot and garage parking, campus shuttles, bike lockers and bike valets. Visit ASU Transportation for parking maps, shuttle routes, and permit policies. The City of Tempe also has options for traveling to and from campus, including bus, neighborhood circulators, and light rail.

Sun Card
Students must obtain an ASU identification card. The Sun Card is the official student ID for ASU and provides access to campus amenities and services, including secure buildings and elevators as needed. The Sun Card office is located in the Memorial Union lower level. Visit Card Services for more information on the types of cards offered.

Wellness Services
Graduate school is a stressful time, and for most people, that stress will take a toll at some point. While your academic work is important, it is also important that you find time to pursue things that can help clear your head and reduce stress. The Sun Devil Fitness Center has a broad range of services. In addition, GPSA has prepared a one-page guide to financial, social, emotional, and physical health and wellness resources Graduate Wellness Resources; and 10 Best Practices in Graduate Student Wellbeing highlights proven ways to help graduate students better care for themselves under the increasing demands of graduate school.
Graduate Certificate Program

This program provides additional training and certification for graduate students in other fields who are interested in preparing for teaching, research, or applied careers related to Gender Studies.

We are unable to offer Certificate Students financial aid; we recommend that Certificate students pursue funding opportunities through their home units.

**Prerequisites**
- Applicants must have completed their baccalaureate degree.
- Applicants must be graduate students in good standing at a graduate program at ASU.

**Application Procedures**
- **Application form**: Please complete the application form, available at the Graduate College website.
- **Admission**: Admission decisions are made by the Graduate Director on a rolling basis, with advice from the graduate committee if needed.
- The standard application fee for graduate programs applies.

**Admission Requirements**

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

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in areas such as social sciences, education, social work, law, health care and health care policy or any related field from a regionally accredited institution.

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in the last 60 hours of their first bachelor's degree program, or applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in an applicable master's degree program.

Applicants are required to submit:

1. graduate admission application and application fee
2. official transcripts
3. proof of English proficiency
Certificate Requirements

African Studies:
15 credit hours
- Required Core (3 credit hours)
  - AFR 502 Africa and African Diaspora World (3)
- Electives (12 credit hours)

Social Transformation:
15 credit hours and a practicum
- Required Core (3 credit hours)
  - SST 501 Foundations of Social Transformation (3)
- Electives (9 credit hours)
- Culminating Experience (3 credit hours)
  - SST 580 Practicum (3)

Disability Studies:
15 credit hours
- Required Core (3 credit hours)
  - JUS 530 Social Policy, Critical Advocacy and Disability (3) or
  - JUS 565 Critical and Comparative Issues in Disability (3)
- Electives (12 credit hours)

Certificate Completion Procedures
Once you have been admitted to the program, you may begin to fill out the certificate iPOS. After you have completed all the requirements for the certificate:

1. Ensure that your certificate iPOS is accurate and up to date.
2. Apply for graduation.

Please note that ASU does not issue a paper certificate or diploma for certificate programs; the certificate completion is noted on the student’s transcript.
THE MASTER OF ARTS (M.A.) CURRICULUM
The M.A. curriculum includes required core and self-selected elective courses. Core courses help build the theoretical foundations and research toolkit, which enable students to gain expertise in substantive areas of research. Students complete the degree with a culminating experience; either a thesis or an applied project. M.A. students are required to complete a total of 30 credit hours as detailed below. All core courses are offered face-to-face. Students may choose to take electives courses online (iCourses) if available and relevant to their plan of study.

<table>
<thead>
<tr>
<th>Type of Courses</th>
<th>Number of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Three Core Courses (SST 510, SST 501, JUS 500)</td>
<td>9 hours</td>
</tr>
<tr>
<td>b. Five Elective Courses</td>
<td>15 hours</td>
</tr>
<tr>
<td>c. Thesis (SST 599) OR Applied Project (SST 593) and Additional Elective</td>
<td>6 hours</td>
</tr>
</tbody>
</table>
Core Courses
M.A. students are required to complete three core courses. Students must earn a grade of B or better in each core course.

SST 510 Social and Cultural Pedagogy (3 credit hours)
Engages students with the academic literature and scholarly debates on social and cultural pedagogy, reviews practical lessons from the field, and provides an overview of different areas of intervention and professional practice. Considers the historical, local, and international dimensions of social and cultural pedagogy, and illustrates with selected case studies. Encourages the study of social and cultural pedagogy using a critical and interdisciplinary perspective.

SST 501 Foundations of Social Transformation (3 credit hours)
Introduces the foundations of social transformation and social change. Looks at social transformation through an interdisciplinary lens and explores the connections between the objective and subjective factors that enable or inhibit social transformation in different contexts.

JUS 500 Research Methods (3 credit hours)
Theories and methods of qualitative and quantitative research.

Requests to substitute an alternative course for a required core course are generally not accepted per ASU’s Graduate College policy.

Self-Selected Electives Courses
M.A. students are required to complete five electives courses (15 credits). Electives courses should be chosen in collaboration with a faculty advisor. A faculty advisor will help directionalize a student’s electives to ensure they focus on a common theme and ultimately help inform the student’s thesis or applied project.

Students can find a list of approved electives on the SST website: https://sst.cclas.asu.edu/content/social-and-cultural-pedagogy-ma. To seek approval of an elective not listed, students are required to email a copy of the course syllabus as well as a brief description as to why they want to take the course, to the Graduate Coordinator, who will obtain faculty approval. Students are advised to submit electives approval requests prior to the semester of anticipated course registration.

Sample M.A. Course Schedule
The M.A. degree is typically completed in two years, or four semesters. All work toward the M.A. must be completed within six consecutive years; the clock begins with the semester and year of admission to the program. Below is a recommended plan of study for an M.A. student:
Year 1

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td>SST 510 Social and Cultural Pedagogy (3)</td>
</tr>
<tr>
<td></td>
<td>JUS 500 Research Methods (3)</td>
</tr>
<tr>
<td></td>
<td>SCP MA Elective (3)</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>SST 501 Foundations of Social Transformation</td>
</tr>
<tr>
<td></td>
<td>SCP MA Elective (3)</td>
</tr>
<tr>
<td></td>
<td>SCP MA Elective (3)</td>
</tr>
</tbody>
</table>

Year 2

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td>SCP MA Elective (3)</td>
</tr>
<tr>
<td></td>
<td>SCP MA Elective (3)</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>SST 599 Thesis (6) OR SCP MA Elective (3) + SST 593 Applied Project (3)</td>
</tr>
</tbody>
</table>

Faculty Advisors

Upon entrance into the program, students are assigned temporary advisors. The temporary advisor provides guidance on course selection and other relevant matters until the student identifies a thesis advisory committee or applied project chair. The thesis or applied project chair oversees and approves the plan of study (POS); guides and monitors academic progress; and directs the thesis/applied project and its oral defense.

Thesis Option: The advisory committee consists of a chair and two other faculty members. The chair and at least one other member must be faculty of the School of Social Transformation.

Applied Project Option: The advisory committee consists of a chair and one other faculty member, serving as a second reader. The chair must be faculty of the School of Social Transformation.

Interactive Plan of Study (iPOS)

The Plan of Study (iPOS) is a record of a student’s completed and anticipated coursework and serves as a contract between the student and the Graduate College. Students should work with their advisors in deciding on their courses from the beginning of their graduate career. Having an iPOS helps to eliminate problems should the student change advisors/chairs at any point.

The Plan of Study must be filled out online in the first semester, please make an appointment with the Graduate Programs Coordinator, Ms. Montemayor to complete this task if you have questions. Students will fill out their iPOS before they have taken all their courses, and because they cannot know what courses will be offered in future years, students should make reasonable approximations (in consultation with advisors) of the courses they plan to take.

The iPOS should include courses to satisfy all of the program requirements (see “Typical Plan of Study”). Please make use of both the “Typical Plan of Study” and the program check sheets to ensure that you have completed, or plan to complete, all of the requirements for the degree. Students are encouraged to share this check sheet with their advisor. If the plan of study does not fulfill the degree requirements, it will not be approved at the program level.
A preliminary iPOS is first approved by the student’s Committee Chair (Temporary Advisor or Faculty Advisor) The draft is then reviewed by the graduate coordinator and the ADG, before the end of the first semester. Finally, the iPOS is submitted electronically to The Graduate College for final approval. The graduate coordinator will help ensure proper on-line entry and submission of the iPOS.

For **M.A. students**, the iPOS must be finalized before a student begins the second year of enrollment or before completing 50% of the required 30 hours (i.e. before completing 15 credit hours).

For **Ph.D. students** (whether post-B.A. or post-M.A.), the iPOS must be finalized before a student completes 27 credit hours.

Changes to the iPOS may be requested after it has been filed, it is recommended that student update their iPOS at the end of the academic year. Petitions for changes are subject to the approval of the student’s advisor, the ADG, and the Graduate College. Please update the iPOS regularly, so that listing of courses is accurate and complete.

Please note that a student’s thesis or applied project chair may approve a maximum of six credit hours of 400-level coursework to be included on the iPOS. Pass/Fail 400 level courses, and any credit hours that were applied toward a previously awarded degree, may not be included. Graduate courses taken prior to admission to the M.A. that are included on the iPOS must have been completed within three years of the semester and year of admission to the program.

**Annual Review**

The Annual Review process is intended to help students graduate from the program in a timely manner and learn how to function as professionals in their future careers. Information collected from students, and their advisors are used by the SCP graduate committee and ADG to identify students who may need additional assistance from the program in order to achieve their professional goals. The review process should be seen as a collaborative project intended to strengthen both individual students and the program as a whole.

By March 15th of each year, each student must complete their Annual Review via DocuSign form. Students should meet with their faculty advisors/chairs as needed and preferably in preparation for completing the Annual Review form. This is important because students can benefit from their advisor’s help, and a discussion will help the advisor provide useful commentary on the Annual Review.

After the student submits the DocuSign form to the graduate coordinator, it will be shared with their advisor/chair for comment. By April 30th of each year, all students in the M.A. program will be reviewed by the SCP graduate committee based on these submitted materials.

**Enrollment and Tuition**
Graduate students register through MyASU per their enrollment appointment. Details regarding registration and course drop/add procedures are provided in the Registration and Tuition Payment Guide. Registration & Tuition Payment Guide

Continuous Enrollment
Once admitted to the master’s program, students must be enrolled continuously, excluding summer sessions, until all requirements have been fulfilled. Students must be registered for a minimum of one graduate credit hour during all phases of their graduate education to maintain continuous enrollment. If a plan of study needs to be interrupted for one semester, the student must submit the Maintain Continuous Enrollment request through The Graduate College. This request must be submitted and approved before the anticipated semester of non-registration. Students should contact their advisor as soon as possible if they will not be able to meet continuous enrollment.

There are appropriate circumstances when students may need to withdraw from the university (i.e. medical withdrawal, compassionate leave). The policies for such withdrawals are the same for both undergraduate and graduate students. Types of withdrawals and procedures can be found at: students.asu.edu/drop-add. More information on The College policies and procedures for medical and compassionate withdrawals can be found here: https://thecollege.asu.edu/resources/medical-withdrawal. Students should reach out to their Graduate Coordinator for guidance on any type of withdrawal.

Maximum Time Limit
The Graduate College requires all work towards a master’s degree be completed within six consecutive years.

Completing the M.A. degree
The thesis or applied project constitutes the culmination of a student’s degree. It reflects the research area of specialization identified by the student in consultation with the thesis advisory committee or applied project committee. Before any formal work on the thesis or applied project is begun, the advisory committee or applied project committee approves the student’s research prospectus. The prospectus is a statement of the topic area, a brief discussion of its significance, the primary research questions to be addressed, and the research design.

Thesis option. The thesis option is recommended for SCP students who intend to pursue a doctoral program or conduct research in the future. It is an academic exercise that could be theoretical or research oriented. The thesis should address questions relating to social pedagogy, and/or social and educational dynamics. To undertake a thesis, the student must form a thesis committee (a chair and two additional committee members) and present a thesis proposal (research prospectus). It is expected that at least one committee member be affiliated directly with the SCP M.A. program. The thesis committee must approve the thesis proposal before the student proceeds to the next step. The length and specifics of the thesis proposal will be determined by the thesis committee. Typically, a proposal includes a literature review to display the student’s familiarity with the field of inquiry and gaps in the literature. The length of a master’s thesis for this program is typically around 25,000 words. The 25,000 word count does not include endnotes and references.
When the thesis committee is satisfied with the progress of the thesis, the student presents and defends their thesis in an oral examination. The thesis defense must be scheduled according to Graduate College policy, and the student should contact the Graduation section in the Registrar’s office well in advance of the defense. Notice of the student’s defense, with an abstract, must be posted for SST faculty and students no later than one week before the date of the defense. Interested parties may attend the defense. After the thesis defense, the committee members and SCP M.A. Graduate Director sign the Report for Master’s Thesis Defense. A copy of the defense form and the thesis must be taken to the Graduate College. The chair must also give a copy to the Social and Cultural Pedagogy Chair of Graduate Committee.

**Applied Project option.** The applied project typically consists of a study (often a participatory action research project) with applied results that can contribute to the improvement of social pedagogy practice. The applied project could assist the needs of an existing organization, but it could also be a response to solve a problem identified by the student, without necessarily being connected to a specific organization. The applied project should identify the problem to be addressed, and include a brief literature review on the topic, an analysis of the situation, and conclude with recommendations. The output of the applied project could be a report, but it could also be a video, a curriculum proposal, an evaluation, a website, or other formats. For written reports, the estimated length of the applied project is around 7,500-10,000 words.

When the chair is satisfied with the progress of the applied project, the student should contact the Graduation section in the Registrar’s office. This should be done well in advance of the defense. The student will then present and defend the applied project in an oral examination, attended by the chair and committee member(s). The defense is not publicized and The Graduate College does not require format approval nor does the student need to submit any form to the Graduate College. After the defense, the committee members and the SCP M.A. Graduate Director will sign the internal form (Social and Cultural Pedagogy Report of Final Master’s Applied Project). The chair will then give the form to the Graduate Coordinator and approve the posting of a letter grade for the applied project. Students must earn a grade of “B” or higher to pass the Applied Project requirement.

**Graduation**

After all coursework has been completed, the requirements for The Graduate College have been met, and the thesis or applied project has been approved, the student is eligible for graduation. It is a student’s responsibility to check The Graduate College’s webpage for information related to deadlines and procedures. The student must be enrolled during the semester or summer session in which the student defends the thesis or applied project.

Procedures for graduation can be found on the Graduate College website here: [Graduation Next Steps](#)

Students should plan to check on the graduation procedures at the beginning of the semester in which they plan to graduate to ensure all procedures are followed in a timely manner. The graduate coordinator can help students walk through this process.
ACADEMIC STANDARDS
The M.A. program in Social and Cultural Pedagogy, and the ASU Graduate College, expects its graduate students to maintain high academic standards. Specifically, graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA’s (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA)

1. The iPOS GPA is calculated on all courses that appear on the student’s approved iPOS (with the exception of LAW and Transfer credits)

2. Cumulative ASU GPA represents all courses completed at ASU during the graduate career.

3. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor’s/master’s program.

Courses with grades of “D” (1.00) and “E” (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an “I” grade cannot appear on the iPOS.

In addition, students must earn a grade of “B” or higher in each of the required core courses, as well as applied project courses. A student who earns a grade below “B” (3.00) in a required core course/applied project course must retake that course and earn a grade of “B” (3.00) or higher.

A student whose GPA falls below 3.00 will be notified in writing that they will be placed on probationary status. While on probationary status, the student must take no fewer than nine credit hours within two consecutive semesters immediately following placement on probationary status. The nine credit hours will be determined after consulting with the Graduate Director and obtaining approval from the student’s faculty chair. If the student does not attain a 3.0 GPA minimum after taking nine credit hours, the student will be notified in writing that the program will recommend their dismissal to the Graduate College.

Graded and Ungraded Graduate Courses
Courses which involve classroom instruction may be taken for a letter grade (A,B,C,D,E) or for a grade of “Y” (pass). Courses such as internships, reading and conference hours, and research hours, are generally recorded as a grade of “Y” for “pass.” Theses/Dissertation hours are also recorded as a grade of “Y” for “pass.”

Academic (Grade) Grievance
Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless of whether the student is enrolled at the university. Full procedure can be found here: https://thecollege.asu.edu/resources/academic-grievance

Incompletes
Incompletes for courses are discouraged. However, if a student should receive an incomplete, the
work for that course must be completed within one calendar year. It is a student’s responsibility to ensure that the grade is updated before that deadline is enforced. Check the Graduate College policies and procedures for additional information.

FINANCIAL ASSISTANCE FOR GRADUATE STUDENTS

Financial aid is available through several different sources:

**FAFSA – Free Application for Federal Student Aid**
Each student should have a current FAFSA on file in order to meet the eligibility requirements for scholarships, grants, and other funding opportunities.

**Graders**
When funds are available, student worker grader positions are awarded competitively on a semester basis, typically to master’s students. Graders work with assigned SST faculty, including those teaching undergraduate courses in Justice Studies, Gender Studies, African and African American Studies, and Asian and Pacific American Studies.

**Research Assistantships**
Graduate students may be hired as Research Assistants by School of Social Transformation faculty (or faculty across the university) with funds derived from a grant or other sources. Please see the [Graduate College’s TA/RA Policy and Procedure Handbook](#) for additional information.

**External Sources of Financial Assistance**
Check with The Graduate College for internal and external fellowships and awards for master’s students to help finance graduate studies.

**Professional Travel**
Students are encouraged to participate in professional academic conferences as a part of their intellectual and academic growth. Based on available funds, and according to guidelines outlined in the application form, Social and Cultural Pedagogy provides limited support for travel. Funds also may be available from the Graduate and Professional Students Association (GPSA), and other internal or external resources. Students must be making satisfactory academic progress in their program of study for their travel funding applications to be considered.
Social & Cultural Pedagogy MA
Plan of Study Check Sheet

3 Core Courses (9 credit hours)

☐ SST 501 Foundations of Social Transformation
☐ SST 510 Social and Cultural Pedagogy: Theoretical & Practical Issues JUS
☐ 500 Research Methods

5 Elective Courses* (15 credit hours)

☐ Elective/Substantive seminar (3 credit hours)
☐ Elective/Substantive seminar (3 credit hours)
☐ Elective/Substantive Seminar (3 credit hours)
☐ Elective/Substantive Seminar (3 credit hours)
☐ Elective/Substantive Seminar (3 credit hours)

Culminating Experience (6 credit hours)

Applied Project
  ☐ Elective/Substantive Seminar (3 credit hours)
  ☐ SST 593 Applied Project (3 credit hours)

OR

Thesis
  ☐ SST 599 Thesis (6 credit hours)

*Approved electives: https://sst.clas.asu.edu/content/social-and-cultural-pedagogy-ma

If seeking approval for an elective NOT on this list, email Alainah.Montemayor@asu.edu (with a copy of the course syllabus, and a brief rational for desiring the course) for SCP MA faculty approval.