



COLLEGE OF SOCIAL & BEHAVIORAL SCIENCES

Human Rights Practice

**Online Graduate Programs in
Human Rights Practice (HRTS)**

HANDBOOK

The University of Arizona

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Welcome to Online Graduate Programs in Human Rights Practice!

The fully online Graduate Programs in Human Rights (HRTS) Practice are designed to help you develop your knowledge of human rights as an extensive field of practice and scholarship, including legal and other forms of advocacy, activism, consciousness raising, empowerment, community development, protection, and restoration after extreme or mass violations of human rights. During the program, you will share your own experiences as part of an international community of practice and learn from international activists and practitioners who join classes as guest speakers. You will gain tools and skills that you will be able to apply in your work with NGOs, corporations, governments, and/or grassroots organizations to advance human rights in the world.

We currently offer five graduate-level programs:

- a 12-unit Graduate Certificate in Human Rights Practice,
- a 15-unit Graduate Certificate in Human Rights and Technology,
- a 15-unit Graduate Certificate in Documentary Media and Human Rights,
- a 15-unit Graduate Certificate in Gender-Based Violence, and,
- a 30-unit Master of Arts in Human Rights Practice.

HRTS is housed within the School of Global Studies (SGS) in the College of Social and Behavioral Sciences (SBS) and maintains a website which provides updates and a wealth of information about faculty, international advisors, students, admissions, curricula, and career resources. There is also a news/blog page and a “student accomplishments” page that can give you some ideas about the research, practice, and other activities that prior students have undertaken. You’ll see that, like the students and the program itself, the range is diverse.

<https://humanrightspractice.arizona.edu>

<https://globalstudies.arizona.edu/>

<https://sbs.arizona.edu/>

Upon your notification that you will accept admission, we will enroll you in **the student listserv**. This listserv is used for announcements, general information, forwarding items and opportunities of interest, etc. Students can also post to this listserv: the posting will be reviewed and approved prior to emails being sent out.

You will also receive a link to GradStart, which is an informational guide to enrolling as a new graduate student at the University of Arizona. Once you have accepted admission to your graduate program through [GradApp](#), you can log into GradStart to get started on your enrollment journey.”

<https://slate.grad.arizona.edu/portal/gshome>

This handbook is meant to help you proceed through the requirements and procedures of HRTS programs in a timely fashion. To start, you should familiarize yourself immediately with the features of UAccess <https://uaccess.arizona.edu/> In the Student Center, you can see information about your university account and enrollment, academic planning, registration for classes, financial records at the University, and other information necessary to manage your academic career at University of Arizona.

NETID AND EMAIL

To get started in the program, go to the following site: <https://it.arizona.edu/student-resources>

The website contains an online new-student orientation, during which you may create your UA Net ID and set up your UA email account. Your UA NetID verifies your identity when you use many of the online services the University of Arizona provides. Your NetID ensures the privacy of your personal information and restricts the use of resources to those for whom they are intended. E-mail is the official means of communication between the University administration and all students. You are required to have a University of Arizona e-mail account. Important official e-mail notices may be sent to students periodically, and it is your responsibility to monitor your UA e-mail account for such messages.

I. Student Responsibilities

Students are responsible for knowing and fulfilling the program and university deadlines and requirements. You should communicate regularly with:

- the graduate student faculty advisor, Mette Brogden, who can help you to understand HRTS expectations, and
- Darcy Roman-Felix, who can advise on Graduate College Requirements.

Check your email at least once per day and reply within 24 hours to any messages requiring a response. Your teachers and advisors, the Graduate College, fellow students and many others will communicate regularly with you through your UA email account and the D2L system. If you will be unable to respond due to extenuating circumstances such as travel, you should set up an automatic reply explaining when the sender can expect a reply.

Additional resources/information from Grad College: In addition to the information provided in this Handbook, information about policies, deadlines and necessary forms is available on the Graduate College main website, <https://grad.arizona.edu> and Graduate Forms and Policies web page: <https://grad.arizona.edu/gsas/gradpath/> Other important dates are identified in the University Master Calendar: <http://www.arizona.edu/home/calendars.php>. The Graduate College's Graduate Center provide numerous activities and resources for professional development and support, <https://gradcenter.arizona.edu>

Participate! Our programs offer ample opportunities to meet scholars and practitioners from all over the world via online communities, to engage in intellectual and mentoring conversations, to share your experiences, and to shape the programs through your interests. HRTS sponsors an external

website, <https://globalhumanrightsdirect.arizona.edu/> with many opportunities to interact with fellow human rights practitioners. You may continue your participation in this growing community of practice after you complete your degree—it is an ongoing platform.

Basic information about GradPath: As a graduate student, you should familiarize yourself quickly with GradPath. <https://grad.arizona.edu/gsas/gradpath/>

GradPath is the Graduate College's degree audit system that facilitates tracking and monitoring of graduate student academic progress. GradPath allows you, the HRTS program and School of Global Studies, and the Graduate College to see where a student is in their academic journey at a glance.

Students are able to fill in and submit forms online through [UAccess Student](#). These forms include the responsible conduct of research statement, the graduate plan of study, graduate committee (for HRTS students, you do not have a grad committee, so enter “no” where asked), and so forth.

It is recommended that, with guidance from advisors and faculty, you begin to sketch out a general outline of courses during your first semester. However, since the HRTS program's specific course offerings are only finalized about a semester in advance, you will not be able to complete your entire Plan of Study at the outset of the program and your initial outline will continue to evolve. You should finalize your Plan of Study in GradPath at the time that you register for your final semester.

II. Advising and Mentoring

FACULTY ADVISOR AND GRADUATE COORDINATOR

Graduate students are advised by the Graduate Faculty Advisor—Dr. Mette Brogden—who can assist with the selection of your courses. The Graduate Coordinator will assist with basic orientation to HRTS and the UA and can help with questions about how to register for classes and proceed through GradPath. You are responsible for initiating contact with Dr. Brogden when you need assistance in navigating the program academically.

As you advance through the program and clarify the focus of your scholarship and human rights practice, students in the M.A. program can work with Dr. Brogden to select a professor with appropriate expertise who will guide the Capstone project. Capstone projects are generally carried out during the final semester, with planning beginning well before the last semester.

If you have a faculty member in mind to be a Capstone advisor you can begin preliminary discussions with that person at any time. It should be noted that due to faculty workloads and the inevitable unevenness of student interest in any given year, a particular faculty member may deny a request to take on a capstone supervision. If that happens, please get back in touch with Dr. Brogden.

During your time in the program, Dr. Brogden can help you select courses, see you through a plan of

study and help you to interpret the program requirements. She will also be available to offer guidance about any academic or professional issues that might arise. MA students must finish all degree requirements within five years, though most students complete the degree within two years.

COMPLETING THE ANNUAL SELF-EVALUATION

You should complete the annual HRTS Grad Student Self-Evaluation at the end of each complete year in our program. The form with instructions is attached in the appendices. Please send to the Graduate Faculty Advisor (Dr. Brogden), CC to the Graduate Coordinator (Darcy) within 30 days of completing a full year in the program, and every year thereafter.

III. HRTS Program Requirements

You can view a [list of currently available HRTS graduate-level courses](#). Note that courses numbered 595a, 595b, and 596a have rotating topics. You can take any of these courses up to three times as long as each time it has a different topic. Unless otherwise noted, all courses are three units of credit.

For the master's degree in Human Rights Practice, students must complete 30 units of credit, of which:

- nine units are required courses (HRTS 500, 501, and 510)
- three units are the required Master's Capstone project (HRTS 909), and
- 18 units may be chosen from electives. Most often these will be from courses offered in the HRTS program, but courses from other programs/schools/colleges can be taken with approval of the HRTS program. Independent studies with faculty within or outside of the department can also fulfill the elective requirement upon approval.

For the Graduate Certificate in Human Rights Practice, students must complete 12 units of credit, of which:

- six units are required courses (HRTS 500, and either HRTS 501 or HRTS 510), and

six units may be chosen as electives. Most often these will be from courses offered in the HRTS program, but courses from other University of Arizona departments can be taken with approval from the HRTS program.

For the Graduate Certificate in Human Rights and Technology, students must complete 15 units of credits, of which:

- 9 units are required courses (HRTS 543, INFO 536, and HRTS 598A), and
- 6 units may be chosen as electives from graduate courses related to their interests. Most often these will be three credits from HRTS and 3 credits from the I-School. Courses from other University of Arizona departments can be taken with approval from the HRTS program. (Up to 6 transfer units may be accepted with the approval of the HRTS Program Director).

For the Graduate Certificate in Human Rights & Documentary Media, students must complete 15

units of credit, of which:

- 12 units of core courses will be required (FTV 544, HRTS 541, HRTS 905, and either HRTS 500 or HRTS 505) and
- 3 units may be chosen as electives from courses related to the students' interests. Most often these will be from courses offered in the HRTS program, but courses from other University of Arizona departments can be taken with approval from the director of the HRTS program. Independent studies with faculty within or outside of the department can also fulfill the elective requirement upon approval.

For the Graduate Certificate in Gender-Based Violence, students must complete 15 units of credit, of which:

- 12 units are required courses (HRTS 521, 530, 531, 598B), and
- 3 units may be chosen as electives from courses related to the students' interests. Elective credits may be from courses offered in the HRTS program, but courses from other University of Arizona departments can be taken with approval from the director of the HRTS program. Independent studies with faculty within or outside of the department can also fulfill the elective requirement upon approval.

THE ACCELERATED MASTER'S PROGRAM (AMP) OPTION

Current undergraduate majors may be eligible to apply for the AMP option, which allows some credits to apply to both the BA and the MA in Human Rights Practice. Note that this option is only open to undergraduate seniors. For further information, please contact your undergraduate advisor.

TRANSFER CREDIT

Graduate credit earned at approved institutions outside of the University of Arizona, if accepted by the HRTS faculty and the Graduate College, may be counted toward the requirements. To be accepted, you must have earned an A or B in the original course. Grades of transfer courses will not be calculated in the UA G.P.A. *Credit for correspondence courses or extension work from other institutions will not be accepted for graduate credit.*

For students in the MA program, a total of six units may be fulfilled through approved transferred credit. For students in a Graduate Certificate program, two units may be fulfilled through approved transferred credits. If you wish to transfer credits that would be substituted for a required course, the HRTS Director and/or Executive Committee will evaluate equivalency and may grant the transfer as fulfilling the required course.

If you wish to transfer credit, submit an HRTS request to transfer credits form (included in appendices) to the HRTS Director along with a syllabus for each course you are asking to transfer.

CONTINUOUS ENROLLMENT

A student admitted to the M.A. or Certificate program must register each Fall and Spring for a minimum of one graduate unit from original matriculation until all degree or certificate requirements are met. Summer registrations are encouraged but not required.

Students may apply for a leave of absence for up to two consecutive semesters if they are unable to

meet the continuous enrollment requirements. Please plan to work with the Faculty Advisor and Graduate Coordinator as early as possible to discuss options.

GRADUATE PLAN OF STUDY

You are responsible for developing a Plan of Study as early as possible, to be submitted to the Graduate College using GradPath by the end of the second semester of enrollment.

The Plan of Study identifies (1) courses you intend to transfer from other institutions; (2) courses you have already completed at The University of Arizona which you intend to apply toward the graduate certificate or degree; and (3) additional course work to be completed to fulfill degree requirements. You must complete the [Plan of Study form online in GradPath](#).

INDEPENDENT STUDIES, FINAL CERTIFICATE PROJECTS, MA CAPSTONE PROJECTS (HRTS 599, 598A/B/C, 909)

You can propose to conduct an independent study of 1-3 credits with the approval of a supervising faculty member. Students have used independent studies to help them prepare for final Certificate Projects or MA Capstone projects, using literature reviews, online research, formative assessments, making contacts for research and developing a submission for human subjects review (if required), etc. There is no set standard for an independent study other than that you should devote 45 hours for each credit you want to earn. For three credits, that is 135 hours of work.

You will complete these courses are completed independently after getting approval from the supervising faculty who has agreed to work with you on your final project or capstone project. That faculty member should forward the project agreement form with their signatures to Dr. Brogden, the Faculty Advisor for HRTS program in SBS/School of Global Studies. Here is a link to get the form <https://registrar.arizona.edu> > [indep_study_form_policies_guidelines_9-13](#)

Note: you can use this form for HRTS599 (independent study) and HRTS 598 (Certificate project) courses and for the Capstone project (HRTS 909).

Once Dr. Brogden receives and approves the initial project plan with both student signature and faculty approval signature (or email), she will forward the request to Darcy Roman-Felix, Grad Coordinator, and enroll you in the course under the correct number (different faculty have different class numbers).

You will complete a project approved by your supervising faculty while engaged in one of two possible capstone or final project options:

[The Certificate Project in Human Rights](#) and [The Capstone Project](#) should address a human rights issue and could take the form of a community arts project and its documentation, a documentary film, a research project completed with community members, or other substantial output for public dissemination. [The Certificate Project in Human Rights](#) or [The Capstone Project](#) should account for the social, political, cultural, and structural causes that go into the human rights issue being addressed with an applied project. The project should evidence your consideration of theoretical, socio-political, and ethical issues in working with marginalized groups and engaging communities. You may choose to expand upon a project that has been initially undertaken in another course, as long as this reflects a

significant and substantive expansion and is approved by your project advisor. You should request to meet online with the project supervising faculty to get feedback while the project is underway. ***Please note that independent studies, Certificate project and Capstone project “classes” are not conducted through D2L, and you are responsible for checking in with your supervising faculty*** (usually by email or requesting a Zoom meeting) about expected deadlines, advice/feedback on drafts, making substantial changes to your topic or direction from what was agreed upon in the project form, and/or other concerns. Do not hesitate to contact your supervising faculty, and if they have not replied within 24 hours (if urgent) to a week (if less urgent), send an email reminder.

Human Rights Mentorship Project may be undertaken with a human rights practitioner who is engaged in a human rights effort of interest to you. You must discuss and submit a proposal to a faculty member willing to supervise the academic side of the project. If a project is approved, the faculty member should forward the “independent study” form to Dr. Brogden, who will arrange for you to register for the course. The supervising faculty will work to match you with an appropriate mentor.

You then work directly with the practitioner and then write a process evaluation or other report reflecting on the experience to submit to the supervising faculty member, who will assign a “grade” of pass, superior, or fail (P, S, or F) for the course, which will appear on your final transcript.

COMPLETION OF HRTS PROGRAM REQUIREMENTS

For dates by which requirements must be met to graduate in a particular semester, refer to the Deadline pages, available online at the Graduate College website, <https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines>. All outstanding fees must be cleared before the final completion date. A financial encumbrance will delay issuance of the diploma and transcripts. Contact the Bursar's office, <https://bursar.arizona.edu/>. 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 with a minimum 3.0 cumulative GPA at the time of completing degree or certificate requirements.

When are degrees and certificates awarded? Degrees and Certificates are awarded at the end of the academic semesters (in December, May, or August). ***Please note: Your degree or certificate can not awarded in the middle of a semester, even if you finish your coursework at the end of the first 7-week course in our online campus.***

IV. HRTS and Graduate College Policies and Practices

Below is a listing of policies that are not covered elsewhere in this handbook. Any suggestions for changes to policies related to graduate studies in HRTS should be made to the HRTS Director.

ADMISSIONS POLICIES FOR THE HRTS GRADUATE PROGRAMS

Faculty on the HRTS Executive Committee make recommendations to the Graduate College regarding admissions. The Graduate College reviews all recommended applicants to confirm they meet graduate admissions criteria before sending applicants a certificate of admission by email. For HRTS, the primary question in assessing applicants for admission is whether or not the committee believes the applicant is capable of successfully completing graduate-level work. The committee will recommend any candidate it views as qualified.

Criteria for Admission:

Academic Excellence

As evidenced in:

- a) Admissions essay
- b) Letters of recommendation
- c) Transcripts
- d) GPA. The general standard is 3.0 on a 4.0 scale. However, students have entered our program with a GPA lower than 3.0 and gone on to be successful, so on a case-by-case basis, a waiver of this requirement may be approved.

No standardized testing is required for admission.

International Students from non-English speaking countries maybe required to demonstrate English proficiency.

Fit with the Department

The applicants will be assessed for fit with the HRTS program's faculty resources, university resources, and institutional resources, based on the admissions essay and any other application materials indicating planned program and career path.

Civic engagement

The committee considers the applicant's commitment to creating positive social change. This may include individual actions or participation in political or social groups towards the end of achieving greater social justice. Applicants are urged to represent these activities where appropriate throughout the application.

GRIEVANCE PROCEDURES

Many of the problems that students face in the transition to graduate school have to do with negotiating a new and complex system. Concerns and confusion about what is expected at each stage, how to manage time, how to focus topics, or how departmental, college, or university decisions are made are common. If a student is experiencing a problem or has a concern, that student should first ask the graduate faculty advisor (Dr. Brogden) for clarification and advice. Keeping lines of communication open between faculty and students is the most important step to take to keep grievances to a minimum. Nevertheless, even with open communication, students sometimes feel their concern is not satisfactorily addressed. In the event that you feel you have been wronged, here are the steps to take.

STEP 1: INSTRUCTORS/ADVISORS

If the concern is about a particular class, speak with the professor. If the issue is not related to a specific class, or if you have not been able to resolve the issue with the professor, discuss the problem in detail with the faculty advisor (Dr. Brogden). Be sure that the advisor or professor fully understands the issues involved. Try to work together to come to a resolution. Faculty want you to be successful!

STEP 2: HRTS Program Director

If, for any reason, an adequate understanding cannot be reached with the professor or faculty advisor, students should bring their concern or grievance to the Director. Try to work together to come to a resolution. If the problem persists, the Director will advise the student on the appropriate next action to take.

STEP 3: EXECUTIVE COMMITTEE

Grievances that have to do with the program itself (i.e. course requirements, protocol) that could not be resolved at the level of the Director, can be addressed in writing (by email) to the HRTS Executive Committee. The Committee will consider the appeal, discuss the issue, and make a recommendation to the HRTS Director. A listing of members of the Executive Committee can be found on the program website.

If the problem concerns a grade and no understanding has been reached after steps 1, 2, and 3, the Director will advise the student on the University of Arizona's grade appeal procedure which can be found here: <https://catalog.arizona.edu/policy/courses-credit/grading/grade-appeal>

The Graduate College also maintains a Grievance Policy. The policy and detailed procedures can be viewed at: <https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties>

As noted on the Graduate College grievance summary page, there are many issues not addressed by their policy and procedures:

- Allegations of gender (including sexual harassment), racial, ethnic, religious and sexual orientation discrimination are dealt with by the [Office of Institutional Equity](https://equity.arizona.edu/).
- Codes of Conduct apply to students, faculty, staff, administrators, and visitors. Codes of conduct and procedures for filing complaints are set by the Arizona Board of Regents and are available online: <https://policy.arizona.edu/ethics-and-conduct/student-conduct>
- [Graduate College petitions](#) requesting waivers of policy are not addressed through the general Graduate College Grievance Review Procedures; students may file such petitions through GradPath. Students may appeal denials of petitions by writing directly to the Senior Associate Dean of the Graduate College <https://grad.arizona.edu/about/staff-directory>
- The University's Ombuds Office is also available to assist students with concerns and complaints. <https://ombuds.arizona.edu/>

INCOMPLETES

The grade of “I” for “Incomplete” may be awarded only at the end of the course when all but a minor portion of the coursework has been satisfactorily completed. Graduate students should make arrangements with the instructor to receive an Incomplete grade before the end of the course.

As a matter of Graduate College and Registrar policy, graduate students have a maximum of one calendar year to remove an Incomplete. However, course instructors have discretion to specify a deadline of less than a year, which is a binding part of the Incomplete process. An Incomplete not removed within one year is replaced by a failing grade of "E" and counted as an "E" in determining the student's grade-point average. If the coursework cannot be completed within one year, the student may petition to the course professor to extend the Incomplete, and if it cannot be completed within two years, the student may petition the SBS Associate Dean of Academic Affairs for another extension. The petition must be submitted before the grade converts to an “E.” Students should contact the Graduate Faculty Advisor (Dr. Brogden) or the Graduate Coordinator (Darcy Roman-Felix) with any questions or to get assistance.

PETITIONS

A student who believes, with good academic reason, that they deserve redress or exception to Graduate College rules, regulations, or policies can formally petition for an exception. A petition form must be submitted to the Graduate Student Academic Services via GradPath, explaining all relevant facts. Such petitions must be accompanied by supporting documents and a letter of support from the Faculty Advisor, Director of HRTS, and required signatures. Please visit the following page to view resources for various kinds of petitions.

<https://grad.arizona.edu/gsas/gradpath/graduate-petition-and-graduate-petition-user-guides>

SATISFACTORY ACADEMIC PROGRESS

Policy on Satisfactory Academic Progress:

This policy establishes a minimum standard for satisfactory academic progress. It does not describe or indicate the full extent of academic accomplishments and expectations that each student will strive to achieve in the course of their professional development. Satisfactory academic progress simply requires that students complete the various requirements of the program successfully and in a timely manner. During coursework, the student must maintain a minimum 3.0 GPA. Individual students may complete courses a slower than usual pace for their coursework to accommodate specific personal circumstances (such as child or elder care responsibilities). It is expected that students enroll in a minimum of three credits in each of the Fall and Spring semesters. Please consult with faculty advisor if the minimum credits are not possible in a given semester.

The Graduate College expects master’s students to complete their degree within a maximum of 5 years. <https://grad.arizona.edu/policies/academic-policies/time-degree>

TIME EXTENSIONS

Under special circumstances, requests for leave of absences or extensions need to include an explanation of the reasons for the request, a detailed plan for completing the degree, and a letter of the support from the HRTS Program Director. If a leave of absence request is not approved by the HRTS Director and submitted to the Graduate College before the semester for which they are being requested, students may be subject to financial penalties, as established by Graduate College policies.

Compelling reasons for extension or leave of absence include:

- birth or adoption of child
- medical reasons
- military duty
- financial hardship
- visa difficulties
- other personal or family reasons

GRADUATING, GRADUATE CONVOCATION AND UA COMMENCEMENT

Before a graduate degree or certificate can be approved, all required GradPath forms must be submitted and fully approved. Please stay in touch with our graduate coordinator (Darcy Roman-Felix) to ensure you are on track to graduate and respond to any communications from her

Graduate College Degree Counselors are responsible for the audit of each graduate student's coursework to ensure all university policies have been followed and all university requirements for the student's degree have been met.

If your expected graduation term in UAccess is not correct: <https://uaccess.arizona.edu> please email our Degree Counselor to let them know your new expected graduation term. You can find the name and email address for the HRTS Graduate Degree Counselor by clicking on: <https://grad.arizona.edu/directories/studentsupportspecialists.html>

Please regularly check your University of Arizona email for important communications regarding final steps for your degree. Refer to Steps to Your Degree for more information.

HRTS graduate students can attend the SBS Graduate Convocation and UA Commencement in person. SBS Convocation is where a graduate is hooded by HRTS professors. SBS Graduate Convocation occurs once a year, in May—please see the following for details and pay attention to emails sent out to those who are eligible to participate. Eligibility can include graduates from Dec, May, Aug, both before and after convocation date. Please doublecheck with the SBS Convocation office to assure that you are eligible to attend based on your graduation date. <https://sbs.arizona.edu/convocation>

Students may also attend the large UA commencement ceremonies: for eligibility and dates, please see

<http://commencement.arizona.edu/>

V. Funding and Other Resources for HRTS Grad Students

Currently, the HRTS programs do not have the ability to provide funding or scholarships to graduate students in our program. We hope to develop scholarship funding in the future. If a student is employed by a government or NGO concerned with human rights, we encourage the student to approach his or her employer to see whether the employer will subsidize part or all of the tuition. Employees of the University of Arizona (as well as Arizona State University and Northern Arizona University) may be eligible for Qualified Tuition Reduction (QTR).

Please note that students in HRTS programs may use work assignments where appropriate as course assignment submissions, meaning that the NGO can benefit from consultative review of the assignment. Students should feel free to connect their employers with the Director to discuss how assignments will be handled.

FELLOWSHIPS AND GRADUATE STUDENT FUNDING OPPORTUNITIES

Information about opportunities provided by University of Arizona is listed on the Graduate College website:

<https://grad.arizona.edu/funding/opportunities>

The Social and Behavioral Sciences Research Institute (SBSRI) provides support for identifying and applying for funding from diverse sources outside the UA. They also offer a variety of small grants programs that offer seed money for projects and support the grant and fellowship application processes.

<http://sbsri.sbs.arizona.edu/>

A wide variety of professional organizations provide listings of grant and fellowship opportunities relevant to particular academic disciplines or interdisciplinary fields. Online research is encouraged.

CAREER SERVICES

There are a variety of online job boards through which students may find job opportunities. The Director and the Faculty Advisor both forward opportunities that they receive as faculty members to the student listserv. In addition, we encourage students to make use of Career Services. The staff there is happy to work with students individually and in groups. For more information on what they have to offer, see:

<http://www.career.arizona.edu/students/>.

COMPUTING

NetID and Email

As mentioned in our welcome section, to get started in the program, go to the following site:

<https://it.arizona.edu/getting-started>

E-mail is the official means of communication between the University administration and all students. You are required to have a University of Arizona e-mail account. Important official e-mail notices may be sent to students periodically, and it is your responsibility to monitor your UA e-mail account for such messages.

Getting Help with Computing

University Information Technology Services

<https://it.arizona.edu>

Office of Student Computing Resources (OSCR)

The Office of Student Computing Resources (OSCR, pronounced “Oscar”) was established in 2004 to help students get the most out of UA computing technology. OSCR provides access to a wide range of computing tools and support services in general-purpose computing labs (open to UA students, faculty, and staff) and electronic classrooms spread across Tucson campus. Visit

<https://it.arizona.edu/oscr/home>

DISABILITY RESOURCES

Disability Resource Center (DRC)

<https://drc.arizona.edu/>

The Disability Resource Center and The University of Arizona are committed to facilitating full access for students with disabilities through consultation with faculty and the provision of reasonable accommodations. The first step in the process is meeting with a Disability Specialist and presenting documentation of a disability. The Disability Specialist's role is to review documentation and consult with students and faculty regarding reasonable accommodations.

Strategic Alternatives Learning Techniques (SALT) Center

<https://www.salt.arizona.edu/>

The Strategic Alternative Learning Techniques (SALT) Center promotes the achievement of individuals with learning and attention challenges. Through a student-centered model, SALT provides comprehensive services to maximize student success and support the University of Arizona community. We collaborate with community-based organizations that facilitate learning and enrollment in higher education. We initiate and pursue innovative practices designed to partner with and serve the people of Arizona and the global community.

THE GRADUATE AND PROFESSIONAL STUDENT COUNCIL (GPSC)

The GPSC was created to promote the causes and concerns of the graduate student body, to create and foster programs beneficial for growth and interaction, to disburse funds for the benefit of professional development, and to serve as the representative body and voice at the University of Arizona, the University of Arizona Administration, and the Arizona Board of Regents on behalf of graduate and professional students.

The GPSC provides **travel grants** and other types of funding to graduate students. For more information see: <http://gpsc.arizona.edu/travel-grants>

THE GRADUATE CENTER

The University of Arizona Graduate Center is a resource for graduate students and postdoctoral scholars. Its programs and partnerships across campus are designed to help you develop inclusive leadership skills and collaborative opportunities. We support your academic units by providing professional development that increases your success both within and beyond the Academy.

<https://gradcenter.arizona.edu/home>

HUMAN SUBJECTS PROTECTION PROGRAM

Information about the Human Subjects Protection Program and Institutional Review Board, including certification, procedures, and forms, is available at this web site:

<https://research.arizona.edu/compliance/human-subjects-protection-program>

SBS RESEARCH INSTITUTE (SBSRI)

<http://sbsri.sbs.arizona.edu/>

SBSRI is a unit in the Dean's Office which promotes and supports research. They have Pre-Doctoral (and Doctoral) Grants, as well as workshops for grantwriting. They also have listings and contact information for numerous grant and fellowship programs.

GRADUATE WRITING RESOURCE

The online Graduate Writing Resource contains useful information about academic writing, from overcoming procrastination to composing a literature review: <https://gradcenter.arizona.edu/writing-communication/graduate-writing-lab>

The Graduate Center also has a Writing Resources page

<https://gradcenter.arizona.edu/articles/2016/11/survive-and-thrive-building-your-writing-skills>

THE UNIVERSITY LIBRARY

The University of Arizona Library maintains a resource page for graduate students.

<https://lib.arizona.edu/help/grads>

WHO CAN HELP ME WITH...?

Do you have a question about something HRTS related? Many answers can be found in this handbook and/or on the program website (<https://humanrightspractice.arizona.edu/>)

Here are some additional contacts/roles during academic year 2023-24.

Mette Brogden, Faculty Advisor for Graduate Students

Email: metteb@arizona.edu

- Admissions questions: Responds to inquiries from prospective graduate students (applicants) about our MA or Certificate programs
- Course planning
- Provides advising/mentoring to all graduate students as needed
- Initial capstone advising/planning

Darcy Roman-Felix, Graduate Coordinator

Email: roman@arizona.edu

- Enrollment and registration for courses
- Gradpath
- Graduation and commencement

Ray Smith, HRTS Programs Acting Director

Email: raymondsmith@arizona.edu

- Oversees admissions: Responds to inquiries from prospective graduate students (applicants) about our MA or Certificate programs
- Fields issues/concerns for HRTS Graduate Students
- Directs all HRTS programs
- Leads the HRTS Executive Committee
- Administrative functions of the Department including personnel, curriculum, and general oversight
- Provides mentoring to all graduate students as needed

Tammy Tran, Graduate College Degree Counselor

Graduate College Admin

Email: tammytran@arizona.edu

- Assists with all things GradPath, and awarding degree

Updated January 2025

HRTS Forms for Graduate Students

(Forms can be copied and pasted into a Word document)

HRTS Request for Graduate Transfer Credits

Student Name: _____

Name of Institution where course was completed: _____

HRTS Transfer Credit

Graduate credit earned at approved institutions, if accepted by the HRTS Director or Executive Committee and the Graduate College, may be counted toward the requirements. To be accepted, the student must have earned an A or B in the original course. Grades of transfer courses will not be calculated in The University of Arizona G.P.A. Credit for correspondence courses or extension work from other institutions will not be accepted for graduate credit. Please note that if you are from a school on the quarter system, transferred credits count for 2/3rds of our semester units (convert quarter units to semester units by multiplying the number of quarter units by .67).

Students who wish to transfer credit must submit an “*Evaluation of Transfer Credit*” form, along with a syllabus for each course they wish to transfer to the Director of HRTS by the beginning of their second semester.

If approved by the HRTS program, student should submit the “*Evaluation of Transfer Credit*” to the Graduate College within two weeks after the end of their first six credits.

List course(s) you would like to transfer and select whether you would like it to count as an elective or required course.

_____	<input type="checkbox"/> Elective	<input type="checkbox"/> Required: <u>HRTS</u> _____
_____	<input type="checkbox"/> Elective	<input type="checkbox"/> Required: <u>HRTS</u> _____

Student Signature _____ Date _____

Director of HRTS Signature _____ Date _____

HRTS Graduate Student Annual Progress Report

The student should attach to this form a CV and up to a one-page narrative description of progress, accomplishments and future plans. It should discuss the next steps the student intends to take in their own professional development. **Please submit by email to the Graduate Faculty Advisor within 30 days of each year completed in a program (365 days), with CC: to Graduate Coordinator.**

Student: _____ **Date of review:** _____

Program: _____ **Date started program:** _____

MA, Grad Certificates (which?), Certificate Stacking (see <https://gradcenter.arizona.edu/news/2021/11/introducing-21st-century-masters-project>)

Required HRTS courses and elective courses that have been completed or are still in progress, to date, including those with incompletes.

Semester (designate whether Fall 1 or 2, etc.)	Course #, e.g., HRTS 500, HRTS 501, etc.	Instructor	Required course?	Elective?	Grade	Credits earned

Transfer Credit Evaluation (2nd semester) # of units approved: _____ **Current GPA:** _____

Have you completed the following?

- Yes** **No** **Master’s Plan of Study form** (end of second semester)
 Yes **No** **HRTS Project/Capstone Faculty Designation Form**

ONLINE GRADUATE PROGRAMS IN HUMAN RIGHTS PRACTICE

Certificate Project/Master's Capstone Faculty Designation

Name: _____

Working Title of Certificate/Capstone Project: _____

Capstone Advisor

Signature of Advisor

Date

Student signature

Date

IMPORTANT: Submit to Graduate Coordinator by the end of 21 credits completion