

**2022-2023**

**Program Handbook**

**PhD in Sustainable Energy**

**Physical Location:** Wrigley Hall, 800 S. Cady Mall, Tempe, AZ 85281

**Mailing Address:** Arizona State University, PO Box 875502, Tempe, AZ 85287-5502

**Phone:** (480) 727-6963

**Fax:** (480) 727-9902

**Web:** <https://schoolofsustainability.asu.edu>

**Graduate Advising:** [SOSGradAdvising@asu.edu](mailto:SOSGradAdvising@asu.edu)

**Career Services:** [SOSCareerServices@asu.edu](mailto:SOSCareerServices@asu.edu)

**Graduation:** [SOSGraduation@asu.edu](mailto:SOSGraduation@asu.edu)

## Table of Contents

1. Purpose of the Handbook .....	1
2. ASU Charter .....	1
3. Commitment to Justice, Equity, Diversity, and Inclusion .....	1
4. Program Overview .....	2
5. Role of Faculty and Staff in Advising .....	2
a. Student Supervisory Committee.....	2
b. Graduate Faculty List .....	2
c. Individual Committee Participation Request.....	3
d. SOS Graduate Support Coordinators.....	3
e. SOS Director of Graduate Studies & Program Committee .....	3
6. Admission .....	4
7. Finding Community .....	4
8. International Student Admission and Arrival Procedures .....	4
9. Curriculum Summary .....	4
10. Program Milestones .....	8
a. Major Milestones .....	8
b. Comprehensive Exam .....	8
c. Prospectus Defense .....	10
d. Advancement to Candidacy .....	11
11. Culminating Experience .....	11
a. Dissertation .....	11
b. The Defense.....	11
c. Reporting Results .....	12
d. Publication .....	12
12. Unique Opportunities .....	13
a. Master's in Passing .....	13
b. Concurrent Degrees .....	13
c. Graduate Certificates.....	13
d. Study Abroad.....	13
13. Curriculum Tools and Milestones.....	14
a. Master List of Classes .....	14
b. Check Sheet.....	14
c. Interactive Plan of Study (iPOS).....	14
14. Policies .....	15
a. Academic Calendar and Time Zone .....	15
b. Time Limit .....	15
c. Enrollment and Leave Policies .....	15
d. Pre-Admission and Transfer Credits .....	17
e. Grades .....	17
f. Incomplete Grades .....	17
g. SOS Petition Process .....	18
h. Grade Appeal and Academic Grievance Process.....	18
15. Satisfactory Academic Progress Policy .....	18
a. Grade Point Averages .....	18
b. Satisfactory Academic Progress Policy.....	18
c. Academic Probation and Dismissal Policy .....	19
d. Annual Review of Student Performance .....	21
16. Student Rights and Responsibilities .....	21
a. ASU Email .....	21
b. Culture of Respect.....	21

c. Diversity and Inclusion .....	21
d. Title IX and Sexual Harassment .....	22
e. Student Code of Conduct .....	22
f. Academic Integrity .....	22
g. Community of Care .....	23
17. Tuition, Fees and Financial Support .....	23
a. Tuition and Fees .....	23
b. Residency for Tuition Purposes .....	23
c. Financial Support .....	23
18. Graduation .....	26
a. Exit Advising Session .....	26
b. Applying to Graduate .....	26
c. Completing Program Requirements .....	26
d. Commencement and Convocation .....	27
e. Diploma and Transcripts .....	27
19. Campus Safety .....	27
20. Facilities and Room Reservations .....	27
a. Building Access .....	28
b. Locker Policy .....	28
c. Room Reservations .....	28
21. Resources .....	28
a. SOS Graduate Advising .....	28
b. My ASU Portal .....	28
c. Sun Card .....	28
d. Housing .....	28
e. Health Services and Insurance .....	28
f. ASU Parking and Transit Services .....	29
g. Campus Amenities .....	29
h. SOS Graduate Student Handbook .....	29
i. SOS Policies, Procedures and Forms Webpage .....	29
j. Graduate College Policies and Procedures Manual .....	29
k. TA/RA Handbook .....	29
l. Canvas .....	29
m. SOS Graduate Student Resources Site .....	29
n. SOS Grad Representatives .....	30
o. Graduate Academic Support Center .....	30
p. ASU Libraries .....	30
q. ASU Mobile App .....	30
r. Technical Support .....	30
s. Software .....	30
t. Student Accounts .....	31
u. Student Accessibility and Inclusive Learning Services (SAILS) .....	31
v. Counseling Services .....	31
x. Veterans Services .....	31
y. International Student and Scholars Center .....	31
z. Graduate and Professional Student Association .....	32
aa. Career Services and Internships .....	32
ab. Contacts .....	32

# 1. Purpose of the Handbook

This handbook is designed to guide graduate students admitted to this degree program in the School of Sustainability (SOS) at Arizona State University (ASU). It provides information about degree requirements, resources, and policies and procedures essential to successful completion of the program.

While the handbook serves as an initial resource for answers to common questions, it is not all-inclusive of every SOS or ASU policy. When necessary, it provides links to review more complete information published elsewhere. Students are also encouraged to consult key faculty and staff when they have questions.

In addition to this handbook, primary references for graduate students are the ASU [Academic Catalog](#), Graduate College's [Policies, Forms and Deadlines](#) page including the [Policies and Procedures Manual](#) and the School of Sustainability's [Graduate Policies, Procedures and Forms](#) webpage, where an updated version of this handbook is posted each year.

# 2. ASU Charter

ASU is a comprehensive public research university, measured not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

# 3. Commitment to Justice, Equity, Diversity, and Inclusion

Arizona State University is going through a process of examining its colonial past and culture and how it has historically benefitted from injustices, inequalities, exclusions, and pressures to conform, as well as how these in turn impact how we think about and behave toward the future. This is a process that requires our faculty, staff, and students to reflect on the intellectual, ethnic, and cultural diversity of our nation, and to become agents of change as we advance Justice, Equity, Diversity, and Inclusion (JEDI) in the world. We aspire to become a space where our students learn from the broadest perspectives and grow empowered and motivated to curb injustice, inequity, uniformity, and exclusion. We engage in the advancement of multiple forms of knowledge with the most inclusive understanding possible of the issues we are addressing through our scholarly activities, promoting openness. At ASU, we believe that diversity involves addressing and redressing unequal power dynamics between different groups, including categories such as race, ethnicity, religion, country of origin, sexual orientation, socioeconomic background, age, cultural identity, intellectual perspective, physical and mental abilities, and veteran experience.

As part of ASU and a broader national and global community that are still impacted by racism, oppression, discrimination and the systematic extermination of plant and animal life, the College of Global Futures is fully committed to lead by example, and embed Justice, Equity, Diversity, and Inclusion (JEDI) in all aspects of its work. This includes working closely with students to ensure that the courses they take, the environment they work in, and the experience they have within the College of Global Futures and its associated schools and programs reflect this commitment.

In Fall 2020, the College formed two school-based committees, consisting of faculty, staff, and students, to study current strategies toward justice, equity, diversity, and inclusion; progress toward stated goals; and needs for change. The committees met regularly with individuals and communities, including students, faculty, and staff, and began work toward strategic plans to further address and support JEDI across the college. However, these initiatives will not have any impact unless everyone in our community does their part toward changing the organizational structures and practices of academia and education institutions that still abide by and promote injustices, inequity, uniformity, and exclusion.

Moving forward, the college will continue to invest in and support responsive and impactful JEDI initiatives that engage faculty, staff, and students as we work together to build a just, fair, and sustainable future.

Students who wish to join a committee or participate in these conversations should contact their graduate support coordinator or their JEDI committee chair.

## 4. Program Overview

Today's global energy transitions demand leaders who can navigate the interconnected technical, societal, and environmental facets of energy systems. The PhD in Sustainable Energy, offered on ASU's Tempe campus, transcends the boundaries of traditional methodologies and disciplinary viewpoints to achieve a sustainable energy future.

Students in the degree program will conduct collaborative cross-disciplinary research integrating energy science with societal and policy insights. Drawing upon emerging knowledge and deep historical insights, and integrating information from the physical, biological, and social sciences, students will explore and contribute to sustainable solutions that address urgent energy challenges now and in the future.

Graduates of the PhD in Sustainable Energy will have an advanced understanding of the dynamics and complexity of global energy systems and will be able to lead others in research providing adaptive solutions to specific sustainable energy challenges.

## 5. Role of Faculty and Staff in Advising

A list of [the school's faculty and instructors](#) as well as ASU's [Sustainability Scientists and Scholars](#) database can be found on the SOS website. The Sustainability Scientists and Scholars page includes faculty, staff, and researchers across ASU with connections to sustainability. Not all of the people listed in these databases are eligible to supervise graduate students, so please read the sections below for clarification. Contact your graduate coordinator if you have questions.

### a. Student Supervisory Committee

SOS students must have at least three faculty members on their supervisory committee, per university requirements. Typically, a student's committee includes one chair and two members or two co-chairs and one member. Students can have more than three people on their committee, but larger committees often pose additional issues in scheduling conflicts and feedback on writing. Each student must designate a chair or two co-chairs when they submit their plan of study (iPOS) for the first time. The remainder of the committee can be formed later. See the [Milestones](#) section of this handbook for deadlines.

Students are assigned a faculty mentor before starting the program. These mentors are available to support the graduate student with curriculum recommendations, acclimating to academic life at ASU, and finding opportunities for research and funding. Many choose to ask their faculty mentor to be their chair; however, this may not be the case for all students. Students and faculty can decide this is not the best fit, in which case the student will need to find a more suitable committee chair. Students are encouraged to meet with mentors they are interested in inviting to serve in a supervisory role to determine who might be most appropriate. Committees can include [SOS graduate faculty](#), [Sustainability Scientists and Scholars](#), [Sustainable Energy graduate faculty](#), other ASU faculty, faculty at other universities, and other practitioners who can lend expertise and mentorship to a student's research and writing.

### b. Graduate Faculty List

The ASU Graduate College maintains pre-approved lists of faculty who can serve on a student's committee for each degree program without the need for special permission. The lists are known as the "graduate faculty" lists and are located [on the Graduate College's website](#). All students in the PhD program in Sustainable Energy should use the [Sustainable Energy graduate faculty](#) list.

The graduate faculty lists indicate an endorsement (role) that each pre-approved faculty member can hold on the committee:

- **Chair.** This endorsement means the person can be in any role: chair, co-chair, or member.

- **Co-chair.** This endorsement means the person can be a co-chair or member only. The person cannot be the sole chair unless the Graduate College grants special permission. If selecting someone with a co-chair endorsement, then the other co-chair must be endorsed at the full chair level or receive special permission to serve as co-chair with this person.
- **Member.** This endorsement means the person can serve as a member only unless the Graduate College grants special permission for them to serve in a higher role.

### c. Individual Committee Participation Request

Students must request permission to add a member to their committee who is not on their program's graduate faculty list. Even if the iPOS system allows the student to add the faculty member, the student will still need to request special permission if that person is not on their graduate faculty list. If the faculty member is on the list but is not endorsed for the role the student desires, special permission is also required. For example, if the student wants to add a faculty member as a chair but the current endorsement is only for the member role, then the student must request permission.

To gain permission, the student completes an [Individual Committee Member Approval Request](#). The completed form must be submitted with the faculty member's updated CV and date of birth to [SOSGradAdvising@asu.edu](mailto:SOSGradAdvising@asu.edu). The form is reviewed and must be approved by both SOS administration and the Graduate College.

If a student obtains approval to have someone serve in the role of member but later wants to change their role to a higher level, then a new request form must be submitted with an updated CV. Post-doctoral fellows may be eligible to serve on master's committees by Individual Committee Participation Request.

### d. SOS Graduate Support Coordinators

The graduate support coordinators (also called graduate coordinators or academic advisors) are available to advise students about program milestones and requirements, guide students through a range of procedures, and interpret school and university policies. The graduate coordinators also maintain several informational resources for students, including the Master List of Classes spreadsheet, the graduate resource website, and program handbooks.

Any question about paperwork, policies or university services should be addressed to the graduate coordinator for the student's program. All questions regarding coursework or research applied toward the degree should be addressed to the student's faculty mentor, chair, or supervisory committee.

Students can set up appointments with the graduate coordinator for their program through the online appointment system, which can be accessed through the [SOS Graduate Advising](#) webpage.

Students can contact the graduate coordinators directly by emailing [SOSGradAdvising@asu.edu](mailto:SOSGradAdvising@asu.edu).

### e. SOS Director of Graduate Studies & Program Committee

The School of Sustainability's graduate programs are overseen by an appointed director of graduate studies and committees of faculty dedicated to the health of academic programs and student success. The committees review s and funding applications, student petitions, and proposed curriculum changes for any graduate-level programs. The director and committees work with the graduate coordinators to review annual review results, issue probation and dismissal letters, and process appeals made by graduate students in the school. They also review requests to add faculty to supervisory committees or the graduate faculty and revise policies and procedures as needed.

The Sustainable Energy PhD also has special oversight from a subcommittee to the SOS Graduate Committee. It is comprised of several energy-focused faculty from SOS who teach or advise students in the SE PhD. The SE PhD Subcommittee reviews admission applications for the SE PhD and makes admissions recommendations to the Graduate Committee. The subcommittee also reviews the SE PhD curriculum, policies, and procedures.

## 6. Admission

The School of Sustainability admits new students to doctoral programs in the fall semester only, Applications open on September 1 and are due on December 15. Current admission requirements are listed on the School of Sustainability [Graduate Admissions Page](#).

Perhaps the most important part of a successful application is identifying potential faculty mentors. As part of the application, we ask prospective students to list 3-5 faculty members with whom they'd like to work.

Prospective students can identify potential faculty mentors with the [Expert Search tool](#), which allows a user to search for SOS faculty members by keyword. Click on faculty names within each specialty to learn more about their specialization, research, and recent publications. Then use the graduate faculty lists to check if they are pre-approved to sit on committees for Sustainable Energy PhD students. If you want to reach out to additional faculty who are not on the graduate faculty list, be aware that those faculty may not be appropriate mentors for students in the PhD program and reach out to the graduate support coordinate for advice before contacting them.

Once an applicant identifies professors who fits their interests, they should contact the faculty by email, identify themselves as a potential PhD student, indicating some familiarity with the faculty's research, outlining a request for mentorship, and including their resume or CV.

## 7. Finding Community

The School of Sustainability graduate students elect six graduate student representatives to host regular student body meetings, plan events, and advocate for them to faculty and staff. Students can find their program representative's contact information on the [SOS Grad Resources Site](#), which is maintained by the graduate support coordinators. The luncheons and events coordinated by the representatives are very well-attended and a great place to meet other students!

There are many ways to find community at ASU. Visit [SunDevilSync](#) to find student organizations and events. Many clubs also have pages on Instagram and Facebook.

## 8. International Student Admission and Arrival Procedures

Upon admission, international students receive emailed guidance from the Graduate Admissions Office pertaining to I-20 and visa application procedures. It is essential that incoming international students check MyASU for a list of "to do" items to begin the I-20 process. The following Graduate Admission and ISSC resources may be useful in understanding the steps international students must take before coming to ASU:

- [Graduate Admission Student Visa Overview](#)
- [Admitted International Students' Next Steps](#)
- [Travel and Arrival for New Students](#) (including pre- and post-arrival checklists)

[How to contact Graduate Admission Services](#)

## 9. Curriculum Summary

Students may be admitted to the PhD in Sustainable Energy program with or without a master's degree. If admitted without a master's degree, students must complete a minimum of 84 credit hours (and have the opportunity to earn a Master's in Passing). If admitted with a master's degree, students must complete a minimum of 54 credit hours.

	Credits Required	
	Admitted with a Master's degree	Admitted without a Master's degree
Core Courses	17	17
Electives (of which a maximum of 6 hours can be at the 400-level; 500-level or higher is graduate-level)	12*	42
Research	13	13
Dissertation	12	12
<b>Total Credits Required</b>	<b>54</b>	<b>84</b>

\*Assuming relevant coursework at the master's level.

### a. Core Courses

The PhD in Sustainable Energy integrates perspectives from technical, social, and sustainability sciences in preparing students to address challenges in global energy systems. The **17 credits of core classes** provide students from diverse backgrounds with foundational knowledge and skills related to current and emerging energy technologies, economic analysis of energy systems, and social and policy dynamics of energy transitions. They also provide mentoring in energy and sustainability research. Elective classes allow students to develop more specialized methodological skills or topical knowledge.

Course	Title
<b>SOS 571</b>	<b>Sustainable Energy Technologies and Systems</b> (3 credits) provides a technical primer on energy systems. It has three core modules: scientific, economic, and environmental metrics for energy; power systems and electricity generation technologies; and transportation systems and fuel/vehicle technologies.
<b>SOS 572</b>	<b>Sustainable Energy Transitions</b> (3 credits) addresses the technological, economic, social, and political contexts of energy transitions throughout history, how energy use has influenced urbanization, and how considerations of access to and control of energy sources shapes geopolitical strategies.
<b>SOS 573</b>	<b>Sustainable Energy Policy</b> (3 credits) provides a comprehensive survey of policy instruments that are shaping the transition to sustainable energy.
<b>SOS 574</b>	<b>Data Analytics in Sustainable Energy</b> (3 credits) is an applied energy economics course. It addresses the primary metrics, data sources, and methodologies used to measure sustainable energy, including how they are used to track progress toward sustainability goals and shape public policies.
<b>SOS 575</b>	<b>Sustainable Energy Research Seminar</b> (1 credit, taken 4 semesters for 4 credits total) helps students develop skills for transdisciplinary energy research. Each fall, the course explores emerging topics, methods, and theories in interdisciplinary energy research; each spring, it mentors students in the development of their own research ideas.
<b>SOS 589</b>	<b>Community of Scholars</b> (1 credit) provides the opportunity for SOS graduate students to develop new skills, foster cohort building, interact with other students and faculty, and network and build support with the alumni network.

### b. Schedule of Core Courses

Semester	Required Core Course Sequence
<b>Year 1, Fall</b>	<b>SOS 571</b> (energy technologies) <b>SOS 575</b> (research seminar) <b>SOS 589</b> (community of scholars)
<b>Year 1, Spring</b>	<b>SOS 572</b> (energy transitions) <b>SOS 574</b> (data analytics) <b>SOS 575</b> (research seminar)



<b>Year 2, Fall</b>	<b>SOS 573</b> (energy policy) <b>SOS 575</b> (research seminar)
<b>Year 2, Spring</b>	<b>SOS 575</b> (research seminar)

### c. Elective Credits

Students must complete **at least 12 credits of elective courses**. Students should consult their committee chair or supervisory committee on appropriate electives. They can also refer to the Master List of Classes to find elective classes. Refer to the Master List of Classes section of this handbook for more details.

### d. Research Credits

<b>Course</b>	<b>Title</b>
SOS 792	Research

Research credits taken prior to advancing to candidacy are registered as SOS 792. Students must complete **at least 13 credits of SOS 792: Research** prior to graduation, per university policy. SOS 792 is offered every semester for variable credits, which means students select the number of credits at the time of enrollment, in consultation with their committee chair. Typically, students take research credits when preparing for the comprehensive exam or the prospectus defense, but the course can be taken earlier. Research credits from another department (other than “SOS”) do not count toward the 13 credit research requirement for this degree.

To enroll in these credits, students must obtain written permission from their committee chair or co-chair and attach a screenshot to a [Course Override Request Form](#) on the SOS website.

### e. Dissertation Credits

<b>Course</b>	<b>Title</b>
SOS 799	Dissertation

Research credits taken after advancing to candidacy are registered as SOS 799. Students must complete and list **exactly 12 credits of SOS 799: Dissertation** on their plans of study for the degree, per university policy. Listing fewer or more credits on the plan of study will interfere with graduation processing. SOS 799 is offered every semester for variable credits, which means the student selects the number of credits at the time of enrollment, in consultation with their committee chair.

To enroll in these credits, students must obtain written permission from their committee chair or co-chair and attach a screenshot to a [Course Override Request Form](#) on the SOS website.

### f. Applying a master’s degree toward PhD program requirements

Students who have earned a master’s degree in a field related to their proposed doctoral research (in an area of sustainability or otherwise) prior to starting the PhD may apply that degree toward the PhD credits. By doing so, they are required to take 57 credits to complete the doctoral program instead of the typical 87.

In order to receive credit for the earned master’s, students must submit an official transcript from the issuing university to Graduate Admission Services at ASU. Transcripts from accredited US institutions will be reviewed by the graduate program leadership and approved on a case-by-case basis. Transcripts from universities abroad will be evaluated first by the Graduate Admissions Office to determine whether they meet University requirements, and then by program leadership. Students with international bachelor’s and master’s degrees should review information on the [Graduate Admissions Website](#) to see whether their

transcripts are likely to be accepted and what other documentation may be required (e.g. translations, degree certificates).

Additional information on submitting academic credentials, including where to send documents, documents not in English, and documents from India and China, can be found on the [Admissions site](#). If an official transcript does not state the date the degree was conferred (or that it was conferred at all), an additional degree certificate, graduation certificate, or copy of the diploma may also be required. Your graduate coordinator can help you navigate these requirements.

## **g. Suggested, Continuous Actions for Success**

- Attend orientation, welcome events, and the SOS fall camping trip.
- Build networks and community by meeting with faculty and other students.
- Time management skills are essential to avoid burnout. Keep a schedule, learn which corners you can cut, share time management tips with other students, and get enough sleep.
- During years 1-2, be proactive about laying the foundation for your research:
  - Start thinking about committee members from the beginning. Take opportunities to take classes, attend lectures, or chat with prospective committee members so that you can see if it's a good fit and begin building a relationship with them.
  - Use your electives in years 1 and 2 to explore research topics and methods. Ideally, at least one of your term papers from these early classes will be strong enough that you can expand it into a publication. It may also become one of your dissertation chapters, depending on the topic and whether it was co-authored with other students. If you got a lot of feedback and help from the faculty member who taught the class, consider asking them to be a co-author so that you're not alone with it when the class ends.
- During years 3-5, when you no longer have the structure of classes, it is important to maintain regular check-ins with your advisors and build relationships with a larger research community:
  - Meet with faculty mentor, chair, co-chairs, or supervisory committee at least once a semester to discuss research goals, semester goals, and progress.
  - Participate in workshops and lectures offered by SOS and GIOSI.
  - Seek out conferences to attend and other professional development opportunities. Once you have initial research results, it is very valuable to present at conferences and seminars to get feedback, hone your presentation skills, and network with other researchers.
- Seek and apply to funding opportunities. Opportunities may come from the SOS graduate newsletter, faculty, other students, student organizations, independent research, etc.
- Maintain an updated LinkedIn account and curriculum vita or resume. The [SOS Career Advisor](#) can help with both items.
- Your life outside of SOS is also important for your academic success. You need to make sure that you support your mental and emotional health and wellness. Friends, family, activities, and relaxation are important for bringing you joy and replenishing your energy.

## 10. Program Milestones

### a. Major Milestones

The SOS Graduate Committee has developed a list of milestones and deadlines to keep students on track with university and department requirements. The PhD programs have two distinct sets of milestones: one for those who enter the program with a master's degree and one for those who enter the program without a master's degree. The table below lists the major milestones followed by a list of suggested actions students take to stay on-track, develop professionally, and find future funding opportunities. Each student's committee may have additional items they request or require of the student.

Milestone	Deadline if Entered with Master's Degree	Deadline if Entered without Master's Degree
Begin program coursework	Fall of first year	
Confirm committee chair (faculty advisor) or 2 co-chairs	March 1 of first year	March 1 of second year
Submit complete iPOS (listing all coursework and chair/ 2 co-chairs)	March 1 of first year	March 1 of second year
Complete annual review process	March 1 of every year	
Confirm full committee: 2 members (with 1 chair); or 1 member (with 2 co-chairs)	September 15 of second year	September 15 of third year
Add committee members to iPOS and submit for review	September 15 of second year	September 15 of third year
Take and pass the written and oral comprehensive exam	Recommended for the spring of second year, but required by December 1 of third year	Recommended for the spring of second year, but required by December 1 of fourth year
Defend and pass the prospectus defense; Become a PhD candidate	Within 6 months of passing the Comp Exam	
Register for Dissertation credits	After PhD Candidacy only	
Apply to graduate	February 15 for spring graduates; June 15 for summer graduates; October 1 for fall graduates	
Pass dissertation defense	Final semester; 1-2 years after attaining candidacy	
Follow steps to publication of the dissertation	See Graduate College website for steps and deadlines	

Complete milestone details are listed throughout the handbook in related sections. For questions or clarification, students can contact the graduate coordinator at [SOSGradAdvising@asu.edu](mailto:SOSGradAdvising@asu.edu).

### b. Comprehensive Exam

The comprehensive exam for the SE PhD is comprised of written and oral exams that are created and administered by the student's supervisory committee. The supervisory committee should be diverse and not represent a single discipline or narrow field of expertise. Since the exam is unique for each student, the number of questions and the depth and breadth of knowledge required varies. Students can see examples of past exams and reading lists on the SOS 575 Canvas site.

Students take the comprehensive examinations when they have completed or are close to completing the coursework, typically in the spring of their second year but no later than fall of their third year (see more below on deadlines). Students must be in good academic standing regarding GPA requirements prior to taking the comprehensive examination and have a full committee on their approved, accurate iPOS. The decision to proceed with the examination is made by agreement with the student and committee.

In preparation for the comprehensive examinations, the student will prepare a short research statement (approximately 600 words) and a related bibliography for review by their supervisory committee. Students should request suggestions from committee members before creating the final bibliography. The student and committee should consider the following guidelines: readings should be relevant to the dissertation, but cover bodies of knowledge broader than what is required to write the dissertation. Students should select readings that demonstrate how their research relates to broader contexts of sustainability research and practice. The readings should provide insight into theory, methods, and substantive knowledge relevant to the dissertation and broader contexts.

Based on the student's research statement and bibliography, each committee member will prepare relevant questions for the written exam, which the committee chair will compile into a single examination. The student will have five days at most to complete the written exam. The chair will email the exam and the student will answer the questions in written format and submit within five days (example: Monday, 8 a.m. the test is sent; Friday, 5 p.m. the test is due). The exam dates can include weekend days, as the Monday-Friday timeframe is just an example of a 5-day exam period. The exam days can be adjusted to accommodate students who work outside of ASU, have families, or have medical or other circumstances that make a traditional comprehensive exam a significant hardship. Students should discuss alternative arrangements with their faculty advisor and/or their graduate support coordinator.

After the student has completed the written exam and the supervisory committee has reviewed it, the student will undergo an oral examination. This usually takes place between one to two weeks after the written portion is completed. The oral examination tests a student's ability to engage in discussion of issues relevant to their fields of competence. The focus will be on the student's answers to the written examination questions. In cases where some or all of the written examinations are below the Pass level, a strong oral examination is necessary in order for the student to pass the comprehensive examination. The student's chair is charged with convening and administering the oral exam.

The [Comprehensive Exam Results](#) form can be circulated by the committee chair in email or paper form, or by the graduate coordinator via DocuSign. Each member of the committee must sign and indicate their vote for the student's results: pass, pass with distinction, or fail. In rare cases, emails from the committee members may be accepted in lieu of signing the appropriate form.

In case of failure, the student must petition the Graduate College to retake the comprehensive exam. This petition is reviewed by the graduate committee and the Graduate College and may not be approved. Reexamination, when approved, must occur no sooner than three months, and no later than one year, from the original exam date. Only one reexamination will be approved.

The recommended timeline for the comprehensive exam is spring semester of the second year. At the latest, students must complete the comprehensive examinations within one year of finishing their coursework, unless they petition for more time. This means that in order to stay on track with department milestones, students should aim to complete the comprehensive exam before December 1 of their:

- third year in the program, if they entered with a master's degree; or
- fourth year in the program, if they entered without a master's degree.

Students who cannot make this milestone deadline must file a petition for more time. The petition should be filed before the Thanksgiving break in late November to ensure a decision is made on the petition prior to the end of the semester. Failure to maintain satisfactory academic progress as defined in this handbook and in the Graduate College policy manual may result in academic probation or dismissal from the program.

### **c. Prospectus Defense**

In careful consultation with the supervisory committee, the student will prepare a written dissertation proposal, also called a prospectus. The format of the prospectus is determined by the supervisory committee but should include an original and meaningful research question, a summary of appropriate theory, methods, data, and knowledge, and a clear and realistic plan for completing all dissertation requirements in a timely fashion. The candidate may elect to submit the dissertation proposal in the format of a Dissertation Improvement Grant Proposal to the National Science Foundation or other appropriate funding agencies. Samples of previous students' prospectuses are available on the SOS Graduate Student Resources site and on the SOS 575 Canvas site. Prospectus procedures will change for PhD students beginning the program next year. Students interested in seeing or using the new format, should contact their graduate coordinator.

An oral defense of the dissertation prospectus is required and must be scheduled by the student in consultation with their supervisory committee. The prospectus defense must occur no more than six months after successful completion of the written comprehensive examination. The student may petition for an extension on this deadline but approval is not guaranteed. If approval is given, the student should not expect a second extension unless under extreme circumstances. See the SOS Petition Process section of this handbook for more details.

The student must be enrolled in at least one graduate-level credit in the semester in which the defense is done, including summer, per university policy.

The defense must be open to the public, but the committee will also meet privately with the candidate at the end of the defense to discuss the work and any required revisions. The student's entire committee must participate in the defense. At least 50% of the committee must be physically present, including the chair or at least one co-chair. The student should discuss defense scheduling with the committee well in advance, especially if defending in spring. Faculty attend far more defenses in spring than other semesters and may be quite busy. In summer, faculty often travel for research and may not be available to participate in defenses.

Defenses must take place on the Tempe campus (or on Zoom as long as this option continues to be allowed by the Graduate College) during business hours (Monday-Friday, 8am-5pm) and may not occur on a university holiday. Once a date is chosen, the student needs to reserve the room. See the Room Reservation section of this handbook for more details. Upon room confirmation, the student must send a [Prospectus Defense Announcement](#) form to the graduate coordinator at least two weeks before the defense.

The student needs to complete Part I and II of the [Prospectus Defense Results form](#) and submit it to the committee chair at the prospectus defense. Following approval of the dissertation prospectus, committee signatures should be entered in Part II of the form. If a student must complete revisions, then the chair retains the form and does not sign the bottom section until all revisions are approved. The graduate coordinator will enter the pass result into the university system after receiving all of the following from the student or chair:

1. The completed Prospectus Defense Results form;
2. An electronic copy of the research proposal paper; and
3. An electronic copy of the PowerPoint (or similar) presentation materials used in the defense.

A few days after the graduate coordinator enters the defense results into the student's iPOS, the student will receive a letter of advancement to candidacy from the Graduate College. The student can view and download this letter from My ASU. The candidacy letter may be required in applying for future fellowships, research, or other career opportunities; therefore, the student should download the candidacy letter upon receipt and keep in a safe place.

If the student fails to advance to candidacy within the time limit set by SOS or Graduate College policy, the school may recommend academic probation and/or withdrawal of the student from the PhD program.

## **d. Advancement to Candidacy**

The advancement from PhD student to PhD candidate is a major milestone in the doctoral program. For the School of Sustainability, the candidacy procedure consists of passing a comprehensive exam and a public prospectus defense, in that order. Upon successfully completing these two items and submitting the results forms to the graduate coordinator, the Graduate College will issue a letter of candidacy to the student through My ASU.

Students are encouraged to enroll in SOS 792 Research credits during the semesters they prepare for and take the comprehensive exam and complete the prospectus defense. However, they may also continue taking other classes for degree requirements. A student must not have more than two courses to complete, aside from research and dissertation credits, upon achieving candidacy. After reaching candidacy, students may enroll in SOS 799 Dissertation credits.

## **11. Culminating Experience**

### **a. Dissertation**

All dissertations are required to meet a certain standard as a recognizable product of ASU. The student's committee, department, and the ASU Graduate College expect to see evidence of careful attention to style and format in the document that the student presents as part of their culminating experience. Students are to follow the [formatting guidelines](#) set by the Graduate College.

Students hoping to view dissertations should check the ASU Library Catalog "ASU Electronic Thesis and Dissertation" collection. They can sort for resource type (dissertation) and subject (sustainability) to find applicable documents.

### **b. The Defense**

The student's supervisory committee will conduct an oral examination in defense of the dissertation. Doctoral dissertation defenses are open to all members of the university community and the public. Oral defenses are to be held on an ASU campus during regular business hours to facilitate student, faculty, and public accessibility. Students are encouraged to defend their dissertations during the fall or spring semester since many faculty members are not on campus over the summer and the Graduate College has strict rules about committee members being present at the defense. The Graduate College lists tips on their website for [preparing for the defense](#).

#### **i. Defense Eligibility**

Students must meet the following criteria to be eligible to defend a dissertation:

- Have achieved candidacy;
- Have a current iPOS on file that lists all classes and committee chair, co-chairs, and members accurately;
- Have a minimum cumulative grade point average (GPA) of:
  - 3.25 for all classes listed on the iPOS (both undergrad and graduate-level classes);
  - 3.25 cumulative for all graduate classes taken (even if not on the iPOS);
  - 3.00 cumulative for all undergrad classes taken (that are not on the iPOS); and
- Be in good standing with the school and university.

#### **ii. Scheduling a Defense**

The student will continuously work with the entire committee toward a defense date. The entire committee must review the complete draft before a defense date can be determined to ensure the student is ready for the defense step. Reviews of the draft will take at least two weeks, but the student should submit the draft at least a month prior to the desired defense date. Failure to provide enough review time to the entire committee may result in the postponement of the defense date or graduation term.

The defense must be held on campus during normal business hours (Monday – Friday, 8 a.m. – 5 p.m.) and not on an observed university holiday.

Once the committee agrees on the day and time of the defense, the student needs to reserve a room for the defense. See the Room Reservation section of this handbook for more details. Once the room reservation is confirmed, the student may move on to the next steps in the process.

At least ten working days prior to the oral defense, the student must:

1. Send a copy of their complete dissertation draft to the Graduate College format editor through the iPOS;
2. Schedule their defense through [My ASU](#); and
3. Submit a [Dissertation Defense Announcement form](#) to their graduate coordinator at [SOSGradAdvising@asu.edu](mailto:SOSGradAdvising@asu.edu). The document must be in MS Word format in the event it needs to be edited for formatting purposes.

The Graduate College lists very specific rules related to [steps and deadlines for defenses](#) on their website. Students are encouraged to become familiar with this information prior to their final semester. Failure to comply with these deadlines may result in delayed graduation and the requirement of an additional semester of registration and tuition payment. The graduate coordinators hold graduation exit sessions at the beginning of the fall and spring semesters, reviewing all the steps and deadlines for graduation. Students are encouraged to attend the exit session both the semester before they graduate and their final semester. See the Graduation Exit Session section of this handbook for more details.

### **c. Reporting Results**

The Graduate College collects the results of the dissertation from each student's supervisory committee via the iPOS, in a form generated the week before the student's defense. This form collects signatures and allows committee members to indicate whether the student has passed and what kinds of revisions need to be completed. The committee should sign off on the initial results after the defense and the chair (or one of the co-chairs) will add notes about revisions if they are required.

After all revisions are complete and approved, the chair or co-chair must sign the bottom of the form to indicate that the revisions are complete. This will trigger the submission of the results form to the Graduate College. The final results form is due no later than 2 p.m. to the Graduate College by the date indicated on their [deadlines webpage](#).

### **d. Publication**

The student must also submit the approved, revised version of the paper to the format editor. This deadline is the same as the results form deadline and is published on the Graduate College's website. The student will work with the format editors (likely in several rounds) until the format is approved for publication. Once the format is approved, the student must upload the format-approved version of the paper into ProQuest.

Failure to meet all [Graduate College deadlines](#) on all the aforementioned tasks will result in delayed graduation and will require the student to register for another semester (SOS 795 Continuing Registration for 1-credit) and pay tuition.



## 12. Unique Opportunities

### a. Master's in Passing

The Master's in Passing (MiP) option is offered to exemplary students accepted into the program without a master's degree or to certain students exiting the program who want to receive credit for work completed in the program. Students who complete the requirements will be offered either an MA or MS in Sustainability. The Master's in Passing option is not automatically available to all PhD students. To be eligible, a student must meet the following criteria and follow these steps:

1. Complete 30 hours of coursework that meet the requirements for the master's degree (*Note: courses taken before admission to the PhD program cannot be used on the MiP iPOS*);
2. Have a 3.25 or higher ASU GPA in all courses numbered 500 and above, as well as in all coursework that is included on the plan of study;
3. Have a complete supervisory committee listed on the iPOS;
4. Submit a portfolio for review by the supervisory committee consisting of the following work (already completed during the program – should include grades received an instructor comments):
  - i. One exemplary research paper
  - ii. One exemplary paper or project of an applied nature
  - iii. A short paper (such as an essay or an opinion piece) or a poster
  - iv. A reflective essay discussing the papers that looks back at the learning demonstrated in the pieces and forward to knowledge and skills that the student needs to develop
5. When the portfolio is approved by the supervisory committee, contact the graduate coordinator, who will complete a master's in passing application and obtain all relevant signatures;
6. The student will be prompted by Graduate College to complete a MiP iPOS.
7. Apply for graduation and pay the fee so the Master's in Passing can be conferred.

Students who include 30 hours from a previously awarded master's degree on their doctoral plan of study are not eligible for a Master's in Passing. They will need to remove the degree from their iPOS in order to apply for the MIP. Please see the graduate coordinator for more detailed instructions.

### b. Concurrent Degrees

Students must meet eligibility requirements, apply to, be admitted to, and receive approval from both units to pursue the two programs simultaneously. Approval must also be received from ASU's Graduate College. The main benefit of pursuing concurrent degrees is the opportunity to share a percentage of credit hours between the two programs, allowing students to earn two master's degrees in two to three years. The Graduate College's [Policies and Procedures Manual](#) outlines the many details associated with pursuing two degrees simultaneously. Students considering this option should take time to read through these details carefully and consult an advisor in both academic units. Some degrees have different tuition and program fees.

### c. Graduate Certificates

The Graduate College's [Policies and Procedures Manual](#) outlines the many details associated with pursuing a certificate at the same time as a graduate degree. ASU has a variety of certificates to choose from. Students can explore possibilities using [Degree Search](#).

Students must meet eligibility requirements, apply to, and be admitted to the certificate program. Students considering this option should take time to read these details carefully and consult an advisor in both the unit that offers the degree program and the unit that offers the certificate. Please note that some certificates have additional course and program fees.

### d. Study Abroad

There are a number of exciting [study abroad](#) opportunities that may be of interest to graduate students. New opportunities are posted regularly.



## 13. Curriculum Tools and Milestones

### a. Master List of Classes

The Master List of Classes is a spreadsheet that contains preapproved classes for each program that fulfill stated requirements. The list is located on the [SOS Graduate Student Resources website](#) and is maintained by the graduate coordinators. The list also contains a large number of preapproved general electives. Students who wish to take a (non-core) course not listed on the Master List toward their plan of study must receive permission through a petition process.

Students should consult with faculty and/or their graduate coordinator on course selection for degree requirements.

### b. Check Sheet

Program check sheets are Excel spreadsheets that students can use to draft their plans of study and keep track of milestones. They are posted on the SOS Graduate Student Resources [website](#). Students can use the check sheet to map out all classes they plan to take and discuss with their graduate coordinator and committee chair to ensure it is accurate before submitting the official plan of study.

Students can continue to update their check sheets as a quick reference in conjunction with the iPOS. Many students' iPOSes do not list which courses are taken to meet all requirements (workshops, foundational electives, general electives, etc.), so the check sheet can be quite helpful.

As the iPOS platform becomes more comprehensive, check sheets may become redundant. SOS advisors and students can continue to use these resources as long as they are helpful.

### c. Interactive Plan of Study (iPOS)

The [interactive plan of study](#) (iPOS) is the student's official contract with the department and the university. It lists all the classes the student plans to take to complete the degree and indicates who is on the student's supervisory committee.

SOS requires the iPOS be submitted by March 1 of the student's first year in the program. Failure to meet this deadline could result in academic probation for the student for violation of department policies. The Graduate College states that the deadline is when the student has completed 50 percent of their coursework; SOS has an earlier deadline in place so the graduate coordinators, faculty chairs, and director of graduate studies have time to review plans of study before the end of spring semester.

The iPOS must have a committee chair listed when it is first submitted on March 1, and the remaining committee members must be added by September 15 of the next academic year.

Upon approval, students are expected to keep the iPOS up to date by checking it at the start of each semester and making changes as needed. At minimum, students must check and update (if needed) the iPOS by March 1 each year as part of the annual review process. See the Annual Review of Student Performance section of this handbook for more details.

Students can update iPOS courses (add and remove classes) and adjust their committees at any time unless on an approved leave of absence from the university. The committee must be faculty that are pre-approved to serve on Sustainable Energy PhD committees (see the [Graduate College's Sustainable Energy PhD Graduate Faculty list](#)) or go through a [one-time review process](#) to be considered for addition to a student's committee. Contact your graduate coordinator if you have questions.

## 14. Policies

### a. Academic Calendar and Time Zone

Students should pay careful attention to dates outlined in ASU's [Academic Calendar](#). Important dates, such as the start, end and withdrawal deadlines for each session are included in this calendar.

Assignments and assessments will not be due on observed holidays. However, due to the accelerated nature of online courses, online students should not plan to take time off from studying and coursework due to holidays.

All timeframes used in class follow Arizona Mountain Standard Time. Arizona does not observe daylight saving time from March through November; therefore, the time in Arizona will not align with other places that are on MST for half the year.

### b. Time Limit

Students who enter with a master's degree will likely complete the program in five years. In some instances, students may need additional time to complete the culminating experience or concurrent degree programs; this time should not add more than one year to a student's program.

Per Graduate College policy, all work toward a doctoral degree must be completed within ten consecutive years. The ten years begin with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the Interactive Plan of Study (iPOS) must have been completed within three years of admission to the program.

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

### c. Enrollment and Leave Policies

The academic unit and university have firm policies related to continuous enrollment and requesting leaves of absence. The most common enrollment issues and questions are addressed below. Additional information can be found in Graduate College's [Policies and Procedures Handbook](#).

#### i. Registration & Enrollment

Students register for classes through My ASU. If a student cannot register, they may have a registration hold on their account, which would be noted in My ASU. In My ASU, the student can click on the hold title and a box with additional information about the hold will appear, including information on resolving it.

#### ii. Drop/Add Deadline

The [Academic Calendar](#) lists specific dates and deadlines for each semester. The School of Sustainability does not allow requests to drop courses past the drop/add deadline. Instead, a student who no longer wishes to take a course will need to withdraw from it. A withdrawal will result in a "W" grade on the student's transcript. A "W" grade may negatively impact students receiving student loans and lowers the student's pace rate, which is a measurement of credit hours *attempted* versus credit hours *successfully completed*. The only way to avoid a "W" grade is to drop the class during the university's add-drop period. The School does not back-date course drop paperwork.

To add a class, students can fill out an Enrollment Change Request to add a class after the deadline. The student needs to collect all signatures on the form. The Enrollment Change Request form can be found under the Late Drop/Add Requests section of the [Graduate Policies](#).

[Procedures and Forms](#) webpage and can be picked up at the SOS Student Services front desk in Wrigley Hall during regular business hours.

### **iii. Continuous Enrollment**

Once admitted to a graduate degree or certificate program, students must register for a minimum of one credit each fall and spring (and sometimes summer) of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, writing, exams, or other work beyond the completion of coursework requirements or are in any way utilizing university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, or graduating from the degree program.

Grades of “W” (withdrawal) or “X” (audit) are not considered valid registration for continuous enrollment purposes. “W” grades are received when students officially withdraw from a course after the course drop deadline. “X” grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of “I” (incomplete) must maintain continuous enrollment as defined previously.

### **iv. Leave of Absence**

Graduate students planning to discontinue registration for a semester or more must submit a Leave of Absence request via their Interactive Plan of Student (iPOS). This request must be submitted and approved before the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Having an approved Leave of Absence by the Graduate College will enable students to reenter their program without re-applying to the university.

A student on leave is not required to pay fees, but in turn is not permitted to place any demands on university faculty or use any university resources. Examples of utilizing university resources can be found in the [Graduate College's Policies and Procedures Handbook](#).

Students who do not enroll for a fall or spring semester without an approved leave of absence by Graduate College have “broken enrollment” and are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program in a later cohort; the application will be considered along with all other new applications to the degree program. Although a student who has broken enrollment might be able to register for the next semester without reapplying, the Registrar’s Office will discover the lapse in continuous enrollment no later than graduation. A student who has broken enrollment cannot graduate without reapplying, being readmitted, and possibly repeating classes due to the ASU pre-admission credit policy, found in the [Graduate College Policies and Procedures Handbook](#).

If a student has an approved interactive plan of study (iPOS) on file, then they submit the leave request through the iPOS system’s petition section. If the student does not have an approved iPOS on file, then a paper [Request to Maintain Continuous Enrollment](#) form is required to request the leave. Students should submit the form at least two weeks before the start of the term in which they plan to be on leave and notify the graduate coordinator. Failure to meet this deadline may result in a denied request or one that is not processed in time. The student’s alternative is to register for the SOS 595 or 795 Continuing Registration placeholder class, which is one credit hour, and will keep the student actively enrolled for the semester. Tuition is required for Continuing Registration but there is no course work required.

## d. Pre-Admission and Transfer Credits

Credit hours completed at ASU or at another regionally accredited U.S. institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits.

With the approval of the academic unit and the Graduate College office, students may include a maximum of 12 graduate-level credit hours with grades of “B” or better that were not used towards a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree or certificate program to be accepted. Accelerated Bachelor’s/Master’s programs may use a maximum of 12 pre-admission credits which may include up to a maximum of 12 hours shared between the Bachelor’s and Master’s program. Students in accelerated programs should contact their advisor to ensure proper sharing of credit hours. For more details, review the Graduate College’s [Policies and Procedures Manual](#).

## e. Grades

Students must reach out to their instructors for any classes where grades have not been entered or where they do not match the passing grades listed below. Incorrect grades can delay or prevent conferral of a degree. The graduate coordinator will work with the scheduler to post grades prior to graduation in cases where faculty are unable to post them. The table below indicates grades needed to pass specific classes. Any “NR” (not recorded) grade on a transcript will prevent a student from graduating.

Course	Title	Final Passing Grade
SOS 790	Reading and Conference	“Y” or “A” through “B-“, if taking for a letter grade
SOS 792	Research	“Y”
SOS 795	Continuing Registration	“Z” (This is the only class were a “Z” is the final grade)
SOS 799	Dissertation	“Y”

A “Z” grade for Research and Dissertation means work is still in progress. “Z” grades are often used for these classes until the student is about to graduate and has finished the culminating experience requirements and is no longer “in progress” of completing the degree.

When a student takes Research or Dissertation in multiple semesters instead of one semester for six credits, then the grade may appear as “Z” instead of a final “Y” grade until after the student has passed the dissertation defense. After the graduate coordinator receives all culminating experience items required of the student, the final grades for Research and Dissertation credits will be processed. Note that items received after the deadline may result in delayed graduation.

## f. Incomplete Grades

Incompletes are given at the discretion of the instructor of a course and should not be expected. Students granted an incomplete must complete a contract with the instructor, outlining the work required and the timeline for completion. The completed [incomplete grade contract](#) must be sent to the graduate coordinator who will obtain the graduate director’s signature and keep an electronic record of the contract in the student’s file. The timeline cannot exceed one calendar year, but the instructor may choose an earlier completion date.

Once coursework has been fulfilled, a grade will be assigned. The grade must be entered within the calendar year, so the student should allow a few weeks for the instructor to grade each assignment. If the student does not complete coursework within the period [stipulated by the instructor](#) (on the contract), then the student may receive an unsatisfactory or failing grade for the course.

In the case that the professor gives the student the full calendar year within which to complete the course, and the course is not complete within that time, then the incomplete will become permanent and the student will have to re-take the course if it is a required course. The School of Sustainability permits

only two incompletes on a student's transcript at any time. More than two incompletes is cause for academic probation. More than two permanent incompletes is grounds for dismissal from the program.

### **g. SOS Petition Process**

Students who wish to request special permission or exemption from School of Sustainability policy may do so by completing a [SOS Graduate Petition](#) and following instructions for submission listed on the [SOS Graduate Policies Procedures and Forms website](#). The form is typically used for requesting to add a course to the plan of study that is not currently approved to fulfill degree requirements. However, this form may also be used to request the extension of a milestone deadline or for general requests to appeal SOS policy.

### **h. Grade Appeal and Academic Grievance Process**

The College of Global Futures follows the university policy for grade appeals. Outlined on the college's website are the steps a student can take if they wish to appeal a grade or the results of a defense or exam. This process only applies to courses and programs offered through the College of Global Futures. If the course or program is offered through another unit, the student will need to reference that unit's process. You can find information about which unit offers a course by clicking "Full Class Details" on the course in the course search tool and you will see the unit next to "Offered by".

It is recommended that this process be pursued in the semester following the issuance of the grade in dispute (but before commencement) to protect the student from retaliation. Students who believe they are victims of retaliation should immediately contact the Dean of the college.

## **15. Satisfactory Academic Progress Policy**

### **a. Grade Point Averages**

Graduate students must maintain the following minimum grade point average (GPA) requirements in order to maintain satisfactory academic progress and graduate:

- The **iPOS GPA** must be 3.25 or higher and includes all courses that appear on the student's approved iPOS. The iPOS GPA includes all courses that appear on the student's approved iPOS.
- The **Overall Graduate GPA** must be 3.25 or higher. The Overall Graduate GPA includes all courses numbered 500 or higher that appear on the transcript after admission to the graduate program. This includes shared coursework if enrolled in an approved accelerated bachelor's/master's program.
- The **Cumulative GPA** must be 3.00 or higher. The Cumulative GPA includes all courses completed at ASU the graduate career, including undergraduate courses.

Grades lower than a "B-" cannot appear on the iPOS but will be included when calculating the Overall Graduate and Cumulative GPAs. Courses with an "I" grade cannot appear on the iPOS.

### **b. Satisfactory Academic Progress Policy**

Academic excellence is expected of students doing graduate work. Failure to adhere to the policies below may result in academic probation or a recommendation to the Graduate College for dismissal from the degree program.

Satisfactory academic progress includes:

- Satisfy all requirements of the graduate program as outlined in this handbook.
- Maintain continuous enrollment each fall and spring semester of the program.
- **Grade Point Averages:** Maintaining minimum iPOS, Overall Graduate, and Cumulative GPAs as outlined in the preceding section of this handbook.

- **Individual Course Grades:** Grades lower than "B-" are not allowed for any courses listed on a student's plan of study. If a student receives a grade of C+ or lower, then they must re-take the course or receive permission to remove and replace the course in their plan of study.
- **Research and Dissertation Grades:** Per Graduate College policy, SOS 792: Research and SOS 799: Dissertation credit hours may only receive grades of "Z" (research in progress), or "Y" (research is satisfactorily complete). In order to graduate, required thesis and dissertation hours must have "Y" grades posted.
- **Incomplete Grades:** The School of Sustainability permits only two incompletes on a student's transcript at any time. More than two incompletes is cause for academic probation. More than two permanent incompletes is grounds for dismissal from the program.
- Meet all **program deadlines**, including:
  - **Time Limit for Passing the Comprehensive Exam:** Students must take the comprehensive exam within one year of finishing their coursework.
  - **Retaking the Comprehensive Exam:** Students must petition the Graduate College to retake the comprehensive exam, and reexamination must occur no sooner than three months and no later than one year from the original exam date. Only one reexamination will be approved.
  - **Time Limit for Defending and Passing the Dissertation Prospectus:** PhD students must defend the dissertation prospectus within six months of passing the comprehensive exam.
  - **Time Limit for Completing the Doctoral Degree:** Most students complete the doctoral program in five or six years. Failure to complete the program within six years may result in probation or dismissal from the program. Doctoral students must complete all program requirements within a consecutive ten-year period. The ten-year period begins with the semester and year of admission to the doctoral program. The Graduate College withdraws students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

### c. Academic Probation and Dismissal Policy

A student may be placed on academic probation if they meet any of the following criteria:

- The student does not meet GPA or grade requirements as outlined in the satisfactory academic progress policy;
- The student has more than two incompletes on their transcript since starting the program; The student does not meet milestones specified in the graduate handbook by the deadlines expressed therein; or
- The student fails to complete the program within the time to completion specified in the graduate handbook.

Students will be notified by email by their program when placed on probation and may be required to complete a probation agreement with Graduate Program Coordinator Lindsey Plait Jones and Program Director Dr. Hanna Breetz. Students typically have one semester to advance to good standing before dismissal is considered. The student will be notified in writing if/when they advance to good standing. Failure to return to good standing within the time limit set in the probation letter may result in dismissal from the academic program.

A student may be dismissed from a graduate program with or without first being placed on probation if:

- The student is on academic probation because their GPA has fallen below the minimum GPA as outlined in the Satisfactory Academic Progress Policy section or below 3.00 for all post-baccalaureate courses taken at ASU, and the student fails to bring the GPA to required levels by the deadline specified in the probation letter;
- The student receives a lower grade than what is required while on academic probation;
- The student has more than two permanent incompletes since starting the program;
- The student fails to meet conditions stipulated in their probation letter; or
- The student violates terms of the [Student Code of Conduct](#).



Students will be notified by email and letter (sent to the student's listed mailing address) if they are being recommended for dismissal from the program. For a ground campus International student to be dismissed effective immediately, the school's advisor must provide a written document to the international student (as early in the process as possible) letting them know that being withdrawn from a degree program can have immediate consequences regarding their visa status.

### **Academic Probation and Dismissal Appeal Process**

A student may appeal any action concerning academic probation or dismissal by petitioning through their school within 10 business days, using the [College of Global Futures Grade Appeal and Academic Grievance Form](#).

Appealing probation status follows the Grade Appeal and Academic Grievance Process. The dismissal appeal process follows the process outlined below. Students can voluntarily withdraw from their degree program at any time during the dismissal/appeal process, thereby avoiding having a dismissal on their record.

### **Dismissal Appeal Process – School Level:**

The designated person or committee within the school reviews the student's appeal. Possible outcomes include:

1. If the student does not appeal within the specified timeline in their letter, the school designee will notify the student in writing that they will be recommended to the Graduate College for dismissal.
2. The school designee notifies the student in writing of a successful appeal. The letter should include any stipulations or restrictions. For example, if the student is allowed to continue in the program under the condition of academic probation, the letter must outline specifically what the student needs to accomplish and in what timeframe to obtain academic good standing.
3. The school designee notifies the student in writing of an unsuccessful appeal. The letter will state that the school is recommending dismissal from the degree program. The student has the right to appeal the recommendation of dismissal to the college and they should send their appeal to the college's Associate Dean for Student Success, Andrew Maynard ([andrew.maynard@asu.edu](mailto:andrew.maynard@asu.edu)) and copy Lisa Murphy ([lisa.m.murphy@asu.edu](mailto:lisa.m.murphy@asu.edu)) and the point of contact they've been working with in the school within 10 business days.

### **Dismissal Appeal Process – College Level:**

The school provides the college-level designee with a letter recommending dismissal of the student, along with supporting documentation. The designated person or committee within the college reviews the student's appeal. Possible outcomes include:

1. If the student does not appeal within the specified timeline in letter, the college designee will notify the student in writing that they will be recommended to the Graduate College for dismissal.
2. If the student does appeal within the specified timeline in the letter, the college designee will notify the student in writing that the college-level appeal was received and will be reviewed.
3. The college designee notifies the student in writing of a successful appeal. The letter should include any stipulations or restrictions (e.g. if the student is allowed to continue in the program under the condition of academic probation, the letter must outline specifically what the student needs to accomplish and the timeframe to obtain academic good standing).
4. The college designee notifies the student in writing of an unsuccessful appeal and that they will be recommended to Graduate College for dismissal.

### **Graduate College Review of Dismissal:**

If the student does not appeal at the college level, or if the appeal is denied, the college designee sends a recommendation for dismissal to the Graduate College along with supporting documentation. Graduate College reviews the case, notifies the student of the final dismissal decision and sends copies of the notification to the school and college.

## **d. Annual Review of Student Performance**

To ensure that students complete their degrees in a timely manner, get the most out of their experience at SOS and meet requirements of the degree and School, the Graduate Committee and student's faculty advisors will review student progress annually. Students who are not making satisfactory progress may be placed on probation or dismissed from the program, according to university regulations.

The graduate coordinator will send the students a link to the annual review survey in February. The completed survey, plan of study and updated CV/resume are to be submitted by the student by March 1. Annual review files will be reviewed in March of each year. The Graduate Committee and the student's faculty advisor will review the following documents when assessing students' progress:

- Check Sheet (provided by the graduate coordinator)
- Transcript (provided by the graduate coordinator)
- Comments (provided by SOS faculty)
- Updated CV or resume (provided by the student by March 1)
- Completed Annual Review Survey (provided by the student by March 1)

The student's faculty advisor will provide to each student, in writing, the results of the annual review. The advisor's comments will be emailed to the student by the graduate coordinator by the end of the spring semester.

**NOTE:** Annual Review procedures are being evaluated and may change this year. Any changes will be communicated to students in advance of the review rollout date listed above.

## **16. Student Rights and Responsibilities**

It is the responsibility of each student to understand and observe all procedures and requirements specified by the ASU Graduate College and the School of Sustainability. All students are required to read and understand the Graduate Handbook and ASU's [Graduate Policies and Procedures](#) and to adhere to the [Student Code of Conduct](#). Faculty and staff provide academic advice and assistance, but the ultimate responsibility for meeting degree and other requirements remains with the student. Students should frequently check their My ASU page for notifications about enrollment, billing and financial aid, and other reminders.

### **a. ASU Email**

All ASU students are required to have an active ASU email address. Students may forward their ASU email to another preferred account. It is important that students check their ASU email frequently, so they do not miss important notices. Arizona State University and the School of Sustainability conduct their business via ASU email only.

### **b. Culture of Respect**

ASU is a community and a professional work environment. Graduate students are expected to treat peers, teachers, students, staff, and members of the ASU community with respect and to work with them in a professional manner, both in person and online. Sustainability graduate students are representatives of the School of Sustainability and the university. SOS expects its students to be good representatives who recognize that poor behavior by one student impacts others by creating a negative perception of the school.

### **c. Diversity and Inclusion**

ASU is committed to building excellence, enhancing access to exemplary education, and having an impact on our community, state, nation and the world. Doing this requires our faculty, staff, and students to be diverse so that we learn from the broadest perspectives, and engage in the advancement of knowledge with the most inclusive understanding of the issues we address through our scholarly activities.



Diversity is defined in terms of representation and inclusion. Representation reflects the extent to which our students, staff, faculty, and administrators proportionately reflect the regional and national populations served by our public institution. Inclusion encompasses empowerment and amplifying voices among all members of the university community in the areas of scholarship, teaching, learning, and governance. Both are integral to how we ensure a just and equitable environment for everyone who is part of it, and one that is not undermined by bias, prejudice, harassment, or other forms of discriminatory attitudes and behaviors.

As a result, diversity is not only measured by race, ethnicity, country of origin, and gender, but also includes cultural identity, disability, gender identity, intellectual perspective, national origin, physical and mental abilities, religion, sexual orientation, socioeconomic background, veteran experience, and age. These aspects of identity belong to all members of our community and make us richer.

It is imperative that students treat each other and those they interact with, including instructors, faculty, and staff, with respect, kindness, and dignity. Discrimination will not be tolerated.

Resources for exploring diversity and inclusion at ASU are included below. For additional information on discrimination, harassment, and abuse, including what to do if you experience these or become aware of specific instances, the [ASU has Office of Inclusion and Community Engagement](#) has additional resources, including information about ways to report your concern, such as the [ASU Hotline](#), [Incident Report Form](#), and a [Student Advocate](#) you can talk with about your situation.

- [Dispelling Stereotypes video series](#)
- [To Be Welcoming implicit bias classes](#) from ASU/Starbucks Global Academy (30-60 mins each)
- [ASU's Office of Inclusion and Community Engagement website](#)

#### **d. Title IX and Sexual Harassment**

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact [titleixcoordinator@asu.edu](mailto:titleixcoordinator@asu.edu) or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report, please go to [www.asu.edu/reportit/](http://www.asu.edu/reportit/).

#### **e. Student Code of Conduct**

The [Arizona Board of Regents \(ABOR\) Student Code of Conduct](#) sets forth the standards of conduct expected of students who join the university community. Students who violate such standards will be subject to disciplinary sanctions in order to promote personal development, protect the university community, and maintain order and stability on campus and in associated learning environments.

#### **f. Academic Integrity**

The College of Global Futures takes academic integrity seriously and requires students to:

1. have a good understanding of [what academic integrity is](#) and [why it's important](#);
2. understand what types of activities and behaviors violate the [student honor code](#) and [ASU's academic integrity policy](#);
3. have an awareness that [resources](#) exist to help prevent academic integrity violations; and
4. [report all academic integrity violations](#) as soon as they arise.

Each college/school has an [academic integrity officer](#) who can address questions related to academic integrity. If there are questions about a particular course, students should reach out to officers from the college/school that offers the course.

Newly admitted graduate students will receive a “priority task” in My ASU directing them to complete an online module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher.

## **g. Community of Care**

To maintain a community that promotes healthy, happiness, and safety for all of its members, ASU has mandated [Community of Care](#) training for all students, faculty, and staff. The modules provide information on health and safety, our behavior expectations and resources available should you or someone you know need support. **Community of Care: Welcome Sun Devils** is a series of videos created by students to address our shared values, community expectations, and code of conduct. **Community of Care: Coming to Campus** reviews ASU’s response to COVID-19 and provides information about a healthy and safe return to campus. To complete these two training modules, you can log in to [canvas.asu.edu](https://canvas.asu.edu) and select the courses from your dashboard, or sign up at [links.asu.edu/communityofcare](https://links.asu.edu/communityofcare).

# **17. Tuition, Fees and Financial Support**

## **a. Tuition and Fees**

Students can estimate [tuition and fee costs](#) online. In addition to tuition, students are responsible for paying a number of required student fees. Currently, the School of Sustainability does not charge an additional program fee for this program, which uses general graduate tuition and fee rates for courses with the SOS prefix. Some courses have additional course fees and courses offered by other departments may charge a different tuition rate. Tuition and fees are set by the Arizona Board of Regents and are subject to change.

Additional expenses not covered by tuition and fees include the admissions application fee, immunizations, student ID card, textbooks, any equipment needed to access course materials, convocation regalia and the graduation application fee.

## **b. Residency for Tuition Purposes**

Students who wish to be considered Arizona residents for lower tuition rates will have to work with the University Registrar to see if they qualify and to learn what paperwork and procedures are necessary to change their status to resident. The Registrar has an entire site dedicated to [Residency for Tuition Purposes](#).

## **c. Financial Support**

Funding is never guaranteed. Students seeking financial support should investigate all funding opportunities within and beyond the School. Students are responsible for finding and securing funding to pay for their education.

### **i. Teaching Assistantships**

SOS offers Teaching Assistant (TA) positions to select students, prioritizing PhD students first and MA/MS students next. Those who do receive one are not guaranteed a position as a TA beyond their signed funding agreement. Each spring, a call for applications will be sent in the weekly newsletter for open positions in the following academic year. Spring-only positions will be

advertised in fall. Annual reviews must be submitted by March 1 of each year in order to be eligible for TA funding.

TA positions come with a stipend, tuition remission, and health insurance benefits. Stipend rates and percentage of benefit coverage may vary but are specified in the offer letter. For example, PhD students who have a master's degree (or an equivalent number of earned hours after starting the program) are paid slightly more than students who do not hold a master's degree or are in a master's program. Students must be in good academic standing and perform successfully in their TA role to retain their TA position or to be considered for a future open position. For additional details and regulations, see the [TA/RA Handbook](#).

TA assignments are typically made about a month before the semester begins. Confirmation of a student's assignment will also include important reminders and next steps to prepare for their assignment. Students who apply for a TA will be notified when their application is received, but will receive further notifications only if they are selected to be a TA. The department does not send periodic updates about the status of those on the application list for a TA position.

Students who hold TA positions in other departments or schools must send a copy of their signed offer letter to the graduate coordinator so their tuition and health insurance coverage can be waived by the university. Failure to do so may result in the student being billed for tuition and insurance.

## **ii. Research Assistantships**

Research Assistant (RA) positions may be funded by the School of Sustainability or tied to faculty-earned grants. Students who receive RA positions from the school will be assigned to a faculty member, usually because of a match between the student's skills and the faculty member's needs.

When faculty have grant funds to hire a student as an RA, they will select a student whose specific skills are valuable for the research grant. An RA most often works for a faculty member who serves on their supervisory committee, though this is not always the case. Students seeking RA opportunities should contact faculty members individually to seek out these positions. Please contact your graduate coordinator with any questions about this process.

RA positions provide a stipend, tuition remission, and health insurance benefits. Stipend rates and percentage of benefit coverage vary, but should always be specified in the offer letter. Students must be in good academic standing to be eligible for this type of funding. For additional details and regulations, see the Graduate College's [TA/RA Handbook](#).

Students who hold RA positions in other departments or schools must send a copy of their signed offer letter to the graduate coordinator at [sosgradadvisign@asu.edu](mailto:sosgradadvisign@asu.edu) each semester so the coordinator can enter their tuition waiver and health insurance coverage. Failure to do so may result in the student being billed for tuition and insurance.

## **iii. Graduate Service Assistantships**

The work expected for Graduate Service Assistant (GSA) positions can be similar to a TA or RA position; however, the GSA comes with a stipend only. Tuition remission and student health insurance coverage are not included in a GSA offer.

## **iv. Scholarships, Grants and Fellowships**

The School of Sustainability advertises funding opportunities throughout the year via the SOSGrad email listserv. The College of Global Futures also offers scholarships, fellowships, and grants for both current and incoming graduate students. The general application for SOS awards

is due in spring each year for current and newly admitted students. Specific deadlines can be found on the [College of Global Futures Financial Support webpage](#).

The School offers culminating experience grants for graduate students who wish to attend professional development opportunities (workshops, conferences, meetings, etc.) or conduct research. These grants can help pay for equipment, travel expenses, registration fees, etc. For complete details, please access the application through the [SOS Grad Resources Site](#).

The [Graduate and Professional Student Association \(GPSA\)](#) offers a variety of research and travel awards available to help students participate in academic and career-related activities.

The ASU [Graduate College](#) offers several fellowships and awards to fund conference travel and dissertation completion. Most of these awards require the student to be nominated by their school or college. Please see the individual award information for more details and contact your graduate coordinator if you have questions.

## **v. Student Loans and Need-Based Grants**

Students who require funding assistance are encouraged to apply for [federal financial aid](#) if they are eligible (US citizens or Permanent Residents) and need funding assistance. The required form is called the [Free Application for Federal Student Aid](#) (FAFSA) and is free to submit. When students fill out a FAFSA, they are also automatically considered for need-based grant awards. Any questions related to student loans should be addressed to the ASU Financial Aid office. Please note that all graduate-level student loans are unsubsidized, which means students accrue interest on the loans while they are enrolled in school.

## **vi. SAP Review**

To remain eligible for student loans, students must meet GPA requirements and make satisfactory academic progress (pace rate) toward degree completion. A course withdrawal “W” on a transcript, even if it is a medical or compassionate withdrawal, will negatively impact the pace rate.

Any student who receives a financial aid hold (seen in My ASU) for GPA or pace rate violations will be instructed to contact their program to fill out a [Satisfactory Academic Progress \(SAP\) Review](#). The graduate coordinator will work with any student who must complete a SAP review form prior to the next term. Submitting the form after the semester begins may result in delayed funds or receiving a lesser amount. The Financial Aid Office must approve the SAP form; therefore, the graduate coordinator cannot guarantee the SAP plan will grant the student another loan disbursement.

Satisfactory Academic Progress is reviewed on an annual basis after the spring semester. A student who is still in violation may have to fill out another SAP form with the graduate coordinator.

## **vii. Employer Reimbursement/Tuition Assistance**

Students are encouraged to speak to their employers about eligibility for tuition assistance or reimbursement. If assistance is available, important questions to ask include:

- Does the employer pay tuition up front or after grades are posted?
- If grades are required, what percentage of the course is covered for each grade (A, B, C, etc.)? Is there a minimum grade required for reimbursement?
- How soon will the employer reimburse the student after grades are posted?
- Is there a maximum amount the employer will pay for tuition per year?
- If there is a cap, is it calculated on a calendar or fiscal year?
- If the cap is per fiscal year, when does that year begin and end?

- Will the employer pay for additional fees or expenses such as books?
- What documentation is required after the course is complete?

### **viii. ASU Employment**

Some students seek employment at ASU to help pay for their education expenses or may already be employed by ASU. Not all employment positions provide a tuition benefit, so students should ask questions as needed. ASU offers a [qualified tuition reduction program](#) for certain types of positions. Additionally, students can explore employment through the [Careers at ASU](#) page.

Management Intern is a generic title for a wide variety of jobs. Click on the job link to read about the specific job duties and qualifications. These jobs often include health insurance and tuition reduction benefits.

## **18. Graduation**

### **a. Exit Advising Session**

The SOS graduate coordinators co-facilitate a meeting about graduation at the beginning of the fall and spring semesters, shortly before the graduation application deadlines. The meetings focus on procedures, deadlines and helpful tips for completing all steps of the graduation process on time. Information on graduation ceremonies is also included.

All students are welcome to attend, though student graduating within one year are the target audience. Students may attend more than one exit session if desired.

### **b. Applying to Graduate**

Every student is required to [apply for graduation](#) the semester in which they plan to complete their degree (including MIP) or certificate. The university lists graduation application deadlines on the [Academic Calendar](#). Students can apply after the deadline but will have to pay a late fee. A separate application is required for each degree or certificate program. It's important that students update their mailing address in My ASU prior to applying for graduation so the diploma gets mailed to the correct address.

Students are encouraged to attend a graduation exit session to learn about all items required for their program and unit in order to graduate on time. Students will not be able to apply to graduate if they are not in good standing or have issues on the interactive plan of study (iPOS).

### **c. Completing Program Requirements**

In order to be approved for graduation, all students must meet the following requirements. Failure to meet these requirements will delay or prevent graduation.

- Update the iPOS to ensure all program requirements are met and the correct committee members are listed (this can't be changed after a defense is scheduled);
- Complete any course requirements for incomplete classes required by the plan of study and classes taken in the final semester;
- Ensure all grades listed on the transcript meet university requirements, including grades for research and culminating experience courses;
- Pass the final thesis or scientific paper defense and submit all related paperwork;
- Check My ASU for any remaining fees or holds and remedy them.

Please see the related sections of this handbook and contact your graduate coordinator for more information on each requirement listed above.

## d. Commencement and Convocation

There are two main ceremonies during graduation week, each requiring separate RSVPs:

- Commencement is the university-wide graduation ceremony (the graduate students' ceremony is separate from the undergraduates' ceremony), facilitated by the President of the University. Degrees are conferred at this ceremony.
- Convocation is the College of Global Futures graduation ceremony. Graduates walk across the stage in front of a smaller audience. Hoods are already worn since degrees are conferred at Commencement. The College will send additional information about graduation directly to graduation-eligible students. Additional information can also be found [here](#).

There are also [special interest and cultural convocations](#) in which students can participate.

Graduation regalia (cap with tassel, gown and hood) is required for all students to participate in these ceremonies and are not provided by ASU. These items are available to purchase either on campus or online. Students are responsible for ordering, purchasing and picking up their regalia.

## e. Diploma and Transcripts

ASU mails diplomas shortly after the conferral date, provided that there are no holds preventing the generation of the diploma (e.g. no pending graduation application on file, a balance on the student's account, or missing grades).

If a graduate needs verification of program completion in the interim before the diploma is received, they may submit a [Graduation Letter Request](#) to obtain an official letter stating that the requirements of the program have been met. The website also includes a directions on completing an Enrollment Verification form if this is something required by any hiring agencies.

Students may also request their unofficial or official [transcripts](#) on My ASU. Transcripts will not show that the degree is completed until the degree conferral date, which can be found on the [Academic Calendar](#).

## 19. Campus Safety

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. These call boxes can be identified by their blue light. Non-emergency ASU police or campus safety matters should be directed to 480-965-3456.

ASU Alerts and information about life-threatening situations such as a major fire or armed suspect on campus are sent via three methods:

- [ASU LiveSafe](#) mobile app
- Email to all ASU student, faculty, and staff accounts
- Text message using the mobile phone numbers listed on your My ASU profile

Best practices include completing your student profile with your mobile telephone number, enabling push notifications on your phone, and turning on location services. GPS data may provide ASU police more information if you report an incident or make a call, and it will allow you to receive geo-fenced advisory messages.

## 20. Facilities and Room Reservations

The School of Sustainability is located in the Rob and Melani Walton Center for Planetary Health (WCPH). Of particular interest to SOS graduate students is the third-floor graduate student space, which provides individual and collaborative workspace, wireless access, and a printer. There are kitchenettes with refrigerators, microwaves, and sinks on the second and fourth floors. SOS graduate students are responsible for cleaning up after themselves when utilizing the space. Procedures are subject to change. The most current procedures can be found on the [SOS Graduate Resources website](#).



## **a. Building Access**

Graduate students will be granted access to the WCPH and the grad lounge on the 3<sup>rd</sup> floor at the start of their first semester in the program. To request access after orientation, please contact the graduate coordinators at [SOSGradAdvising@asu.edu](mailto:SOSGradAdvising@asu.edu).

## **b. Locker Policy**

Combination lockers are available in the grad lounge on a first come, first served basis. Students should not occupy more than one locker and should not plan to leave items in the lockers after closing, as space is limited.

## **c. Room Reservations**

The current room reservation policy and procedures are on the school's [Policies, Procedures and Forms](#) webpage on the 'Reserving Space in Wrigley Hall (WGHL)' section of webpage.

# **21. Resources**

Arizona State University and the School of Sustainability provide numerous resources to assist students. The following list includes some of the [many resources](#) that may be beneficial for graduate students while pursuing a degree. This information is subject to change. The most current information can be found on the [SOS Graduate Resources website](#).

## **a. SOS Graduate Advising**

The College of Global Futures Student Services Center and School of Sustainability Graduate Advising Offices are open to all sustainability students and provides quality academic advising and support services to promote student success. Find office hours and schedule an appointment on the [Graduate Advising](#) webpage.

## **b. My ASU Portal**

[My ASU](#) is an interactive, customized portal to a diverse range of student services, from financial aid to academic advising and course registration. Through the site, students can access their ASU email account and online course materials. My ASU also serves as a portal to the ASU Library and the source for downloadable software.

## **c. Sun Card**

The [Sun Card](#) is Arizona State University's official photo ID card. Students may upload a photo and either pick up the Sun Card in the Sun Devil Card Services Office or have the Sun Card delivered by mail. Students will be charged \$25 for the card. A Sun Card is required to access some locations on campus, particularly the Graduate Lounge/Kitchen in Wrigley Hall.

## **d. Housing**

There is some housing available at the Tempe campus for graduate students, which can be found under [Upper Division Housing](#) on the University Housing site. However, most graduate students live off campus and the [Off-Campus Housing](#) webpage has helpful information for students seeking housing options.

## **e. Health Services and Insurance**

ASU [Health Services](#) provides a number of services focused on the health and well-being of students, including student health insurance. International students are automatically enrolled in the ASU student

health insurance plan. All other students must take steps to enroll in an insurance plan (if desired). Students can register through the Campus Services section of their My ASU page.

## **f. ASU Parking and Transit Services**

Students can find information about parking permits and rules about parking at other campuses on the [Parking and Transit Services](#) webpage.

## **g. Campus Amenities**

The hub of student life at the Tempe campus is the [Memorial Union](#) (MU). Students can find restaurants, live music, a gaming lounge, bank automated teller machines (ATM), and much more.

## **h. SOS Graduate Student Handbook**

This handbook is an important resource for students. All program handbooks are available on the school's [Graduate Policies, Procedures and Forms](#) webpage.

## **i. SOS Policies, Procedures and Forms Webpage**

The School of Sustainability's [Policies and Procedures](#) webpage contains key information about school policies, procedures, and related forms. SOS staff will often refer students to this page.

## **j. Graduate College Policies and Procedures Manual**

The Graduate College oversees all graduate programs at ASU and upholds university and graduate program rules and policies. All graduate students are responsible for familiarizing themselves with Graduate College's [Policies and Procedures Manual](#) in addition to those specific to the academic unit.

## **k. TA/RA Handbook**

The [TA/RA Handbook](#) provides an overview of ASU policies and support services pertinent to teaching and research assistants and associates. It includes information relating to:

- Conditions of appointment
- Types of appointment
- Benefits
- University policies

The teaching (TA) and research (RA) assistant/associate role is an important one to the ASU community. It provides graduate students with professional development opportunities that are unique to academia while supporting the university's teaching, research, and service missions.

While many of the general policies and expectations also apply to graduate service assistants (GSA) and graduate interns, GSAs and interns are not bound by the same eligibility requirements as TAs and RAs and do not receive the same benefits as TAs and RAs (e.g., tuition remission).

## **l. Canvas**

Arizona State University provides online courses and course material through a Learning Management System (LMS) called [Canvas](#).

## **m. SOS Graduate Student Resources Site**

The school's graduate coordinator maintains a [Google site](#) where SOS graduate students can find resources related to their programs, milestones, funding, courses, and more. Examples of items on the site include:

- Sample comprehensive exams, prospectus proposals, and PowerPoint presentations;
- Lists of funding opportunities (scholarships, grants, fellowships);
- Current Master List of Classes spreadsheet;
- SOS Culminating Experience Grant application;



- Information about how to add a biography to the SOS website; and
- Instructions on how to order student business cards.

## **n. SOS Grad Representatives**

Grad reps are student leaders elected by their peers. They serve for one academic year (fall to spring or spring to fall). They are also liaisons between the graduate student community and the faculty and administration of the School of Sustainability. They communicate feedback from the student body, attend faculty and high-level department meetings, and are invited to represent the graduate student community at special guest events. Grad reps also assist in planning graduate student events and communicate with prospective and new graduate students. Current Grad reps are listed on School of Sustainability [Graduate Representatives](#) page on the SOS Grad Resources Site.

Current students interested in becoming a future rep can discuss their interest with a current grad rep and ask to be included in the next election. Grad rep nominees must be in good academic standing and have a current SOS bio on the website. Voting takes place at the end of each fall and spring semester, as one (of the two) reps from each program is always transitioning off as a new representative is elected.

## **o. Graduate Academic Support Center**

ASU provides free assistance with writing and offers tutoring in a variety of subjects, including statistics. For complete details, please visit [University Academic Success Programs](#). Students are strongly encouraged to meet with a graduate writing tutor while drafting major deliverables such as proposals, presentations, and papers to ensure they meet the standards expected of graduate students.

## **p. ASU Libraries**

ASU has several libraries and hosts impressive online and hardcopy collections. The Tempe campus is home to [Hayden Library](#), the main library on campus, as well as the [Design and the Arts Library](#), the [Music Library](#), and the [Noble Science Library](#). Students can research past theses and dissertations through the ProQuest database, request documents from other libraries around the world, or search online article databases. Hayden Library also provides free creative equipment and tools through [makerspace](#). Online access is available through [My ASU](#).

The ASU [Digital Repository](#) is home to scholarly papers and theses in addition to cultural heritage materials, historical photographs, and music performances. The School of Sustainability [Graduate Culminating Experiences](#) collection offers open access to student capstone and applied projects.

## **q. ASU Mobile App**

The [ASU Mobile App](#) provides access to features such as My ASU, email, maps, and library resources. Students can also access maps and find out about campus events and athletics. Students can download the app from the Apple app store or from Google Play.

## **r. Technical Support**

Students can use ASU's IT Knowledge Base and find answers to frequently asked questions through the Service tab on My ASU. Students also have access to 24/7 technical support via chat, and [getprotected.asu.edu](#) provides information to reduce online vulnerability to viruses, malware, and phishing attacks.

## **s. Software**

ASU students can access and use powerful software applications for free through [MyApps](#), which can be accessed online or through My ASU. All students may get a free license to Microsoft Office for use on a personal computer. Students also have access to cloud storage on Google Drive, Dropbox for Education and OneDrive for Business through their ASU account. Software and technical requirements may vary for individual courses.

## **t. Student Accounts**

Students can use the Finances tab in My ASU to access information about student accounts, including account charges, financial aid, and scholarships. For assistance, students are encouraged to contact [Student Business Services](#). They can answer questions about tuition and billing, student refunds (including financial aid disbursement), receipt and payment processing, support for past due accounts, third party sponsorship assistance, and Perkins Loan repayment. Students may also submit questions through the Service tab in My ASU, email [sbs@asu.edu](mailto:sbs@asu.edu), or call 1-855-278-5080.

## **u. Student Accessibility and Inclusive Learning Services (SAILS)**

Student Accessibility and Inclusive Learning Services (SAILS) provides services to qualified students with disabilities on all ASU campuses. Eligibility is based on qualifying disability documentation and assessment of individual need. Every effort is made to provide reasonable accommodations for qualified students with disabilities. Qualified students who wish to request an accommodation for a disability should contact [SAILS](#).

## **v. Counseling Services**

ASU [Counseling Services](#) offers professional counseling and referrals for all members of the ASU community, regardless of race, gender, sexual orientation, age, student status, religion, ability, size, or financial situation, personal concern, or previous counseling. Support is available 24/7 and no appointment is necessary. First appointments are free, and fee waivers are available for ongoing services.

During business hours (Mon-Fri, 8:00am-5:00 pm, Arizona time):

- Visit or call any of the [four campus locations](#)
- 24/7 Open Call, Open Chat and telehealth individual sessions for Sun Devils anywhere in the world, at any time of day or night. To learn more, visit [Open Call and Open Chat](#) and [Where to Start](#).

Outside of business hours:

- Call EMPACT's 24-hour ASU-dedicated crisis hotline at (480) 921-1006

For life-threatening emergencies:

- Dial 9-1-1

To search for community mental health providers:

- Use the [ASU Community Link](#)

## **w. Wellness**

ASU and the School of Sustainability are committed to the health and wellness of our graduate students. The Graduate and Professional Students Association (GPSA) has compiled a one-page guide to [Graduate Wellness Resources](#) that includes information about financial, social, emotional, and physical health and wellness resources available to ASU students. The ASU Graduate College has also compiled a list of [10 Best Practices in Graduate Student Wellbeing](#) to help you care for yourself through increasing academic rigor and demands.

## **x. Veterans Services**

The ASU [Pat Tillman Veterans Center](#) provides services specifically for all students who are current or former US military.

## **y. International Student and Scholars Center**

[The International Student and Scholars Center](#) (ISSC) provides a variety of services for ASU's international population of students, scholars and faculty, including support with immigration documents, CPT and Post-OPT, and questions about employment and student statuses. International students should reach out directly to the ISSC for the most current and accurate advising on issues related to international status.

## **z. Graduate and Professional Student Association**

The [Graduate and Professional Student Association](#) (GPSA) is ASU's student government. GPSA is a great way for students to get involved on campus and serve the campus community. GPSA has several grants for which students may apply at different times of the year. GPSA's "GradAd" email listserv is a way for students to buy and sell items, look for roommates, promote or find volunteer opportunities, etc.

### **aa. Career Services and Internships**

The College of Global Futures has a career advisor dedicated to helping the college's degree-seeking students discuss career options and perform company and occupational research. The advisor also assists with resumes and cover letters, interview preparation, job search strategy, and other employment-related topics. Full time opportunities are communicated through the [School of Sustainability](#) internal LinkedIn group, which you are strongly encouraged to join. Additional employment, internship, career fair, and mentorship opportunities are available through ASU's career resource, Handshake.

Graduate students can also pursue internships, either for elective credit or no credit. There are many local sustainability internship opportunities posted on [SustainabilityConnect](#). These have been curated for the undergraduate sustainability program, but are open to any College of Global Futures student.

The school also offers a Job SHARE Program, which allows students to shadow alumni in their jobs for a day. Information is sent out in fall and spring to students about how to participate in the program.

To book an appointment, please visit the [College of Global Futures Advising](#) site.

### **ab. Contacts**

Students may sometimes need to contact other offices on campus for assistance. This is a partial list of offices that provide useful resources for students.

#### [Emergency Services](#)

To report an emergency, dial 911

To reach ASU Police, dial 480-965-3456; press 1 for dispatch

ASU Emergency Information line 1-844-864-8327

#### [Graduate College](#)

Interdisciplinary B, Suite 285

480-965-3521

[Grad-gps@asu.edu](mailto:Grad-gps@asu.edu)

#### [Graduate and Professional Student Association](#) (GPSA)

Center for Family Studies (CFS) Building

480-727-9870

[gpsa@asu.edu](mailto:gpsa@asu.edu)

#### [Office of the University Provost](#)

Fulton Center, Suite 420

[Contact Form](#)

#### [University Technology Office](#)

480-965-6500 or 1-855-278-5080

<https://uto.asu.edu/services>