ASU School of
Sustainability
Arizona State University

2022-2023
Program Handbook
MSUS in Sustainability

Graduation: SOSGraduation@asu.edu

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1. Handbook and Other Resources

Established in 2006, The School of Sustainability at ASU is the nation's first school of sustainability. The school's mission is to foster innovative research, excellent education and engaged communities to achieve environmental integrity, social equity and well-being. School of Sustainability graduate sustainability degrees and programs are flexible, interdisciplinary and solutions oriented. They not only introduce students to a breadth of complex sustainability challenges and help them develop the knowledge and skills needed to implement solutions, but they also increase students' understanding of systems dynamics, cascading effects and scale, and allow students to delve deeper into specific areas of sustainability with transdisciplinary teams.

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. 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 is still impacted by racism, oppression, discrimination and the systematic extermination of non-human 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.

3. Program Overview and Admissions

The program overview can be found on the School of Sustainability [Graduate Degrees and Programs](#) webpage. Application and admission information can be found on the School of Sustainability [Graduate How to Apply](#) webpage.

4. 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 My ASU 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](#)

5. Leadership in the School of Sustainability

Director of the School of Sustainability
> [Diane Pataki](#)

Certificate Director Contact
> [Mike Schoon](#)

Director of Curriculum and Academic services
> [Ivy Bohnlein Gerbis](#)

6. Role of Faculty and Staff in Advising

A list of [the School's faculty and instructors](#) as well as ASU's [Sustainability Scholars Expert Search](#) 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. 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 a

number of informational resources for students, including the MSUS 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.

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.

b. Professional Graduate Programs Committee

The Professional Graduate Programs Committee's role is to provide support for the MSUS program, as well as the Master of Sustainability Leadership and the Executive Master of Sustainability Leadership. The committee provides constructive feedback on students' projects. The Committee also communicates regularly with SOS Administration, which provides oversight of student progress in the program.

MSUS students are advised to list Nicole Darnall as their chair when they submit their plan of study (iPOS).

Committee for the 2022-2023 Academic year:

Chair:
      Rob Melnick, Presidential Professor of Practice.
Staff:
      Melissa Dengler, Graduate Support Coordinator
      Jennifer Griffin, Assistant Director of Online Student Services
Faculty:
      Nicole Darnall, Foundation Professor
      Katja Brundiers, Clinical Assistant Professor
      Candice Carr Kelman, Clinical Assistant Professor
      Bruno Sarda, Professor of Practice
      George Basile, Professor of Practice
      Katharine 'Kit' Batten, Professor of Practice

c. Graduate Faculty List

The ASU Graduate College maintains specific, pre-approved lists of faculty who can serve on a student's committee without the need for special permission. The lists are known as the "graduate faculty" lists and are located on the Graduate College's website. MSUS Students are not required to have a full committee selected. *MSUS do not list a committee; they are only required to list a committee chair for the purpose of submitting their iPOS.* All students in the MSUS program must list Nicole Darnall as their chair.

7. Curriculum

a. Curriculum Summary

The program of study will comprise a minimum of 30 credits. In summary:

	Credits
Core Courses	6
Competency Mastery Courses	6
Methods Courses	6
Project Management Course	3
Focus Area Elective Courses	6
Culminating Experience: Applied Project	3
Total Credits Required	**30**

b. Core Courses

The core courses are designed to provide students from diverse backgrounds with methods and theories for the study of sustainability. They explore the link between concepts of sustainability and systems approaches to knowledge, and develop the integrative methods needed to work across the disciplines on sustainability problems. They also provide students with a strong foundation (content knowledge, critical theory, and seminal studies) in the main themes of the school.

Course	Title
SOS 510	Perspectives on Sustainability
SOS 511	Advanced Sustainability Problem Solving

Students must take the two core courses in the first semester in the program. In some cases, concurrent students may postpone a core course until the second year by petition. Typically, SOS 511 is the postponed class.

c. Competency Mastery, Methods and Focus Area Elective Courses

Students must complete six credits of courses approved as competency mastery, six credits of methods courses. The MSUS Course List spreadsheet contains a list of approved classes for each requirement. This can be found on the SOS Grad Resources Site.

Students must complete six credits of focus area electives. The MSUS list of classes spreadsheet contains several examples of electives. Electives do not have to be SOS classes, but must be related to sustainability, the student's career goals, or the culminating experience. Students can select their electives, no approval is necessary for electives. Since only six credits are required in this area, a true concentration in a specified field is not possible; however, students can gain valuable knowledge by taking classes that pertain to their individual goals.

Students who wish to take a class not previously designated to fulfill a course requirement, may submit a SOS Course Petition. This is a request, approval is not guaranteed. See the SOS Petition Process section of this handbook for more details.

d. Project Management Course and Optional Career Course

Course	Title
SOS 582	Project Management for Sustainability
SOS 531	Careers in Sustainability (optional)

SOS 582, is a pre-requisite to Applied Project, SOS 593, and must be taken in the fall semester immediately preceding SOS 593. Students cannot enroll in SOS 593 until they have received approval on their project proposal developed in SOS 582.

SOS 531 Achieving Career Success in Sustainability is not required, but it is highly recommended for students that have not taken a careers course in the School of Sustainability. Students cannot take SOS 531 in their first semester. The School recommends students take this course in their second or third semester.

e. Culminating Experience

Course	Title
SOS 593	Applied Project

SOS 593 is taken in the final spring semester of the program. For more details, see the Culminating Experience section of this handbook.

8. Culminating Experience

The culminating experience has two course components: SOS 582 Sustainability Project Management and SOS 593 Applied Project. MSUS students are required to complete a team-based project plan, which must be approved by the SOS 582 course instructor, as part of the SOS 582 Project Management course. The proposed team project is then carried out in the SOS 593 Applied Project course. Each group must publicly present their project results and deliverables to the Professional Graduate Programs Committee and the School of Sustainability.

MSUS students should refer to MSUS Culminating Experience Guide for details about the requirement. The guide can be found on the SOS Graduate Advising Procedures Policies and Forms page, under the 'milestones and exams' section.

a. Culminating Experience Project Development

Most MSUS students will select from a suite of team-based applied projects curated by the School of Sustainability. Requirements for the culminating experience can be found in the MSUS Culminating Experience Guide, which can be found on the SOS Graduate Advising Procedures Policies and Forms page, under the 'milestones and exams' section.

Should MSUS students choose to propose a team-based project, not from the School of Sustainability's curated list of projects, they must complete this form, including specification of a project partner, by May 1st for approval.

b. Culminating Experience Plan Approval

Students must earn a "B-" or better in SOS 582 before enrolling in SOS 593 Applied Project.

c. Final Culminating Experience Deliverables

Students are required to submit all deliverables and assignments as outlined in the SOS 593 Syllabus. This may include any deliverables provided to the project partner, executive summary, written analysis, and a reflection paper. The materials and assignments are discussed in SOS 582 Project Management and SOS 593 Applied Project course syllabi. An overview of requirements can be found in the MSUS Culminating Experience Guide, which can be found on the SOS Graduate Advising Procedures Policies and Forms page, under the 'milestones and exams' section.

d. Final Presentation

Each MSUS student must present their team-based culminating experience to the Professional Graduate Programs Committee and the School of Sustainability. Refer to the MSUS Culminating Experience Guide and the SOS 593 syllabus for more information.

Once final assignments and deliverables are approved, the shared documents received, and the presentation is complete, the student's final grade for SOS 503 will be issued. The final grade for SOS 593 must be a "B" or better in order to graduate, according to university policy. A grade of "B-" or lower is not passing.

d. Final Grades

Grading options and passing grades vary for some courses. Here is a guide to understanding how grades are used in particular courses:

Course	Title	Final Passing Grade
SOS 590	Reading and Conference	"Y" **or** a letter grade higher than "C" ("A" through "B-")
SOS 593	Applied Project	Must be a "B" or higher in order to graduate
SOS 595	Continuing Registration	"Z" (this is the only class were a "Z" is the final grade)

Any "NR" (not recorded) grade on a transcript will prevent a student from graduating.

e. Publishing Deliverables

Students submit the deliverables and form as part of an assignment in SOS 593 Applied Project before the end of the semester. These items are required in order for the student to graduate, even if the documents cannot be published by the School.

The documents will be archived in the SOS Culminating Experiences KEEP collection on the ASU library's website. KEEP serves as knowledge databases and a source of project ideas for future students and project partners.

9. Unique Opportunities

a. Concurrent Degrees

Additional information about pursuing a concurrent master's degree with a program in the School of Sustainability along with a list of formal concurrent degree arrangements can be found here.

The School of Sustainability presently has a formal agreement with the following master's programs. A formal agreement means that a sample plan of study exists which outlines the requirements for both programs and includes an agreement on which courses can be shared.

- Master of Sustainable Solutions (MSUS) & Master of Legal Studies (MLS)
- Master of Sustainable Solutions (MSUS) & Master of Public Administration (MPA)
- Master of Sustainable Solutions (MSUS) & Master of Public Programs (MPP)
- Master of Sustainable Solutions (MSUS) & Master of Urban and Environmental Planning (MUEP)
- Master of Sustainable Solutions (MSUS) & Master of Mass Communication (MMC)

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.

b. 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, including graduate certificates offered through the School of Sustainability. 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.

Students can utilize all 15 pre-admission credits if they are earned from completing the Graduate Certificate in Sustainability toward the Online Masters of Sustainability Leadership or Masters of Sustainability Solutions (MSUS) based on the Tempe campus (note, up to 12 credits of preadmission credits are transferrable if the student was not enrolled in the Graduate Certificate in Sustainability). The pre-admission rules apply to these courses (i.e., the graduate classes must have been taken within 3 years of admission and earned a B grade or better). For more information on pre-admission credits, refer to the Graduate Policies and Procedures Handbook (pg. 13) and it is recommended that students interested in this option, check with the master's program advisor prior to selecting electives.

There are two pathways to use credits toward a master's degree, either completing the certificate or enrolling in the certificate prior to completion. In either case, students need to apply to the program. There is no way to transfer in the credits without admission to the master's program.

If a student completes the certificate, and all it's requirements prior to enrolling in the MSL or MSUS, they must complete the certificate iPOS and apply to graduate the semester in which they plan to graduate with the certificate.

If students choose to apply and enroll in the master's program prior to completion of the certificate, they need to withdraw from the In this case, students will need to speak with their MSL or MSUS advisor once admitted to the program.

b. Accelerated Bachelor's + Master's degree

The School of Sustainability offers the following joint accelerated programs designed to enable highly qualified undergraduate majors to earn both a bachelor degree and a Master of Sustainability Solutions degree in five years:

- Bachelor of Arts in Sustainability (BA) / Master of Sustainability Solutions (MSUS)
- Bachelor of Science in Sustainability (BS) / Master of Sustainability Solutions (MSUS)

Students accepted into these programs share designated 500-level coursework, allowing the student to complete both degrees more quickly.

The program overview can be found on the School of Sustainability Undergraduate Degrees and Programs webpage. Application and admission information can be found on the School of Sustainability Undergraduate Degrees and Programs webpage.

Students must first apply using the [School of Sustainability application](#) by December 15 of their junior year in order to be admitted and begin taking graduate classes during their senior year. Then in fall of their senior year, they apply for graduate admission to the MSUS program using the ASU [Graduate Application](#). This application and all related materials are due by December 15 to begin graduate classes the following year.

Accelerated master's students will take SOS 510 and SOS 511 in their fall semester of their senior (or equivalent) year. In spring of their senior (or equivalent) year, they will take two graduate-level classes (any of the following options):
- 2 MSUS competency mastery courses; or
- 2 MSUS methods courses; or
- 1 MSUS competency mastery course and 1 MSUS methods course

The 12 credits listed above can be shared with the bachelor's degree and master's degree. Students should work with their undergraduate advisor to determine which graduate level classes can be used to meet their bachelor's requirements. The maximum number of credits taken as an undergraduate, that can be applied to the MSUS degree is 12. Additional graduate courses/credits, over the 12, will not be applied to the MSUS plan of study.

c. Study Abroad

There are a number of exciting [study abroad](#) opportunities available to students. Most of those who participate do so during spring break or summer sessions.

10. Curriculum Tools and Milestones

a. MSUS Course List

The MSUS List of Classes is a spreadsheet that contains preapproved classes for each program that fulfill stated requirements. The list is located on the [SOS Grad Student Resources website](#) and is maintained by the graduate coordinators. Students who wish to take a (non-core) course not listed on the Master List toward their plan of study must receive special 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. Blank check sheets are located on the [SOS Grad Student Resources website, on the classes and curriculum page.](#) The graduate coordinators send each student a spreadsheet that lists program requirements and milestones before they begin the program. 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, competency mastery 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. The student should list Nicole Darnall as their "chair" on the iPOS so that no administrative delays happen in the iPOS system. The iPOS is reviewed by the Graduate Coordinator and Graduate Director, not by the person listed as the chair. Contact the Graduate Coordinator if you have questions.

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 SOS committees (see the Graduate College's Sustainability 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.

d. Milestones

The Professional Graduate Programs Committee has developed a list of milestones and deadlines to keep students on track with university and department requirements. The table below lists the major milestones followed by suggested actions students take to stay on-track, develop professionally, and find future funding opportunities.

i. Major Milestones

Milestone	Deadline
Begin program	Fall of first year
Submit completed iPOS (including anticipated future coursework))	By the end of the first semester
Complete annual review process	March 1 every year in the program
Create, present and obtain approval on project proposal	During the SOS 582 class; must be taken the semester before SOS 593
Apply for graduation	February 15 for spring graduates June 15 for summer graduates

	October 1 for fall graduates
Complete culminating experience deliverables and presentation; revise until approved by instructor of SOS 593	Completed as a part of SOS 593 Applied Project course in final semester of the program (ideally spring of year 2 or spring of year 3 if in a concurrent program)
Follow steps to publication of the applied project deliverables by submitting documents and Sustainability Connect and SOS Repository form	Last day of classes in final semester
Complete Exit Survey	Sent out during the final semester in the program

Complete details on milestones are listed throughout the handbook in related sections. For questions or clarification, students can contact the graduate coordinator at SOSGradAdvising@asu.edu.

ii. Suggested, Continuous Actions for Success

- Attend orientation, welcome events, and the SOS fall camping trip.
- Meet faculty and students; build networks.
- Attend Careers Going Forward, Job Share and Alumni Panel events to network with alumni and other students.
- Register for core classes and pass with "B-" or better; maintain a cumulative GPA of 3.00 or higher.
- Meet with graduate coordinator at least once a semester to discuss, semester goals, courses, and progress.
- Seek and apply to funding opportunities. Opportunities may come from the SOS graduate newsletter, faculty, other students, student organizations, independent research, etc.
- Seek out conferences to attend and other professional development opportunities to pursue.
- Seek out internship opportunities or other sustainability related employment.
- Consider taking a study abroad class or completing an internship.
- Participate in workshops and lectures offered by SOS and GIOSI.
- Maintain an updated LinkedIn account and curriculum vita or resume at all times. The SOS Career Advisor can help with both items.

11. 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 are expected to complete the master's degree program within two years. In some instances, students may need additional time to complete the culminating experience or concurrent degree programs; the time limit for these students should not exceed three years, unless students plan to attend part-time. In which case, they should be working with their graduate coordinator to determine plan of study for their projected graduation timeline.

Per Graduate College policy, all work toward a master's degree must be completed within six consecutive years. The six 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 utilizing any 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).It is preferred that this request 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.

Note, that students can utilize all 15 credits from the Certificate in Sustainability toward the Online Masters of Sustainability Leadership or Master of Sustainability Solutions (MSUS). The pre-admission rules apply to these courses (i.e., the graduate classes must have been taken within 3 years of admission and earned a B grade or better). For more information on pre-admission credits, refer to the Graduate Policies and Procedures Handbook (pg. 13). See the Unique Opportunities section for more details.

e. 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 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. Two or more permanent incompletes is grounds for dismissal from the program.

f. 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 Policies and Procedures webpage. 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.

g. 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.

12. Satisfactory Academic Progress

a. Grade Point Averages (GPAs)
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 3.00 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 3.00 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.

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 withdrawal from the degree program.

Satisfy all requirements of the graduate program as described in this handbook.
- Maintain continuous enrollment each fall and spring semester of the program.
- **Grade Point Averages**: Maintaining minimum iPOS, 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.
- **Capstone Grade:** Per Graduate College policy, students must earn a "B" or higher in SOS 593: Capstone. If a student fails to receive this grade, they must retake the class.
- **Incomplete Grades:** The School of Sustainability permits only one incomplete on a student's transcript at any time. Earning 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 Completing the Applied Project proposal:** MSUS students will submit a culminating experience proposal in the Project Management course. If a student

changes their capstone project since having an approved proposal on file, they will need to resubmit a proposal for approval.

- **Time Limit for Completing the Program:** Most students complete the program in two years (three years if enrolled concurrently in another graduate program). Failure to complete the program within three years may result in probation or dismissal from the program. If an extension is granted, students must complete all program requirements within a consecutive six-year period, which begins with the semester of admission to the program. The Graduate College withdraws students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

c. 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 Professional Graduate Programs Committee may 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 the March deadline. Annual review files will be reviewed in March of each year. The Professional Programs Committee 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)

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.

d. Academic Probation and Dismissal Process

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 one incomplete 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 their advisor and program committee chair. 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 one 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.

i. **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.

ii. **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) and copy Lisa Murphy (lisa.m.murphy@asu.edu) and the point of contact they've been working with in the school within 10 business days.

iii. **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.

iv. **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.

13. 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. Sexual Harassment

The university prohibits sexual harassment by employees and students and will not tolerate sexual harassment that interferes with an individual's work or educational performance or creates an intimidating, hostile, or offensive working, learning, or residential environment. Please visit ASU's Sexual Violence Awareness and Response site to learn more about rights and responsibilities, how to report an incident and how to get immediate assistance and confidential support.

d. 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.

e. 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.

f. 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 and select the courses from your dashboard, or sign up at links.asu.edu/communityofcare.

g. 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 are 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

h. Title IV

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*** 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/***.

14. 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. MSUS students are typically not offered TA positions within the School of Sustainability, but are encouraged to seek out TA positions in other schools as well as other employment options. . Annual reviews must be submitted by the March deadline each year in order to be eligible for TA funding.

TA positions provide a stipend, tuition remission, and health insurance benefits. Stipend rates and percentage of benefit coverage may vary but are specified in the offer letter. 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 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 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 School also has a general scholarship, fellowship, and grant application for both current and incoming graduate students on the scholarships and grants page of the SOS website. The general application for SOS awards is due February 10 of each academic year for current students and March 16 each year for incoming students.

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 – student government) 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.

15. Graduation

a. Exit Advising Session

The SOS graduate coordinators 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 Dr. Darnall added as committee chair.
- 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 applied project presentation and deliverables 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 of Global Futures 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.

16. <mark>Campus Safety</mark>

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.

17. <mark>Facilities and Room Reservations</mark>

The School of Sustainability is located in 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. Access

Graduate students will be granted access to the WCPH and the grad lounge on the 3rd 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](#).

b. Locker Policy

Lockers are available in the grad lounge on a first come, first served basis.

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.

18. <mark>Resources</mark>

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 School of Sustainability Student Services Centers are open to all sustainability students and provide 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 is 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 advising team maintain 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 MSUS list of classes spreadsheet;
- SOS Culminating Experience Grant application;
- Information about how to date your public ASU directory page (iSearch Profile);; 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, or call 1-855-278-5080.

u. Student Accessibility and Inclusive Learning Services

Student Accessibility and Inclusive Learning Services (SAILS; formerly the Disability Resource Center) 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 here.

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 brief 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 School of Sustainability has a career advisor dedicated to helping SOS 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. To book an appointment, please visit the Sustainability Career Advising site. Full time opportunities are communicated through the School of Sustainability's internal LinkedIn group. Additional employment, internship, career fair, and mentorship opportunities are available through ASU's career resource, Handshake.

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

Graduate students can also pursue internships, either for elective credit or no credit. Local opportunities are posted on Sustainability Connect. Additional opportunities may be communicated in the weekly SOS graduate newsletter or on the SOS graduate listserv, SOSGrad@asu.edu.

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

Graduate and Professional Student Association (GPSA)
Center for Family Studies (CFS) Building
480-727-9870
gpsa@asu.edu

Office of the University Provost
Fulton Center, Suite 420
Contact Form

Sustainability Specialist, ASU Librarians
Rene Tanner
Hayden Library
Rene.Tanner@asu.edu
480-965-7190

University Technology Office
480-965-6500 or 1-855-278-5080
Contact form