

2023-2024

Graduate Certificates

Handbook

Certificate in Sustainability

Certificate in Energy and Sustainability

Certificate in Environmental and

Sustainability Economics

Physical Location: Walton Center for Planetary Health, 777 E. University Dr, Tempe, AZ 85281

Mailing Address: Arizona State University, PO Box 877904, Tempe, AZ 85287-5502

Phone: (480) 727-6963

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

Graduate Advising: SOSGradAdvising@asu.edu

Career Services: SOSCareerServices@asu.edu

Graduation: SOSGraduation@asu.edu

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1. Handbook and Other Resources

This handbook is designed to guide graduate students admitted to this certificate 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 [Certificates](#) webpage. Application and admission information can be found on the webpage. The admissions process for each certificate can be found on the academic programs page for each:

- [Certificate in Sustainability](#)
- [Certificate in Energy and Sustainability](#)
- [Certificate in Environmental and Sustainability Economics](#)

The Graduate Coordinator reviews applications and makes admissions recommendations. Final admissions decisions are made by the Graduate College and applicants are notified via email of admission and next steps.

4. Leadership and Faculty in the School of Sustainability

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.

Acting Director of the School of Sustainability

[Joshua Abbott](#)

Certificate Director Contact

[Mike Schoon](#)

Director of Curriculum and Academic services

[Ivy Bohnlein Gerbis](#)

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 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.

5. Curriculum

a. Curriculum Summary

Certificate in Sustainability

The program of study will comprise a minimum of 15 credits. In summary:

	Credits
Core Courses	6
School of Sustainability Electives (any EMS, SOS or SFS courses)	6
Elective	3
Total Credits Required	15

Certificate in Energy and Sustainability

The program of study will comprise a minimum of 15 credits and electives are [listed here](#). In summary:

	Credits
SOS 572 Sustainable Energy Transitions	3
SOS 574 Data Analytics for Sustainable Energy	3
Technical fundamentals of energy systems elective	3
Policy and governance of energy systems elective	3
Restricted elective	3
Total Credits Required	15

Certificate in Environmental and Sustainability Economics

The program of study will comprise a minimum of 15 credits and electives are [listed here](#). In summary:

	Credits
SOS 512 – Environmental and Resource Economics	3
SOS 529 – Seminar in Environmental and Sustainability Economics (students take two semesters)	2
Microeconomic theory elective	3
Statistical and economic modeling elective	3
Environmental and resource economics elective	3
Modeling and empirical methods elective	3
Total Credits Required	17

d. Final Grades

Grading options and passing grades vary for some courses. Ordinarily a grade of "A+," "A," "A-," "B+," "B," "B-," "C+," "C," "D," or "E" is given upon completion of a course, unless another grading option such as "audit" or "pass/fail" is indicated at the time of registration. *Grading options cannot be changed after the close of the drop/add period.*

Courses lower than a "C" cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with grades of "D", "E", or "W" and audited courses (graded as "X") cannot be included on an iPOS. Any "NR" (not recorded) grade on a transcript will prevent a student from graduating.

The instructor of a course has full discretion in selecting which grades to use and report from the available grading options on the grade roster.

Here is a guide to understanding how grades are used in particular courses:

Course	Title	Final Passing Grade
	Any standard graded class	Letter grade higher than "C" ("A" through "B-")
SOS 590	Reading and Conference	"Y" or a letter grade higher than "C" ("A" through "B-")
SOS 595	Continuing Registration	"Z" (this is the only class where a "Z" is the final grade)

6. Unique Opportunities

a. Using Certificate Credits toward a Master's Degree

Students can utilize all 15 credits from the certificate for the Online Masters of Sustainability Leadership or Masters of Sustainability Solutions (MSUS) based on the Tempe campus. 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 its 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.

[The School of Sustainability Graduate Admission page](#) has additional information on admission to the master's programs. Please reach out to the contacts listed prior to applying.

The following information pertains to the [Master of Sustainability Solutions \(MSUS\)](#):

- Campus options: ASU Tempe campus and ASU Online starting fall 2022
- Admission to: Fall semester only
- Complete application deadline: December 15th of the preceding year
- Recommended submission deadline: November 15th of the preceding year
- GPA Requirement: Equivalent to 3.00 on a 4.00 scale*
- Application includes: Educational history, resume/CV, and statement of intent (see Application Requirements for details)
- Supplementary requirements: Transcripts and 3 letters of recommendation
- GRE requirements: GRE scores will not be required for admission
- Contact: melissa.dengler@asu.edu (your certificate advisor) or schedule an appointment, the link can be found on the [School of Sustainability graduate advising page](#). Click on the 'schedule an appointment' button, then find the 'Graduate Advising – School of Sustainability' and click on the button below to schedule. Under select service, choose 'Advising: Certificate in Sustainability' to see my availability. Then choose a time and date that works for you. In the additional information section, you can select a phone or online (Zoom) appointment.

The following information pertains to the [Master of Sustainability Leadership \(MSL\)](#):

- Campus options: ASU Online
- Admission to: Fall and spring semester
- Complete application deadlines: August 1st for fall semester, or December 15th of the preceding year for spring admission
- Recommended submission deadline: All materials, transcripts and test scores (English proficiency if required), must be viewable to the department by the deadline, which can take 24-48 hours after submission. We recommend applicants submit the application and supporting materials at least one month prior to the deadline to allow sufficient processing time for materials and review by the Committee. Technical issues that prevent an applicant from applying by the deadline (ASU tech issues or student tech issues), does not change the application deadline. Regardless of technical issues, the department must be able to review documents by the deadline in order to be considered for the intended start term.
- GPA Recommendation: Equivalent to 3.00 on a 4.00 scale**
- Application includes: Educational history, resume/CV, and statement of intent (see Application Requirements for details)
- Contact: Prospective students should contact ASU Online directly for further information at asuonline@asu.edu or 1-866-277-6589.

b. Concurrent Enrollment

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. Students can explore possibilities using [Degree Search](#).

Students must meet eligibility requirements, apply to, and be admitted to all programs and certificates. Please note that some programs have additional course and program fees.

7. Curriculum Tools

a. SOS Grad Student Resources Website

The [SOS Grad Student Resources website](#) is maintained by the graduate coordinators. [There is a page](#) specifically for students enrolled in the Graduate Certificate in Sustainability. The page has information regarding next steps after admission and important policies. It's recommended that students bookmark this page for future reference.

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 the first semester in the program. The Graduate College states that the deadline is when the student has completed 50 percent of their coursework (or 2 classes for certificate students).

The iPOS must have a committee chair listed when it is first submitted. The student should list Michael Schoon 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 each semester they are enrolled in a certificate.

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. Contact your graduate coordinator if you have questions.

c. ASU Success Coach (for ASU Online students only)

ASU Online assigns a success coach to every online student. Upon registration for the first credit bearing class, the student will receive an email and/or a phone call from a success coach. The coach will be with the student throughout their program until graduation. The coach will collaborate with the student to overcome obstacles, discuss work, school, and life balance, and set long and short-term goals. Each student's experience with their coach will be unique and tailored to the evolving needs of the student as they progress through their program. Success Coaches often set goals with graduate students on time management, life balance, skim reading, career development, repayment of loans and self-care. If a major life event happens or if a student thinks they may need to change their enrollment (drop a class or withdraw from one or more classes or from the program or university), they need to contact the EMSL Program Advisor before making any changes.

8. Milestones

Students will be eligible for the official posting of the graduate certificate to their transcripts when all applicable coursework has been successfully completed and Graduate College requirements have been met. Students must submit an Interactive Plan of Study for the graduate certificate program, and apply for graduation. No physical diploma or certificate is awarded; the certificate will be posted to a student's official transcript.

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

b. 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;
- 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

b. Applying to Graduate

Every student is required to [apply for graduation](#) the semester in which they plan to complete their degree 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. If you are concurrently enrolled in another program, be sure to apply for graduation for a**

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).

To apply from [My ASU](#), select the Graduation tab from My Programs and eAdvisor™ and follow the online instructions. A credit card is required to complete your application.

To apply by mail, print and complete the [Application for Graduation](#). Mail the completed application and applicable payment to the address listed on the application.

Students that apply for graduation will not be eligible to register for subsequent semesters without being admitted to a new degree program. Students that wish to change their graduation semester after they have applied must contact the graduation office and must reapply for graduation for their new intended semester of graduation prior to the conferral date of their original graduation semester.

If your application is denied or withdrawn, you may need to reapply for the semester your requirements will be completed. No fee is required to reapply.

d. Commencement and Convocation

Students are not recognized at the [graduation ceremonies](#) for completing a graduate certificate; however, they are welcome to attend as a guest.

9. Policies

a. General University Requirements for Graduate Certificates

Certificate Requirements, as stated by the [Graduate Policies and Procedures Handbook](#):

A minimum of 15 semester hours of graduate work is required to complete a graduate certificate. No more than one-fifth (20 percent) of the minimum required credit hours for a graduate certificate may be transferred from another university. All transfer work must meet the Graduate College transfer policies. All coursework used to complete an ASU graduate certificate must be completed within a six-year time limit. Courses at a 400-level may be allowed with prior approval from the appropriate certificate program; however, a minimum of two-thirds of the courses taken to complete the certificate must be at the 500-level or above. No more than 40% of coursework towards the requirements of a graduate certificate can be completed prior to admission to the certificate program. Credit hours earned in a certificate program may also be used towards a degree program, standard preadmission rules apply. (pg. 21)

b. 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 certificate program within two years. In some instances, students may need additional time if they are enrolled in concurrent degree programs.

Per Graduate College policy, all work toward a certificate 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. Once holds are removed, you can register for classes. Knowing what classes you have to take, what flexibility you have, and other items related to classes is very important. The [Class Registration](#) page tells you how to enroll in classes.

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 and the term they are admitted. For those concurrently enrolled in additional programs, 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). 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. Pre-admission 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 incomplete 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](#).

10. 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. Two permanent incompletes is grounds for dismissal from the program.
- **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.

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 incomplete 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.

11. 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. For students enrolled in the on campus certificate, **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 or become aware of specific instances, the [ASU 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/.

12. 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. The School of Sustainability charges an additional program fee, applied per credit hour. 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

Financial aid is not available to non-degree students or students enrolled in only the Graduate Certificate in Sustainability.

i. 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 may 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 maximum amount per year, is it calculated on a calendar or fiscal year?

- If the maximum amount is per fiscal year, when does the fiscal 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?

i. 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 of their respective HR department 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.

13. 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.

14. 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 School of Sustainability Student Services Centers 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 (for on campus students)

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 (for on campus students)

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

g. Campus Amenities (for on campus students)

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.

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:

- Next steps after admission
- Instructions on how to fill out and submit an iPOS

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 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 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. ASU Online Success Coach (for online certificates)

Students can find contact information for their ASU Online Success Coach in My ASU.

ac. ASU Online Events, Clubs and Organizations (for online certificates)

There are numerous online events hosted year-round. See ASU [Online Events](#) to find events of interest. In addition, students may elect to join various online clubs and organizations through [Sun Devil Sync](#).

ad. 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](#)

[University Technology Office](#)

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

[Contact form](#)