

**2025-2026**

# **Program Handbook**

## **Master of Sustainability Solutions (MSUS)**

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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 Policy Manual and the School of Sustainability's [Graduate Policies, Procedures and Forms](#) webpage, where an updated version of this handbook is posted each year.

## 2. ASU Charter

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

## 3. Commitment to Justice and Belonging

The School of Sustainability embraces a culture that helps people practice the values of justice and belonging by encouraging mutually beneficial relationships. We commit to continually increasing accessibility to sustainability education, and supporting the wellbeing and resilience of the communities and individuals we serve now and into the future, including existing and potential students, staff, and collaborators. Because achieving sustainability will require wide participation, our school prioritizes a culture in which difference is valued. In order to measure success by whom we include, we support organizational settings where everyone is fairly rewarded for their effort and contributions. We seek to broaden our capacity to act on these commitments by building trust, working with transparency, respecting diversity, and listening to all voices.

#### **4. Program Overview**

The program overview can be found on the School of Sustainability [Graduate Degrees and Programs](#) webpage.

#### **5. Admissions**

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

#### **6. 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](#)

## 7. The Julie Ann Wrigley Global Futures Laboratory, College of Global Futures and School of Sustainability

The School of Sustainability is a part of the College of Global Futures. One unique aspect of the [College of Global Futures](#) is that it is part of the [Julie Ann Wrigley Global Futures Laboratory](#), “the world’s first comprehensive, university-based approach to ensuring a habitable planet and a future where well-being is attainable for all humankind.”

In 2020, in the midst of the global pandemic, ASU merged three synergistic, stand-alone academic units to form the College of Global Futures with this [bold mandate](#):

“Urgent issues across the globe require informed action. Our responsibility is to develop viable and implementable options to ensure a habitable future and well-being for everyone. The College of Global Futures empowers students to make long-term impact. The transdisciplinary approach engaged throughout the College leverages resources from across the nation’s most innovative university and equips global leaders of today and tomorrow with the ability to apply their skills and knowledge in any arena.”

The [College of Global Futures](#) is our new home, alongside the [School for the Future of Innovation in Society](#), [School for Complex Adaptive Systems](#), [School of Ocean Futures](#) and the newly formed [School of Conservation Futures](#).



## 6.1. Leadership in the School of Sustainability

An [organizational chart for the Global Futures Laboratory](#), including the School of Sustainability, can be found on the [Grad Resources Canvas Course](#).

### Director of the School of Sustainability

[Joshua Abbott](#)

### Deputy Director of Student Success

[Milan Shrestha](#)

### Director of Graduate Programs

[Mike Schoon](#)

### Professional Programs Committee Chair

[Rob Melnick](#)

### Director of Curriculum and Academic Services

[Ivy Bohnlein Gerbis](#)

## 8. 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.

### 6.1. 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 MSUS Graduate Coordinator is Melissa Dengler (Melissa.Dengler@asu.edu). The graduate coordinators also maintain a number of informational resources for students, including the MSUS list of classes spreadsheet, the graduate resource canvas course, 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](mailto:SOSGradAdvising@asu.edu).

### 6.2. 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. Committee assignments rotate for faculty, and alumni representatives change each year as well.

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

**Committee for the 2025-2026 Academic year:**

Chair: Rob Melnick

Staff: Ivy Gerbis, Melissa Dengler, Jennifer Griffin, Lee Vandendriessche, Charles Reeves

## 9. Admission

The School of Sustainability admits new students to the MSUS program in the fall semester only. Applications open on September 1 and are due on March 1. Applications may be accepted after the deadline as space permits. Current admission requirements are listed on the School of Sustainability [graduate admissions page](#).

## 10. 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](#)
- [SOS Grad Resources Canvas Course](#)

## 11. Finding Community

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

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

## 12. Curriculum

### 10.1. 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         |
| <b>Total Credits Required</b>           | <b>30</b> |

## 10.2. 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 508<br>or<br>SOS 510 | Pathways to Sustainability<br><br>Perspectives on Sustainability                  |
| SOS 509<br>or<br>SOS 511 | Leading Sustainability Transitions<br><br>Advanced Sustainability Problem Solving |

Students can take SOS 508 Pathways to Sustainability or SOS 510 Perspectives on Sustainability. SOS 510 will not be offered to MSUS students. Students can take SOS 511 Advanced Sustainability Problem Solving, or SOS 509 Leading Sustainability Transitions. SOS 511 is taught specifically for MSUS students and is only offered on campus in fall semester. SOS 509 is offered as an iCourse in fall A and spring A sessions.

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

## 10.3. 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 Canvas Course](#).

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.

## 10.4. Project Management Course

SOS 582, a prerequisite to SOS 593 Applied Project, must be taken in the spring semester preceding SOS 593.

## 10.5. Culminating Experience

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

## 10.6. Sample Plan of Study

### Master of Sustainability Solutions, MSUS

| Term                        | Requirement                                                   | Credits |
|-----------------------------|---------------------------------------------------------------|---------|
| Year 1, Fall (semester 1)   | Required Core - SOS 508 Pathways for Sustainability           | 3       |
|                             | Required Core - SOS 511 Adv Sustainability for Prob Solving   | 3       |
|                             | Competency                                                    | 3       |
| Year 1, Spring (semester 2) | Required Core - SOS 582 Project Management for Sustainability | 3       |
|                             | Competency                                                    | 3       |
|                             | Methods                                                       | 3       |
| Year 2, Fall (semester 3)   | Elective                                                      | 3       |
|                             | Methods                                                       | 3       |
|                             | Elective                                                      | 3       |
| Year 2, Spring (semester 4) | Capstone course - SOS 593 Applied Project                     | 3       |

Total credits: 30

## 13. Culminating Experience

The culminating experience is carried out as a part of SOS 593 Applied Project. MSUS students are required to complete a team-based project plan, which must be approved by the SOS 593 course instructor. The proposed team project is then carried out in the course. Each group must publicly present their project results and deliverables.

### 11.1. Culminating Experience Project Development

Most MSUS students will select from a suite of team-based applied projects curated by the School of Sustainability.

MSUS capstone projects are curated by the capstone program manager and reviewed by faculty. The intention is to present a range of applied projects to the student cohort which represent the business, government, and non-profit sectors. Projects originate from multiple ASU collaborators as well as the global community.

Should MSUS students choose to propose a team-based project, not from the School of Sustainability's curated list of projects, they must contact the capstone program manager Charles Reeves at [charles.reeves.1@asu.edu](mailto:charles.reeves.1@asu.edu), prior to beginning their second year/final year in the program. Students will be asked to submit a proposal and work with the capstone manager to finalize the project proposal. Submitting a proposal does not guarantee the project will be included in the MSUS capstone project list.

If you have questions about this process, please contact the capstone program manager Charles Reeves at [charles.reeves.1@asu.edu](mailto:charles.reeves.1@asu.edu).

## 11.2. 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 593 Applied Project course syllabi.

## 11.3. Final Presentation

Each MSUS student must present their team-based culminating experience in SOS 593. SOS faculty, staff, students and the public are invited to attend these presentations.

Once final assignments and deliverables are approved, the shared documents received, and the presentation is complete, the student's final grade for SOS 593 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.

## 11.4. 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 where a "Z" is the final grade) |

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

## 11.5. 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 of Sustainability.

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.

There are 3 main documents that students need to complete:

1. [Student Consent Deposit and Non-Exclusive License Agreement for the ASU Digital Repository](#), which should be submitted by the student to the School/capstone instructor, not ASU Library directly
2. [KEEP Permission Form for SOS Students and Project Partners](#) for capstones that have an external project partner
3. [School of Sustainability Capstones: ASU Library Repository Submission Form](#), which collects metadata for the Repository

The Capstone Instructor will upload the student's documents for the KEEP collection in a shared Dropbox folder set up by the ASU Library team.

The ASU Library repository team will review the form submissions and permission/files for the associated project as they are received. If there are any questions with the form information or item discrepancies (e.g. a form response has been completed without corresponding files/permissions or vice versa), the Library will notify the capstone instructor. Projects will need all three items - completed Google form, project file(s), and permission form, before upload will be possible.

## **14. Unique Opportunities**

### **12.1. 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 Policy 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.

## 12.2. Graduate Certificates

The [Graduate College's Policy 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 (MSL) or Masters of Sustainability Solutions (MSUS) based on the Tempe campus (note, up to 12 credits of preadmission credits are transferable 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 Policy Manual](#). The most recent version of the manual is located on the [Graduate College Policies, Forms and Deadlines page](#). It is recommended that students interested in this option check with their 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 credits without admission to the master's program.

If a student completes the certificate, and all certificate 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 certificate. Students should speak with their MSL or MSUS advisor about this process once admitted to the program about using the certificate coursework on their master's degree iPOS.

## 12.3. Accelerated Bachelor's + Masters 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 March 1 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 March 1 to begin graduate classes the following year.

Accelerated master's students will take SOS 508 and SOS 511 in their fall semester of their senior (or equivalent) year. In spring of their senior (or equivalent) year, they will take 1 MSUS competency mastery course or 1 MSUS methods course and SOS 582.

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 12 credits, will not be applied to the MSUS plan of study.

## 12.4. Study Abroad

There are several exciting [study abroad](#) opportunities that may be of interest to graduate students. New opportunities are posted regularly.. Most of those who participate do so during spring break or summer sessions. There are opportunities to do Global Intensive Experience (GIE) trips that are 1-2 week trips, offered 'post spring'. Students leave for the study abroad right after final exams end after spring semester.

## 15. Curriculum Tools and Milestones

### 13.1. MSUS Course List

The [MSUS Course Lists](#) is a spreadsheet that contains pre-approved classes for each program that fulfill stated requirements. The list is located on the [SOS Grad Student Resources Canvas Organization](#) and all new students are added to this course. It is maintained by the graduate coordinators. Students who wish to take a (non-core) course not listed on the MSUS Course List toward their competency mastery or methods electives, must receive special permission through a petition process.

Students should consult with their graduate coordinator on course selection for degree requirements.

### 13.2. 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 Canvas Organization](#), on the [Curriculum and Handbooks module](#).

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 (methods electives, 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.

### **13.3. 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.

The Graduate College requires the iPOS be submitted by the end of the student's first semester in the program. Failure to meet this deadline could result in academic probation for the student for violation of department policies.

The iPOS must have a committee chair listed when it is first submitted. The student should list Rob Melnick 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 the second week of the final semester of the program.

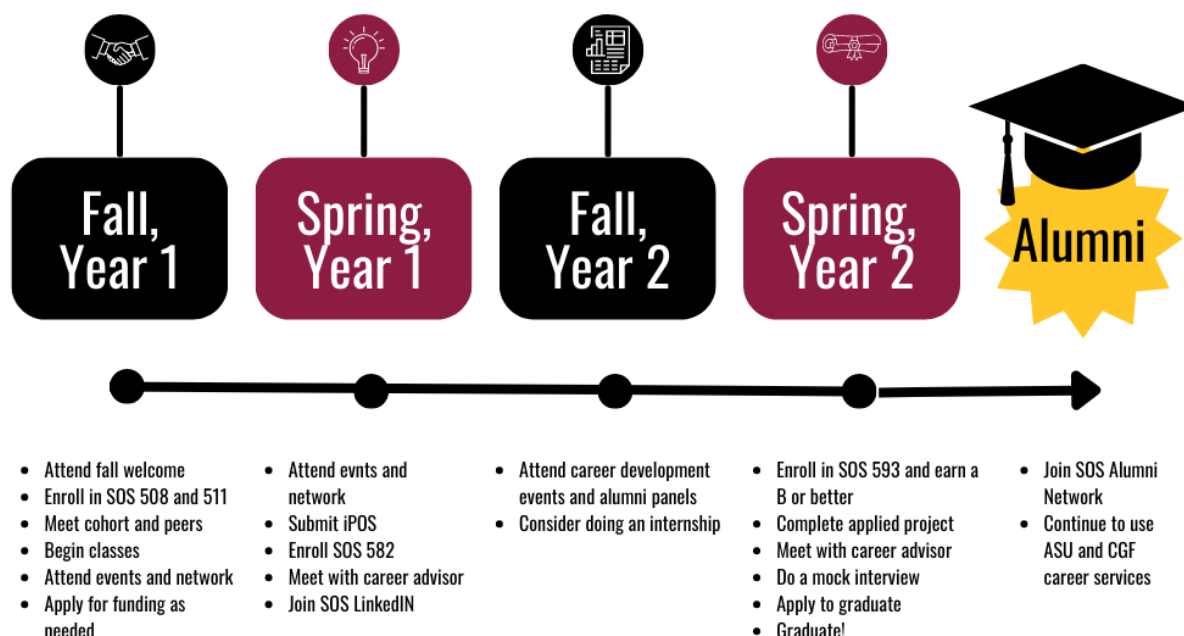
Students can update iPOS courses (add and remove classes) and adjust their committees at any time unless on an approved leave of absence from the university. MSUS students are directed to add just the chair, Rob Melnick. In the event that a student adds a committee member, the committee must be faculty that are pre-approved to serve on SOS committees (see [the Graduate College's Sustainability PhD Graduate Faculty list](#)). Contact your graduate coordinator if you have questions.

### **13.4. 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.

#### **13.4.1. Major Milestones**

# MSUS Program Milestones



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](mailto:SOSGradAdvising@asu.edu).

## 13.4.2. Suggested, Continuous Actions for Success

- Attend orientation, fall welcome events, and other SOS events.
- 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 the graduate coordinator at least once a semester to discuss, semester goals, courses, and progress.
- Seek and apply to funding and sustainability related employment opportunities. Opportunities may come from the SOS graduate newsletter, faculty, other students, student organizations, independent research, etc.
- Seek out conferences, fellowships as well as other professional development opportunities.
- Seek out internship opportunities or other sustainability related employment.
- Consider taking a study abroad class.
- Participate in workshops and lectures offered by SOS, GFL and GIOSI.

- Maintain an updated LinkedIn account and curriculum vita or resume at all times. The [SOS Career Advisor](#) can help with both items.

## 16. Policies

### 14.1. 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, students taking online courses 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.

### 14.2. 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 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 a 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.

### 14.3. 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 [Policy Manual](#).

#### 14.3.1. 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.

### 14.3.2. 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 WCPH during regular business hours.

### 14.3.3. 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.

### 14.3.4. 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 reapplying 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 Policy Manual](#).

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 Policy Manual](#).

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.

#### **14.4. 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 Policy 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. 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 College Policy Manual](#). See the Unique Opportunities section for more details.

## **14.5. Incomplete Grades**

Incompletes are given at the discretion of the instructor of a course and should not be expected. Students granted an incomplete must complete a contract with the instructor, outlining the work required and the timeline for completion. The completed Incomplete Grade Request form, [found on the School of Sustainability Graduate Policies, Procedures and Forms page](#), 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 retake 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 are cause for academic probation. Two or more permanent incompletes is grounds for dismissal from the program.

## **14.6. 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 Student Petition](#) located on the [SOS Graduate Policies, Procedures and Forms](#) page. 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.

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

The College of Global Futures [Grade Appeal and Academic Grievance Process](#) 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. Students can find information about which unit offers a course by clicking "Full Class Details" on the course in the course search tool and the unit is listed next to "Offered by".

The process should 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 Associate Dean of the college.

## 17. Satisfactory Academic Progress

### 15.1. 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.
- Accelerated Master's (4+1) students that have been approved to begin graduate coursework, must maintain a 3.0 cumulative undergraduate/graduate GPA. Failure to maintain a 3.0 GPA will result in withdrawal from the accelerated master's program.

Grades lower than a "C" 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.

### 15.2. 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 3.0 iPOS, Graduate, and Cumulative GPAs as outlined in the preceding section of this handbook.
- **Individual Course Grades:** Grades lower than a "C" are not allowed for any courses listed on a student's plan of study. If a student receives a grade lower than a C, 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: Applied Project. 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 are 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.

### 15.3. 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.

### 15.4. 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 1 incomplete on their transcript since starting the program.
- The student does not meet milestones specified in the graduate handbook by the deadlines expressed therein.
- 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.
- 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 recommended for dismissal from the program. For a campus-based 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.

#### **15.4.1. 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.

##### **15.4.1.1. 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, Sharon Hall ([sharonjhall@asu.edu](mailto:sharonjhall@asu.edu)) and copy Lisa Murphy ([lisa.m.murphy@asu.edu](mailto:lisa.m.murphy@asu.edu)) and the point of contact they've been working with in the school within 10 business days.

##### **15.4.1.2. 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.

#### **15.4.1.3. 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.

## **18. 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.

### **16.1. ASU Email**

All ASU students are required to have an active ASU email address. 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.

### **16.2. 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.

### **16.3. 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.

## 16.4. 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. ASU also has university-wide academic policies and procedures published in the [Academic Catalog](#). 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.

## 16.5. Academic Integrity

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

- have a good understanding of [what academic integrity is](#) and [why it's important](#);
- understand what types of activities and behaviors violate the [student honor code](#) and [ASU's academic integrity policy](#);
- have an awareness that [resources](#) exist to help prevent academic integrity violations; and  
[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. Students can learn more on the [College of Global Futures Academic Integrity](#) page.

Newly admitted graduate students will receive a “priority task” in [My ASU](#) directing them to complete an online Academic Integrity Tutorial, which all newly admitted graduate students are expected to complete within their first semester of coursework.

Additionally, graduate students pursuing research that is funded by external sponsors are responsible for understanding and undertaking the training necessary to ensure the responsible conduct of such research. It is very important that students check with their thesis/dissertation advisor well in advance of data collection to ensure compliance with university regulations, and may seek further assistance from the university's [Office for Research Integrity Assurance](#). Please see the section of this guide titled “Research Involving Human and Animal Subjects.”

## 16.6. Community of Care

To maintain a community that promotes healthy, happiness, and safety for all of its members, ASU has mandated [Community of Care](#) training for all students, faculty, and staff. The modules provide information on health and safety, our behavior expectations and resources available should you or someone you know need support. **Community of Care: Welcome Sun Devils** is a series of videos created by students to address our shared values, community expectations, and code of conduct. **Community of Care: Coming to Campus** reviews ASU's response to COVID-19 and provides information

about a healthy and safe return to campus. To complete these two training modules, you can log in to [canvas.asu.edu](https://canvas.asu.edu) and select the courses from your dashboard, or sign up at <https://eooss.asu.edu/communityofcare>.

## 16.7. Diversity and Inclusion

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

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

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

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

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

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

## 16.8. 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](mailto:titleixcoordinator@asu.edu) or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to [www.asu.edu/reportit/](http://www.asu.edu/reportit/).

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

### **17.1. 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 charges a program fee, also known as differential tuition, for the MSUS program. The fee is \$110 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.

### **17.2. 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](#).

### **17.3. 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.

#### **17.3.1. 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.

#### **17.3.2. 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 [Graduate Assistant Handbook](#).

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

#### **17.3.4. 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.

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

The School of Sustainability advertises funding opportunities throughout the year via the SOSGrad email listserv. Once a student is admitted, they have access to ASU's [ScholarshipUniverse](#) where they can create an academic profile and apply for scholarships they are matched with and eligible for. ASU and the College of Global Futures will use this platform to post future scholarship opportunities, so student profiles will remain useful throughout their academic experience. [Instructions, tips, and help videos for using ScholarshipUniverse](#).

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 Student Resources Canvas Course](#).

The [Graduate Student Government \(GSG\)](#) 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.

#### **17.3.6. 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.

### 17.3.7. 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 an 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.

### 17.3.8. 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?

### 17.3.9. 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.

## Graduation

### 18.1. Exit Advising Session

The SOS graduate coordinators facilitate a meeting about graduation at the beginning of the spring semester, 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.

### 18.2. 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 and 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).

### 18.3. 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.

### 18.4. 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 students who have applied to graduate. 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.

## 18.5. 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 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](#).

## 20. 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.

## 21. Facilities and Room Reservations

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 Grad Student Resources Canvas Course](#).

### **20.1. Access**

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

### **20.2. Locker Policy**

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

### **20.3. Room Reservations**

The current room reservation policy and procedures are on the school's [Policies, Procedures and Forms](#) webpage on the 'Reserving Space in Walton Center for Planetary Health (WCPH) section of webpage.

## **22. 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 Grad Student Resources Canvas Course](#).

### **21.1. 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.

### **21.2. 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.

### **21.3. ASU ID or Mobile ID**

All ASU students must obtain an ID card or Mobile ID, which provides access to certain locations and events, lets you check books out of the library, etc. Follow the instructions for obtaining your Mobile ID on [ASU Card Services page](#). Arizona State University is bringing ASU Mobile ID to the [ASU Mobile App](#) as the official university identification. With this feature, students, faculty and staff can use their Apple or Android devices to access buildings, attend campus events, utilize campus services and make payments anywhere Maroon and Gold dollars are accepted. An ID Card or Mobile ID is required to access some locations on campus, particularly the Graduate Lounge/Kitchen in WCPH.

### **21.4. Housing**

There is some housing available at the Tempe campus for graduate students, which can be found under the 'Graduate Student Communities' section of the [University 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.

## **21.5. 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.

## **21.6. 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.

## **21.7. 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.

## **21.8. 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.

## **21.9. 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.

## **21.10. Graduate College Policy 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 Policy Manual](#) in addition to those specific to the academic unit.

## **21.11. Graduate Assistant Handbook**

The [Graduate Assistant 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).

## **21.12. Canvas**

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

## **21.13. SOS Grad Student Resources Canvas Course**

The Canvas Courses for [On Campus Sustainability Graduate Students](#), is called [SOS Grad Student Resources](#), where SOS graduate students can find resources related to their programs, milestones, funding, courses, and more. Examples of items on the course include:

- Next Steps After Enrollment
- Sample comprehensive exams, prospectus proposals, and PowerPoint presentations.
- Lists of funding opportunities (scholarships, grants, fellowships).
- Current MSUS Course List spreadsheet.
- SOS Culminating Experience Grant application.
- Information about how to date your public ASU directory page (iSearch Profile).
- Instructions on how to order student business cards.

## **21.14. SOS Graduate Student Organization**

Starting in fall 2025, the graduate students at the School of Sustainability have created a Graduate Student Organization (GSO). The goal of the GSO is to provide effective representation, organization, and participation of students in all aspects of student concerns by working with the students, faculty, staff, and the School and College of Global Futures leadership to advocate and promote student welfare and a better university experience; to foster an open, caring, and collaborative community with and for the students; and to implement the values of the ASU Charter through its activities and conduct.

GSO leaders are student leaders elected by their peers. Further detailed information is available in the Canvas course in the module “University Resources.” Current GSO reps are listed on School of Sustainability [Graduate Representatives](#) page on [the SOS Grad Resources Canvas Course](#).

## **21.15. 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.

## 21.16. 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.

## 21.17. 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.

## 21.18. 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.

## 21.19. 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.

## 21.20. Student Accounts

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

## 21.21. 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](#).

## **21.22. 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](#)

## **21.23. 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.

## **21.24. Veterans Services**

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

## **21.25. 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.

## **21.26. Alumni Network**

The [College of Global Futures Alumni Network](#) strives to Empower College of Global Future alumni with enduring connections, education, and resources to be a voice and force for a thriving, sustainable world.

## **21.26. Graduate Student Government**

The [Graduate Student Government](#) (GSG) is a great way for students to get involved on campus and serve the campus community. GSG has several grants for which students may apply at different times of the year. GSG's "GradAd" email listserv is a way for

students to buy and sell items, look for roommates, promote or find volunteer opportunities, etc.

## **21.27. Career Services and Internships**

The College of Global Futures has a career services team dedicated to helping students discuss career options and perform company and occupational research. To book an appointment, please visit the [College of Global Futures Advising](#) site.

The College of Global Futures Career Services team keeps the [Careers Connect](#) portal up to date to ensure students in the program can connect with meaningful opportunities like internships, fellowships, and full-time jobs. This resource is curated to align with the unique outlook and values of students studying in the College of Global Futures.

## **21.28. 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](#)

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

### [ASU Librarians](#)

### [University Technology Office](#)