



GRADUATE HANDBOOK 2016-2017

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Master of Sustainability Solutions (MSUS)

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Handbook Objective

The objective of this handbook is to provide School of Sustainability (SOS) graduate students information on policies and procedures that must be adhered to for successfully completing a graduate degree at Arizona State University and within SOS. This handbook is not all-inclusive of every university policy, nor is it a complete replica of other handbooks, manuals, or guides; however, references are made to other resources and links are provided for students to review full details on policies outside of the department. Additional information about school [graduate policies, procedures, and forms](#) can be found online.

Student Responsibility

It is the responsibility of each student to understand and observe all procedures and requirements specified by Graduate Education and the School of Sustainability. **It is a requirement for all SOS students to read and understand the SOS Graduate Handbook, Graduate Education's Policies and Procedures Handbook and the ASU Academic Catalog.** Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student.

All ASU students are also required to have an active ASU email account and to check it frequently. Students may forward their ASU email to another preferred account. [Instructions on how to do this are found online.](#)

SOS Faculty & Students

A list of [SOS faculty](#) and ASU [Sustainability Scientists and Scholars](#) can be found online. A list of current [School of Sustainability students](#) can also be found online. Students can write to SOSGradAdvising@asu.edu to request instructions on how to add a new or update an existing biography.

MSUS Curriculum Summary

The program of study will comprise a minimum of 33 credit hours. In summary:

	Credit Hours
Core Courses	6
Foundational Courses	9
Methods Courses	5
Career Preparation Course	1
Project Management Course	3
Focus Area Electives	6
Culminating Experience: Applied Project	3
Total Credit Hours Required	33

Please see [Addendum A](#) of this handbook for curriculum details and course descriptions.

Time Limit

Students should complete the master's degree program within two years. In some instances, students may need some additional time to complete the culminating experience. If this happens, students should not exceed a total of three years for completing the master's degree. Exceptions must be approved by the SOS Graduate Committee and the graduate director.

Enrollment and Leave Policies

Registration Enrollment Policy

Students are required to register or drop classes by the deadlines listed on the Academic Calendar. The School of Sustainability does not allow late drops past the university's deadline. If a student wishes to drop a class past the deadline, then the student will need to withdraw from the class. A withdrawal will result in a "W" grade on the student's transcript. A "W" grade may negatively impact students receiving student loans. A "W" grade lowers the student's pace rate, which is a measurement of classes taken versus classes successfully completed. The only way to avoid a "W" grade is to drop the class during the university's add-drop period or to enroll in a different course (a swap) to replace the course that is no longer desired.

To swap a class or to enroll in a class past the add-drop deadline, a student must complete the [enrollment change request form](#) and obtain required signatures. The form has complete details. Students can also pick up a late enrollment form from the SOS front desk in the Student Services Center, the first floor in Wrigley Hall. After the form is submitted to the front desk, the student will be notified when it is ready for pick-up. The student must then take the form to the Registrar in the Student Services Building. The Registrar will enroll the student in the course.

Continuous Enrollment Policy

Once admitted to a graduate degree program, students must be registered for a minimum of one credit hour (not audit) at the graduate-level during all phases of their graduate education. This includes periods when they are engaged in research; working on or defending their thesis or applied project; or in any other way using university facilities or faculty time including the term in which they graduate.

Registration for every fall and spring semester is required. Summer registration is required for students who are doing an internship or applied project for credit, completing a culminating experience or graduating from the degree program.

To maintain continuous enrollment, credit hours must be:

- A graduate-level course; or
- The one-credit class, SOS 595: Continuing Registration

If the student has completed all required credits for the degree and wishes to take only one-credit to meet the continuous enrollment policy, then the student should take SOS 595 Continuing Registration.

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. Graduate students have one year to complete work for an [incomplete grade](#); if the work is not complete and the grade changed within one year, the "I" grade becomes permanent. See the Satisfactory Academic Progress Policy section for more details on incomplete grades.

Leave of Absence Policy

Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Students may [petition Graduate Education](#) for a leave of absence for a maximum of two semesters during their entire program. A petition for a leave of absence, endorsed by the student's faculty mentor and the graduate director, must be approved by Graduate Education. This request must be filed and approved before the anticipated absence.

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. Students who do not enroll for a fall or spring semester without an approved leave of absence by Graduate Education 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; the application will be considered along with all other new applications to the degree program. Please see the Pre-Admission section for details on limitations for applying previously earned credits (if reapplying to the program).

Tuition and Fees

Students can find information on [tuition and fees](#) online. Currently, the School of Sustainability does not have a program fee for the MSUS graduate program and uses general graduate tuition and fee rates for courses with the SOS prefix.

Financial Support

Funding is never guaranteed for any of our programs. Students seeking financial support should investigate all opportunities and conduct independent research on funding opportunities beyond the School. The School of Sustainability does have a listing of [scholarship and grant opportunities](#) MSUS students can apply for.

Assistantships

Students in good standing are eligible to apply for teaching assistantships (TA). The TA application is sent out to current grad students in fall (if there is a spring-only TA position available) and in spring (for the next academic year). TA positions are highly

competitive between continuing grad students and newly admitted students. New students awarded funding offers in the first-round are notified by the end of March and make their decisions by April 15. Continuing students should expect to receive first-round offers or waitlist notifications after April 15.

During the summer months, some TAs may be awarded a research assistantship (RA). If this occurs, the TA position will be reallocated to someone on the waitlist. The SOS Graduate Committee determines which waitlist candidate receives the offer. The offer may go to a new student or a continuing student.

Students seeking a RA position should reach out to faculty. Occasionally, some RA positions are sent to the SOSGrad email listserv. Eligible students should apply to those opportunities by reading the email carefully and following up with the specific contact person listed in the advertisement.

Due to the nature of our growing MSUS student pool and need for MA, MS and PhD students to be connected to faculty research projects, MSUS students should not expect to receive funding from the department, but are not excluded from consideration. All students are encouraged to apply to funding opportunities that arise – either opportunities advertised by the department or opportunities located by the student independently.

Scholarships and Fellowships

Students may also visit [Graduate Education's](#) website, the [SOS](#) website, the SOS Graduate Community Blackboard site and the weekly SOS grad student newsletter to find other student funding resources.

Student Loans

Students are encouraged to apply for [federal financial aid](#) if they need funding assistance. The required form is called the FAFSA and is free to submit.

Any questions related to student loans should be addressed to the ASU Financial Aid office. Please note that graduate-level student loans are all unsubsidized, which means students pay interest on the loans while they are in school.

SAP Form

Also, to remain eligible for student loans, students must meet specific GPA requirements and make academic satisfactory progress (pace rate) toward degree completion. A course withdrawal "W" on a student's 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 MyASU) for GPA or pace rate violations will be instructed to contact their program's coordinator to fill out a [Satisfactory Academic Progress \(SAP\) plan](#). The graduate coordinator will work with any student who must complete a SAP plan form. The form must be completed prior to the next term. Submitting the form after the semester begins may result in delays in receiving 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.

SAP plans are 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.

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. [Additional information about sexual harassment can be found online.](#)

Campus Safety

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. Non-emergency ASU Police or campus-safety matters should be directed to 480-965-3456. ASU has an opt-in, text-message alert system by which students can choose to receive a text message from ASU in times of an emergency. Students can [sign up for the service online](#). For additional safety resources and contacts, such as Counseling Services, Police and Safety Escort Services, visit the [Safety Resources](#) website.

Facilities

ASU has a large and diverse graduate student body. The university has excellent library and laboratory facilities, as well as outstanding computing infrastructure, all of which foster a stimulating and supportive environment for graduate education and research.

The School of Sustainability is located in [Wrigley Hall \(WGHL\)](#). Of particular interest to graduate students is the second-floor grad lounge, which is available to provide individual and collaborative work space to students in the SOS graduate program. There is wireless access throughout the building and a data lab with computers and a printer on the second floor that is available to SOS graduate students.

Access

Graduate students who have been admitted may request 24-hour access to the second floor by completing an ISAAC form at orientation. Students must first obtain an ASU ID card known as a "SunCard".

Reserving Rooms

School of Sustainability students can reserve WGHL conference rooms if:

- They are reserving the room for a thesis or other type of culminating experience defense.
- They are reserving the room on behalf of a faculty or staff member that will be present with them during the meeting.

School of Sustainability students can reserve WGHL enclaves under the following circumstances:

- They can only reserve the enclaves between 8am-5pm (and cannot be in the building past 5pm unless there is a faculty or staff member with them).
- Their reservation may be cancelled if a faculty or staff member needs the space for a meeting.
- Their group isn't larger than the capacity that the enclaves hold (i.e., they cannot move chairs into the enclave to accommodate more students)
- They are not using the space as individual study space.
- They should check-in at the front desk on the 3rd or 4th floor before their reservation.

In both instances, students are responsible for making sure the room is cleaned up at the end of the meeting.

Reservations for defenses can be requested by emailing SOSGradAdvising@asu.edu so the Graduate Coordinator can first verify eligibility and then put the student in touch with someone to make a room reservation. Reservations for other meetings can be requested by emailing SOSCourses@asu.edu. Students should provide the requested day and time, purpose of the meeting, number of seats needed, media needed, and a phone number to add to the reservation.

Other options for students looking for space include:

- WGHL breezeways and 1st floor tables on the patio
- [Computing Commons and Coor Hall Team Rooms/Group Study Areas](#)
- Libraries:
 - [Noble Library Study Rooms](#)
 - [Hayden Library Study Rooms](#)
 - [Music Library Study Rooms](#)
- Memorial Union (MU) has lots of open/informal space
- Students that are trying to reserve space for a registered student organization can reserve classrooms through classroom scheduling [here](#) (once they have a designated contact listed with classroom scheduling)
 - See p. 3 of Classroom Scheduling's [Event Request Guide](#) which can be found under "How to Request Events" under "Help Documents"
 - Their contact information is (480) 965-6578 or rooms@asu.edu

Locker Policy

Lockers are available in the grad lounge on a first come, first served basis. Students will need to bring their own locks and if they are using a locker on a regular basis. Due to our increase in student population, grad students are encouraged to share lockers or not occupy a locker if they rarely use it. Additionally, students should not occupy more than one locker. Students are asked to clean out their lockers before they leave for the summer and before the end of their last semester. Access to the grad lounge space will be terminated shortly after graduation.

Academic Integrity

ASU Graduate students are expected to be ethical in their multiple roles as students, researchers, teachers or supervisors of undergraduate students and representatives

of the School, Institute and University. When in doubt about appropriate conduct, students should consult a faculty mentor to seek clarification. Breaches of academic integrity include, but are not limited to, the following:

- Engaging in any form of academic deceit, e.g., referring to materials, sources or devices (camera phones, text messages, crib sheets, solution manuals, materials from previous classes or commercial research services) not authorized by the instructor for use during an evaluation or assignment;
- Providing inappropriate aid to another student in connection with any evaluation or assignment;
- Engaging in plagiarism by using the ideas, words or data of another person or persons without full and appropriate attribution;
- Engaging in plagiarism by claiming credit for the ideas, words or data of another person or persons, or submitting work done by another as one's own;
- Failing to follow ethical procedures for research involving human subjects, such as violating participants' confidentiality, or failing to maintain confidential or sensitive research data in a secure location;
- Knowingly using data that do not meet appropriate standards for reliability and validity;
- Failing to meet responsibilities to undergraduate students, such as failing to provide assistance during designated office hours;
- Engaging in a romantic relationship with an undergraduate student whom the student supervises or evaluates in a classroom or research setting;
- Falsifying or misrepresenting hours or activities in relationship to an internship, externship, research assistantship, field experience, workshop or service learning experience;
- Repeatedly failing to meet commitments and responsibilities, such as chronically missing deadlines, or failing to provide work promised to colleagues; and
- Behaving in a way that reflects poorly on the School, Institute and University while conducting research or participating in community activities as a representative of the School.

The School of Sustainability has a zero-tolerance policy for any form of academic malfeasance. Penalties for unethical behavior range from being placed on academic probation to dismissal from the program. Additional information about academic integrity policies of the University is available on the [Student Rights and Responsibilities website](#).

SOS 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 Graduate Education for withdrawal from the degree program.

The following policies pertain to the MSUS program:

- Minimum GPA: To be eligible for a degree, a graduate student must achieve a grade-point average of 3.00 or better in all courses numbered 500 and above, and in all work specifically included in the plan of study. Two different grade-point averages are computed: 1) the overall graduate grade-point average in all courses numbered 500 or higher that appear on the transcript, and 2) the grade-point average in all courses that appear on the plan of study. Students must also maintain a grade-point average of 3.00 or better in all post-baccalaureate courses at ASU.
- Incomplete Grades: Incompletes are given at the discretion of the instructor of a course and should not be expected. Students granted an incomplete should complete a contract with the instructor outlining the work required and the timeline for completion. The timeline cannot exceed one calendar year. Once coursework has been fulfilled, a grade will be assigned. If the student does not complete coursework within the period stipulated by the instructor, 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, 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.
- Individual Course Grades: A grade of C+ or lower is not allowed on any courses within a student's plan of study. If a student receives a C+ or lower, he or she must re-take the course or seek approval from the SOS Graduate Committee to remove the course from the plan of study.

Per Graduate Education policy, a grade of B or better is required for the capstone requirement. Students must earn a B or better in SOS 593: Applied Project. If a student fails to receive this grade, they must retake the credits.

- Time Limit for Submitting a Proposal for the Culminating Experience: MSUS students will submit a project proposal and request approval in their second or third semester as part of the SOS 582: Project Management course.

Those who have to redo their proposal (based on MSUS Supervisory Committee feedback or other circumstances) or who submit a new proposal (when plans change), must submit their proposal and receive approval before they can enroll in SOS 593: Applied Project. Revised proposals must be submitted a minimum of two weeks prior to the start of the semester in which the project starts.

- Time Limit for Completing the Master's Degree: Students should take no more than three years to complete the master's program.

Performance and Annual Review

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 SOS Graduate Committee will review student progress annually. Students who are not making satisfactory progress may be dismissed from the program, according to university regulations.

Annual reviews will be conducted in March of each year. The SOS Graduate 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 the MSUS Supervisory Committee)
- Updated CV or resume (provided by the student by Mar. 1)
- Completed Annual Review Survey (provided by Mar. 1)

Probation Policy

A student may be placed on academic probation if:

1. The student's GPA in all courses numbered 500 and above and in all work specifically included in the plan of study falls below a 3.00;
2. The student's overall GPA for all post-baccalaureate courses taken at ASU falls below 3.00;
3. The student receives a C, D, or E, in a course on their plan of study; or
4. The student fails to complete the program within specified time guidelines and does not meet milestones specified in the graduate handbook.

Students will be notified by mail when first placed on probation and will be required to complete a Probation Agreement with their faculty mentor or the SOS Graduate Committee. Students on probation must meet regularly with their faculty mentor or the Graduate Committee member handling their probation agreement to ensure satisfactory progression. A student placed on probation will remain on probation until performance improves and requirements have been met. Students have one semester to advance to good standing before termination is considered. The Graduate Committee will notify the student in writing when he or she advances to good standing.

A student may be recommended for withdrawal from the graduate program if:

1. The student is on academic probation because his or her GPA has fallen below 3.00 in the approved plan of study or 3.00 for all post-baccalaureate courses taken at ASU, and the student fails to bring the GPA to required levels by the time the next nine credit hours are completed (continuing registration, research, and thesis/dissertation hours cannot be included in these nine hours);
2. The student receives a C or lower grade while on academic probation for any reason;
3. The student fails to meet milestones specified in the graduate handbook; or
4. The student fails to meet conditions stipulated in their Probation Agreement.

Students will be notified by mail if they are being recommended for withdrawal from the program.

A student may appeal any action concerning academic probation and withdrawal by petitioning the Graduate Committee within 10 business days, using the petition form found on the Graduate Community Blackboard site. Approval of petitions is not guaranteed.

Advising

Role of the Graduate Coordinator

The graduate coordinator is available to students to help explain department and university policies and procedures. Any question about paperwork, degree requirements, university policies or services should be addressed first to the graduate coordinator, who will answer the question or make a referral to the appropriate university office or personnel.

Role of the MSUS Supervisory Committee

The MSUS Supervisory Committee's role is to make sure the sustainability topic and project chosen by a student meets the academic requirements of the MSUS program, and that the students apply the appropriate scientific means and methods of investigation. The committee of faculty provide constructive feedback on students' projects and provide input on the grading of final deliverables. The MSUS Supervisory Committee also communicates regularly with the SOS Graduate Committee which provides oversight of student progress in the program.

Role of the MSUS Learning Projects Program Manager

The projects program manager works with partner organizations to develop opportunities for students' culminating experiences and is also a liaison between students and the MSUS Supervisory Committee. Students should consult with the program manager early on so they will know the student's interests and can assist with identifying possible projects. Any questions about the culminating experience requirement can be directed to the projects program manager.

Role of the Faculty Mentor

Students are assigned a faculty mentor at orientation. The mentor's role is to assist the student with department paperwork where a faculty member's signature is required. Students should meet with their mentor at least once every semester, providing a progress update. The mentor is automatically listed as the student's "chair" on the interactive plan of study (iPOS).

Role of the Subject Matter Expert (SME)

Having a subject matter expert (SME) is not required, but is highly recommended. Students may work with a faculty or staff member or someone outside of the university who has expertise in the area related to the student's area of interest if related to the student's culminating experience. This subject matter expert will work with the student to finalize the deliverables before the student submits them to the

MSUS Committee. Students can have more than one SME providing guidance on their project.

Plan of Study

An interactive plan of study (iPOS) must be filed online via [MyASU](#) with Graduate Education. The iPOS is a formal plan to meet degree requirements. It includes all courses to be taken and the designation of a non-thesis experience. The iPOS is an agreement that the work specified on the iPOS will be sufficient for the desired degree. Master's students should submit the iPOS online by March 1 of the second semester and *before* they complete 50% of their coursework (i.e., fifteen credit hours). Changes can be made as necessary after the iPOS has been initially approved.

[Instructions on Filing the Interactive Plan of Study \(iPOS\)](#)

Students must select courses that meet the requirements noted in the Graduate Handbook. They should consult the graduate coordinator if they have any questions. Submitting an iPOS that does not meet program requirements will delay the review process. Students who are seeking approval to have a course not listed as an approved course count towards one of their requirements should start by submitting a School of Sustainability *Petition Form*, which can be found on the SOS Graduate Community Blackboard site.

Students are encouraged to use their degree check sheet to plan out their entire coursework, discuss the plan with their faculty mentor and receive the mentor's approval and then submit the classes via the iPOS system in MyASU. Upon submission, the graduate coordinator will begin the review process.

The student's iPOS will remain in review until the graduate coordinator and the graduate director ensure the courses selected meet the program requirements. The graduate coordinator then approves the iPOS online, and it is routed to Graduate Education for the final review. Once Graduate Education approves the iPOS, the status changes from in review to approved. If an iPOS is rejected for any reason, at any level of review, the graduate coordinator will provide details to the student for correcting the issue.

Course and advisor changes can be made to an approved iPOS. Changes go through the same review process described above. Some changes to the iPOS may require a paper petition or an online petition within the iPOS system. Consult the graduate coordinator for questions about petitions.

An iPOS, approved by Graduate Education, must be on file before a student's culminating experience proposal is considered.

IMPORTANT NOTE: All student program forms, regardless of where they are processed, must first be submitted to the graduate coordinator. The graduate coordinator will make an electronic copy for the student's file and ensure that forms are routed to the correct unit for processing.

iPOS Workshop or Cohort Meeting

The graduate coordinator will hold at least one iPOS workshop or cohort meeting each semester to help students successfully submit the iPOS or changes to the iPOS. The iPOS workshop is general and open to students in any SOS graduate program. The cohort meetings are by program: MSUS, MA and MS (together) or PhD.

The graduate coordinator will discuss how and when to submit a SOS petition and Graduate Education committee approval forms, which are items that should be done prior to submitting the iPOS or iPOS changes to avoid delays in the review process.

Students are encouraged to attend the iPOS workshop or cohort meeting before submitting their iPOS for the first time and before graduation, since the iPOS must be accurate to avoid having a graduation application withdrawn by the Registrar's Office due to an iPOS with errors.

Students who are not able to attend an iPOS workshop or cohort meeting can set up an individual advising appointment with the graduate coordinator by contacting the SOS advising front desk.

Check Sheet

Until the plan of study is filed, students can track coursework requirements using the *MSUS Check Sheet* found on the SOS Graduate Community Blackboard site. The graduate coordinator will also keep track of each student's degree requirements and will keep a copy of the check sheet in the student's file. The check sheet will be used in the student's annual review. Students are encouraged to meet with the graduate coordinator to review their check sheets.

The graduate coordinator sends a check sheet out to each new student around orientation time. This check sheet can be used to build the individual student's plan. The check sheet on the Blackboard site is just a blank template.

Pre-admission Credits

Pre-admission credits are classes applied toward degree completion but were taken prior to admission to the graduate program. These classes can be transfer courses from another institution or classes taken at ASU as a non-degree seeking student or as an admitted graduate student of another program.

Pre-admission credits cannot have been used toward another degree that was awarded. Students can use up to 12 credit hours of pre-admission credits. The School and Graduate Education must approve the specific courses used for pre-admission credits in order for the student to use them on the plan of study.

Pre-admission credits must meet the following requirements:

- taken at an accredited college or university
- graduate-level
- student must have obtained an "A" or "B" grade or the equivalent in the course(s)
- approved by the faculty mentor as part of the plan of study
- completed within three years of being admitted to this graduate program

The taking of courses for graduate credit as an undergraduate or non-degree student does not ensure admission to the program or acceptance of the acquired graduate credits as part of the plan of study.

Graduate Education has extensive rules regarding pre-admission credits. For complete details, consult the [ASU Graduate Policies and Procedures](#) handbook.

Unique Opportunities

Concurrent Master's Degrees and Certificates

Additional information about pursuing a concurrent degree or certificate program can be found [here](#).

Graduate Internships

MSUS students that secure an internship during the course of a semester can seek approval to enroll in SOS 484: Internship Elective for credit. Internship paperwork is required prior to registration at the start of the semester, so students should work with the Internship and Experiential Education Specialist in advance. SOS 484 is a course with assignments that tie to the internship experience. Please review the [Overview of Sustainability Internships and Opportunities](#) for more information. Students that earn credit for an internship typically apply the credits towards their electives requirement.

Solutions Workshops

Solutions workshops provide students with experience solving problems with an outside organization that involve multiple sustainability challenges. They are problem-based and not specifically attached to a single main theme. Solutions workshops are listed under SOS 594 and topics vary each semester.

Study Abroad

There are a number of exciting [study abroad opportunities](#) and a [Global Development Research Program](#) that may be of interest to MSUS students.

Culminating Experience

MSUS Students should refer to the MSUS Culminating Experience Guide for details about the requirement.

Applied Project Proposal

MSUS students will submit a project proposal, present to, and request approval from the MSUS Committee in their second or third semester as part of the SOS 582: Project Management course. Required deliverables for the proposal can be found in the MSUS Culminating Experience Guide.

Students who have to redo their proposal (based on MSUS Committee feedback or other circumstances) or who submit a new proposal (when plans change), must submit their proposal and receive approval before they can begin their culminating experience and enroll in SOS 593: Applied Project. Revised proposals must be submitted a minimum of two weeks prior to the start of the semester in which the project starts.

Final Applied Project Deliverables

Written deliverables are due before graduation, including an executive summary, case study, and a personal reflection paper. The deliverables are discussed in the SOS 582 Project Management course and outlined in the MSUS Culminating Experience Guide. Students will also need to submit the final deliverables to SOSGradAdvising@asu.edu for the MSUS Committee to review.

Final Applied Project Presentation

Each MSUS student must present their culminating experience to the MSUS Committee and the School of Sustainability. Refer to the MSUS Culminating Experience Guide or contact the graduate coordinator for more details. Once deliverables are approved and the presentation is complete, the student's final grade for the culminating experience credits will be issued.

Sharing Culminating Experience Results

After completing the culminating experience, students are asked to share key documents on the SustainabilityConnect web site and archive them in the Graduate Culminating Experience Collection repository. Both serve as a knowledge database and a source of project ideas for future students and project partners.

Grades

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

- SOS 590: Reading and Conference. This course has an A-E or Y/N grading option (discuss grading option with the instructor before requesting a course override to get into the course). The final passing grade for the A-E scale is "B-" or higher; for Y/N grading, a "Y" (satisfactory) is considered passing.
- SOS 592: Research. This course has Y/N grading. The final passing grade is a Y (satisfactory).
- SOS 593: Applied Project. This course has an A-E grading option. The passing grade is a "B" or higher for the culminating experience. If a "Z" grade is issued, it means the student is still in progress and must continue working on the coursework deliverables. If the student has completed all other coursework for the degree, then the student must enroll in SOS 595 to remain actively enrolled while completing the coursework.
- SOS 595: Continuous Registration. This course is not graded but must have a "Z" grade entered (instead of left as "N/R") to ensure successful graduation evaluation.

Writing Help for Graduate Students

Kathryn Kyle, the School's writing instructor and tutor, helps graduate students improve their writing skills. Individual tutoring is available M-F by appointment, and various writing courses are offered each semester. For appointments, please email Kathryn at kkyle@asu.edu or call her at 965-5704. Online writing resources are available in the graduate-student section of the SOS website.

Culminating Experience Grants

Students can apply for research, project, and professional development financial support through three sources: the School of Sustainability, Graduate Education and the Graduate and Professional Student Association (GPSA). Additional sources may materialize through a student's independent search or from a faculty member's suggestion.

The School of Sustainability supports requests from MSUS students for grants to support certain costs associated with carrying out their culminating experience. Additional information can be found on the Graduate Community Blackboard site.

Graduate Education travel awards are used for the reimbursement of airfare cost for graduate students participating in professional conferences and workshops. For complete details, visit the [Graduate Education Travel Awards website](#).

The Graduate and Professional Student Association (GPSA) travel grant exists to support and promote the success of ASU graduate and professional student research and professional development. Applications are reviewed on a monthly basis. For complete details, visit the [GPSA Travel Grant web site](#).

Graduation

Graduation Exit Session

The graduate coordinator and events coordinator hold an information session each semester for graduate students who plan to graduate soon. These sessions are designed to help students understand all requirements for graduating on time. Students who miss university deadlines may have a delayed graduation term, resulting in having to take an additional course to maintain enrollment.

During the graduation exit session, the graduate coordinator reviews Graduate Education and SOS policies, procedures and deadlines for each type of degree offered by SOS. The events coordinator reviews procedures for the graduation ceremonies offered by Graduate Education (commencement) and SOS (convocation).

Students are encouraged to attend the graduation exit session during the semester they intend to graduate. Students may also attend a session prior to their last semester to understand the requirements earlier. It is permissible to attend the graduation exit session multiple times.

Students should apply for graduation during the semester of planned graduation and no later than the date specified in the most current version of Graduate Education's [Graduation Deadlines and Procedures](#).

Applying for Graduation

The Graduate Application for Graduation is through MyASU. Additional instructions on [applying for graduation](#) are online. Once students have applied for graduation, they will receive email communications from the School of Sustainability with additional information about participating in graduation ceremonies.

Addendum A: MSUS Curriculum Overview

Course and Graduation Requirements

The MSUS plan of study comprises a minimum of thirty-three credit hours.

	Credit HRS
Core Courses	6
Foundational Courses	9
Methods Courses	5
Career Preparation Course	1
Project Management Course	3
Focus Area Electives	6
Culminating Experience: Applied Project	3
Total Semester Hours Required	33

Non-degree credit from ASU, combined with transfer from another institution, may not exceed twelve credit hours on the iPOS.

Core Courses (6 hours)

The core and foundational courses are designed to provide students from diverse backgrounds with method 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 and skills needed to work across the disciplines on sustainability problems. The following two courses are required of all students:

SOS 510: Perspectives on Sustainability (3) (Required for all graduate students in the first semester)

University-wide course covering perspectives and relevant theories on sustainability. Using case studies, faculty and students from engineering, architecture, humanities, business social sciences, and natural sciences exchange ideas on the major challenges involved in creating a sustainable future at local, national, and global levels.

SOS 511: Transformational Sustainability Research (3) (Required for all MSUS students in the first semester)

Enables students to describe, position, compare, and evaluate the key features, strengths, and weaknesses of sustainability research and problem-solving methods. Introduces an integrated methodological framework for sustainability research and problem solving that maps and structures families of methods from description/analysis to strategy building. Addresses all major families of sustainability methods, critically evaluating their specific function, structure, underlying assumptions, validity, reliability, strengths and weaknesses against this overall framework. The method families include not only scientific methods but also practical problem-solving techniques. Integrates two training programs, one on teamwork skills, the other on participatory

collaboration with stakeholders.

Foundational Courses (9 hours)

In addition to the two core courses, students are required to take nine credit hours from an approved list of foundational courses. The comprehensive master list can be found on the SOS Graduate Community Blackboard site.

Methods Courses (5 hours)

Additional methods courses are required to assist students in approaches to developing solutions to sustainability challenges. The comprehensive master list can be found on the SOS Graduate Community Blackboard site.

Career Preparation Course (1 hour)

Students should take the following career preparation course in their second or third semester as some elements may assist students in preparing for their culminating experience in their third or fourth semester.

SOS 531: *Achieving Career Success in Sustainability (1)*

The need for sustainability-minded workers and leaders has never been more important than right now. Yet Sustainability as a career track is still very new and means different things to different people. Students in this course will be challenged to explore their own ambitions and 'personal brands', to shape their work personas, to model the behaviors and competencies that will help them build long-term career success, and to uncover the sustainability potential of any job - whether or not 'sustainability' is in the job title.

Project Management Course (3 hours)

Students should take the following project management course in their second semester or third semester to learn essential skills that will be needed to carry out their culminating experience. Students in this course will also prepare a proposal for their culminating experience.

SOS 582: *Project Management for Sustainability (3)*

Provides exposure to the tasks and challenges facing project managers, i.e., those people responsible for the vital function of managing complex projects in sustainability in today's environment. Successful project managers have the abilities and skills to simultaneously manage people, schedules, risks, and resources while delivering successful outcomes. This course is a prerequisite for the MSUS culminating experience.

Focus Area Electives (6 hours)

Students work with advising staff and faculty to determine their focus area electives. Sample focus area electives can be found [online](#).

Students can elect to do an internship for credit, enroll in a solutions workshop or a study abroad experience to help build a foundation for their culminating experience.

Culminating Experience: Applied Project (3 hours)

Students must complete an applied project for their culminating experience and provide a presentation of their work and findings. Additional information about requirements for the culminating experience can be found in the MSUS Culminating Experience Guide.

MSUS Program Milestones (4 semester plan)

Below are suggested activities and critical milestones students should be aware of each semester. Critical milestones are highlighted.

First Year (Fall)		
Activity	Timing	Notes
Attend Graduate Fall Welcome and Camp SOS	Aug. (Fall Welcome) & Sept. (Camp)	Fall Welcome is required
CRITICAL: Meet with faculty mentor, discuss iPOS, culminating experience ideas, and other goals	By Sept. 15	Required
Attend Graduate Luncheons (held twice each semester)	Sept. and Nov.	
Attend iPOS workshop and use check sheet to create a draft iPOS; review with faculty mentor	Nov.	Strongly Recommended
CRITICAL: Successfully complete SOS 510 & 511	By End of Semester	Required
Attend funding workshops; investigate/apply for financial aid opportunities	Every Semester	Strongly Recommended
Seek out internships, study abroad, and research opportunities	Every Semester	Study abroad scholarship deadlines are typically in fall
Successfully complete courses; must maintain 3.0 GPA	Every Semester	Required
First Year (Spring)		
Activity	Timing	Notes
Attend Welcome Back Mixer	Jan.	
Attend Graduate Luncheons (held twice each semester)	Feb. and Apr.	
CRITICAL: Meet with faculty mentor, discuss iPOS, culminating experience ideas, and other goals	By Feb. 15	Required
CRITICAL: Submit iPOS (with faculty mentor listed)	By Mar. 1	Required
CRITICAL: Submit Annual Review survey and updated resume/CV	By Mar. 1	Required
Participate in Graduate Recruitment Visit (share your experience)	Mar.	
CRITICAL: Meet with MSUS Projects Program Manager (about culminating experience)	By Mar. 15	Required
CRITICAL: Successfully complete SOS 531	By End of Semester	Required
Complete the Graduate Program Annual Satisfaction Survey	Apr.	
Attend funding workshops; investigate/apply for financial aid opportunities	Every Semester	Strongly Recommended
Seek out internships, study abroad, and research opportunities	Every Semester	
Successfully complete courses; must maintain 3.0 GPA	Every Semester	Required

Second Year (Fall)		
Activity	Timing	Notes
Attend welcome back mixer	Aug.	
CRITICAL: Meet with faculty mentor/SMEs to discuss iPOS, culminating experience ideas, and other goals	By Sept. 15	Required
Attend Graduate Luncheons (held twice each semester)	Sept. and Nov.	
CRITICAL: Successfully complete SOS 582 and have an approved culminating experience proposal on file	By End of Semester	Required
Attend funding workshops; apply for financial aid opportunities	Every Semester	Strongly Recommended
Seek out internships, study abroad, and research opportunities	Every Semester	Study abroad scholarship deadlines are typically in fall
Successfully complete courses; must maintain 3.0 GPA	Every Semester	Required
Second Year (Spring)		
Attend Welcome Back Mixer	Jan.	
Attend Graduation Exit Session	Late Jan.	
Attend Graduate Luncheons (held twice each semester)	Feb. and Apr.	
CRITICAL: Apply for graduation (see university deadlines)	Mid-Feb.	Required
CRITICAL: Meet with faculty mentor/SMEs to discuss iPOS, culminating experience progress, and other goals	By Feb. 15	Required
CRITICAL: Final iPOS Update (if needed)	By Mar. 1	Required
CRITICAL: Submit Annual Review survey and updated resume/CV	By Mar. 1	Required
CRITICAL: Arrange CE Presentation	In Advance	Required
Participate in Graduate Recruitment Visit (share your experience)	Mar.	
Fulfill graduation ceremony requirements (submit forms, pay for cap & gown, etc.) - only if participating in one or both ceremonies	Mid-semester	
Seek out job opportunities for post-graduation	Mid-semester	
CRITICAL: Successfully complete SOS 593, have approved CE deliverables on file, and present CE	By End of Semester	Required
CRITICAL: Submit all CE Deliverables	By End of Semester	Required
Complete the Graduate Program Annual Satisfaction Survey	Apr.	
Successfully complete courses; must maintain 3.0 GPA	Every Semester	Required

MSUS Program Milestones (3 semester plan)

Below are suggested activities and critical milestones students should be aware of each semester. Critical milestones are highlighted.

First Year (Fall)		
Activity	Timing	Notes
Attend Graduate Fall Welcome and Camp SOS	Aug. (Fall Welcome) & Sept. (Camp)	Fall Welcome is required
CRITICAL: Meet with faculty mentor, discuss iPOS, culminating experience ideas, and other goals	By Sept. 15	Required
Attend Graduate Luncheons (held twice each semester)	Sept. and Nov.	
Attend iPOS workshop and use check sheet to create a draft iPOS; review with faculty mentor	Nov.	Strongly Recommended
CRITICAL: Successfully complete SOS 510 & 511	By End of Semester	Required
Attend funding workshops; investigate/apply for financial aid opportunities	Every Semester	Strongly Recommended
Seek out internships, study abroad, and research opportunities	Every Semester	Study abroad scholarship deadlines are typically in fall
Successfully complete courses; must maintain 3.0 GPA	Every Semester	Required
First Year (Spring)		
Activity	Timing	Notes
Attend Welcome Back Mixer	Jan.	
Attend Graduate Luncheons (held twice each semester)	Feb. and Apr.	
CRITICAL: Meet with faculty mentor/SMEs to discuss iPOS, culminating experience ideas, and other goals	By Feb. 15	Required
CRITICAL: Submit iPOS (with faculty mentor listed)	By Mar. 1	Required
CRITICAL: Submit Annual Review survey and updated resume/CV	By Mar. 1	Required
Participate in Graduate Recruitment Visit (share your experience)	Mar.	
CRITICAL: Meet with MSUS Projects Program Manager (about culminating experience)	By Mar. 15	Required
CRITICAL: Successfully complete SOS 531	By End of Semester	Required
CRITICAL: Successfully complete SOS 582 and have an approved culminating experience proposal on file	By End of Semester	Required
Complete the Graduate Program Annual Satisfaction Survey	Apr.	
Attend funding workshops; investigate/apply for financial aid opportunities	Every Semester	Strongly Recommended
Seek out internships, study abroad, and research opportunities	Every Semester	
Successfully complete courses; must maintain 3.0 GPA	Every Semester	Required

Second Year (Fall)		
Activity	Timing	Notes
Attend welcome back mixer	Aug.	
Attend Graduation Exit Session	Late Jan.	
CRITICAL: Meet with faculty mentor/SMEs to discuss iPOS, culminating experience progress, and other goals	By Sept. 15	Required
Attend Graduate Luncheons (held twice each semester)	Sept. and Nov.	
CRITICAL: Final iPOS Update (if needed)	By Oct. 1	Required
CRITICAL: Apply for graduation (see university deadlines)	Early Oct.	Required
Fulfill graduation ceremony requirements (submit forms, pay for cap & gown, etc.) - only if participating in one or both ceremonies	Mid-semester	
Seek out job opportunities for post-graduation	Mid-semester	
CRITICAL: Arrange CE Presentation	In Advance	Required
CRITICAL: Successfully complete SOS 593, have approved CE deliverables on file, and present CE	By End of Semester	Required
CRITICAL: Submit all CE Deliverables	By End of Semester	Required
Attend funding workshops; apply for financial aid opportunities	Every Semester	Strongly Recommended
Seek out internships, study abroad, and research opportunities	Every Semester	Study abroad scholarship deadlines are typically in fall
Successfully complete courses; must maintain 3.0 GPA	Every Semester	Required