



## GRADUATE HANDBOOK 2014-2015

August 2014

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Doctor of Philosophy (PhD)

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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 or manuals; however, references are made to other handbooks and links provided for students to review full details on policies outside of the department.

## Student Responsibility

It is the responsibility of each student to understand and observe all procedures and requirements specified by the Office of Graduate Education and the School of Sustainability. **It is a requirement for all SOS students to read and understand the SOS Graduate Handbook, the Office of 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. The faculty are eligible to participate as a student's committee chair. The scientists and scholars are able to participate as a co-chair or member on a student's committee. Eligibility questions can be sent to [SOSGradAdvising@asu.edu](mailto:SOSGradAdvising@asu.edu).

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

## PhD Curriculum Summary

The SOS PhD program emphasizes cross-disciplinary knowledge and skills. PhD students will work with faculty (mentor, committee chair or supervisory committee) to determine the classes taken to complete the degree. A student's past experience, intended focus of study and elective preferences will help determine these classes.

The program of study will comprise a minimum of 84-credit hours for those entering with only a bachelor's degree or 54-credit hours for those entering with an earned master's degree. In summary:

PhD Curriculum	Credit Hours	
	Admitted with a Bachelor's	Admitted with a Master's
Core Courses	21	15*
Challenge Area Seminars		
Solutions Workshops	6	3*
Research	12	12
Dissertation	12	12
Electives **Of which, a maximum of 6 hours can be at the 400-level ***500-level or higher	33**	12***
<b>Total Semester Hours Required</b>	<b>84</b>	<b>54</b>

\*Assuming relevant coursework at the master's level

Please see *Addendum A* of this handbook for curriculum details; Addenda B-D course descriptions on core courses, challenge area seminars and workshops, research, dissertation and electives.

## Time Limit

All students are expected to meet the program milestones. Failure to meet these milestones could subject students to probation and a request to leave the program. Students should complete the doctoral degree program within three to five years. In some instances, students may need some additional time to complete the dissertation or required revisions. If this happens, students should not exceed a total of ten years for completing the degree.

The ten-year period starts with initial enrollment in the doctoral program. In addition, the student must take the final oral examination in defense of the dissertation within five years of advancing to candidacy, i.e., passing the written comprehensive exam and the prospectus defense. Any exception must be approved by the supervisory committee and the Office of Graduate Education, and ordinarily involves repetition of the comprehensive examination and/or the prospectus defense. To request an exception, students must submit a [Petition to the Office of Graduate Education](#).

Also, the student must defend the prospectus within six months of passing the written comprehensive exam, per SOS policies. A student can petition for an extension of the six-month rule by submitting a SOS petition form. The petition will need to be approved by supervisory committee and the graduate director for the extension to be granted.

## 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 for credit, taking a comprehensive exam (PhD only), defending a prospectus (PhD only), proposing a master's thesis or scientific paper proposal to their committee, completing a culminating experience, defending a thesis or scientific paper or graduating from the degree program.

To maintain continuous enrollment, credit hours must be:

- A graduate-level course; or
- The one-credit class, Continuing Registration:
  - SOS 595 for master's students or
  - SOS 795 for doctoral students

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/ 795 Continuous 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 the Office of 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 advisor, the members of the student's supervisory committee (if applicable) and the graduate director, must be approved by the Office of 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 the Office of 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 its graduate programs 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.

#### ***Assistantships***

Students in good standing are eligible to apply for teaching assistantships (TA) as part of the annual review process conducted every year in March. The TA application is a section in the annual review survey. 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 around April 15 or just after. Between April 15 and April 30, the department works on second and third-round TA offer letters.

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 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, usually their committee chair or someone on the supervisory committee. 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.

#### ***Scholarships and Fellowships***

Students may also visit the [Office of Graduate Education's](#) website, the [SOS](#) website, the SOS Graduate Community Blackboard site to find other links for 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 you pay interest on the loans while you are in school.

### **SAP Form**

Also, to remain eligible for student loans, student must meet specific GPA requirements and make academic satisfactory progress (pace rate) toward degree completion. A course withdrawal "W" on your 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 advisor 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. More than 12,000 students from 140 countries choose ASU to pursue their graduate degrees. 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 printers 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.

### **Reserving Rooms**

Graduate students may reserve WGHL rooms through the course scheduler. Requests can be emailed to [SOSGradAdvising@asu.edu](mailto:SOSGradAdvising@asu.edu)

School of Sustainability students can reserve conference rooms if:

- They are reserving the room for a thesis, dissertation, 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 the 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 3<sup>rd</sup> or 4<sup>th</sup> floor before their reservation.

In both instances, students are responsible for providing their phone number for the reservation and making sure the room is cleaned up at the end of the meeting.

Other options for students looking for space include:

- WGHL breezeways and 1<sup>st</sup> floor tables on our patio
- Computing Commons and Coor Hall Team Rooms/Group Study Areas <https://ucc.asu.edu/sites/faq/>
- Libraries:
  - Noble Library Study Rooms <https://lib.asu.edu/noble/study>
  - Hayden Library Study Rooms <https://lib.asu.edu/hayden/study>

- Music Library Study Rooms <https://lib.asu.edu/music/study>
- Memorial Union has lots of open/informal space
- Students that are trying to reserve space for a registered student organization can reserve classrooms through classroom scheduling
  - See p. 2 of the following procedure manual <https://astra.oasis.asu.edu/astraweb/docs/EventSchedulingProcedures.pdf>
  - Classroom Scheduling page (once they have a contact designated with classroom scheduling) [https://astra.oasis.asu.edu/astraweb/index.jsp?start\\_page=home.htm](https://astra.oasis.asu.edu/astraweb/index.jsp?start_page=home.htm)
  - Their contact information is (480) 965-6578 or [rooms@asu.edu](mailto: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.

### **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 the Office of Graduate Education for withdrawal from the degree program.

The following policies pertain to all SOS graduate programs:

- **Minimum GPA:** To be eligible for a degree and to remain in good academic standing, a SOS graduate student must achieve the minimum grade-point average (GPA) set for the program of enrollment. The program-specific GPAs are as follows:
  - 3.25 for MA, MS and PhD
  - 3.00 for MSUS

Students must maintain the program-specific cumulative GPA in the following areas: 1) all courses numbered 500 or higher that appear on the transcript, and 2) all courses that appear on the plan of study.

The SOS GPA policy also includes post-baccalaureate courses (undergrad classes not listed on the plan of study) taken at ASU, in which students are required to maintain at least a cumulative 3.00 GPA.

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

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

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

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

- Individual Course Grades: A grade of "C" is not allowed on any courses within a student's plan of study. If a student receives a "C", then he or she must re-take the course or seek approval from the Graduate Committee to remove the course from the plan of study.

The following policies pertain to the doctoral program only:

- Time Limit for Passing Written Comprehensive Exam: Students should take the comprehensive exam within one year of finishing their coursework.
- Retaking the Written Comprehensive Exam: Students must petition the Office of Graduate Education to retake the comprehensive exam, and reexamination must occur no sooner than three months and no later than one year from the original exam date. Only one reexamination will be approved.
- Time Limit for Defending the Dissertation Prospectus: PhD students should defend the dissertation prospectus within six months of passing the comprehensive exam. Extensions on the six-month limit must be approved by the student's supervisory committee and the graduate director. The student must submit a completed SOS internal petition form to request an extension.
- Time Limit for Completing the Doctoral Degree: Doctoral students are expected to meet the School of Sustainability program milestones. Failure to do so may result in probation (see below). The Office of Graduate Education requires doctoral students to complete all program requirements within a ten-year period. The ten-year period starts with initial enrollment in the doctoral program. In addition, the student must take the final oral examination in defense of the dissertation within five years of passing the comprehensive examinations. The defense of the dissertation must take place at least 6 months after the student is advanced to candidacy.

### ***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 Graduate Committee and student's faculty advisors will review student progress annually. Students who are not making satisfactory progress may be dismissed from the program, according to university regulations.

### ***Annual Review***

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

- Check Sheet (provided by the graduate coordinator)
- Transcript (provided by the graduate coordinator)
- Comments (provided by SOS faculty)

- Updated CV or resume (provided by the student by March 1<sup>st</sup>)
- Completed Annual Review Survey (provided by the student by March 1<sup>st</sup>)

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

### ***Probation Policy***

A student may be placed on academic probation if:

1. The student's cumulative GPA in all courses numbered 500 and above and in all work specifically included in the plan of study falls below the program-specific GPA as outlined in the Satisfactory Academic Progress Policy section;
2. The student's cumulative GPA for all post-baccalaureate courses taken at ASU falls below 3.00;
3. The student receives a C or lower in a course on their plan of study;
4. The student has more than two incompletes since starting the program; or
5. 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 email when first placed on probation and will be required to complete a Probation Agreement with their faculty advisor or the Graduate Committee. Students on probation must meet monthly with their faculty advisor 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 the program-specific 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 Agreement;
2. The student receives a C or lower grade while on academic probation for any reason;
3. The student has more than two permanent incompletes since starting the program;
4. The student fails to meet milestones specified in the graduate handbook; or
5. The student fails to meet conditions stipulated in their Probation Agreement.

Students will be notified by email 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.

## **SOS 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, 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. All questions regarding coursework or research applied toward the degree should be addressed to the student's faculty mentor/ advisor or supervisory committee.

### ***Role of the Faculty Mentor or Advisor (Committee Chair)***

Students are assigned an initial faculty *mentor* when they enter the program. The mentor's role is to assist the student with choosing appropriate classes at the beginning of their program and help identify ideal faculty for the student to talk with for the purpose of establishing the supervisory committee. The mentor may become the student's faculty advisor but this is not always the case. The potential advisor must agree to participate in this role.

A student's first responsibility is to meet with several faculty members with the intent of identifying one who will serve as the student's *advisor (aka committee chair)* throughout the program. This advisor will act as chair or co-chair of the student's supervisory committee. Students are encouraged to consult with their faculty mentor or advisor prior to registering for classes each semester to ensure classes will contribute to degree completion. Once a supervisory committee is formed, the entire committee must approve classes listed on the plan of study, per SOS policies.

### ***Committee Participation Eligibility***

A full supervisory committee must be interdisciplinary and have a minimum of three people (one committee chair and two members or two co-chairs and one member). The chair or co-chair of the supervisory committee must be a [SOS faculty member](#) or [approved by the Office of Graduate Education](#) to chair an SOS committee and must meet certain criteria. Usually, only tenured or tenure-track faculty are granted thesis-chair approval. Please check with the graduate coordinator about chair eligibility if there are any questions. Committee members are typically ASU faculty members (not limited to SOS faculty) or a [Sustainability Scientist or Scholar](#).

Faculty Emeriti who meet Office of Graduate Education criteria may serve as members or co-chairs on graduate supervisory committees. They may serve as chairs with the recommendation of the academic unit and approval of the Office of Graduate Education on a case by case basis. Qualified individuals outside the university, upon the recommendation of the graduate director and approval of the Office of Graduate Education, may serve as members of thesis and dissertation committees. All such requests must be submitted to the Office of Graduate Education for approval using one of the appropriate [Committee Approval](#) forms. Questions about committee formation and university procedures can be addressed to the graduate coordinator.

### ***Establishing a Committee Chair***

PhD students entering the program with an earned master's degree are expected to identify a faculty advisor (committee chair) no later than the middle of the second semester in the program. The plan of study (iPOS) is due by March 1 of the first year. The student must list the committee chair on the online iPOS in order to submit it. Therefore, the student is encouraged to establish the chair by the end of the first semester or early in the second semester to meet the March 1 deadline.

PhD students entering the program with only a bachelor's degree are expected to identify a faculty advisor (committee chair) no later than the middle of the fourth semester in the program. The plan of study (iPOS) is due by March 1 of the second year. The student must list the committee chair on the online iPOS in order to submit it. Therefore, the student is encouraged to establish the chair by the end of the third semester or early in the fourth semester to meet the March 1 deadline.

To establish a committee chair, the student must ask the potential committee chair if he or she is willing to take on the student as their advisee in the role of chair (not member). If the student wants to work with two faculty members, who will both serve as advisors, then the roles will be co-chairs. In a co-chair situation, both faculty need to be aware that they are co-chairs and be informed of who is serving as the other co-chair. Approval from both is required.

The student will list the confirmed chair or co-chairs on the plan of study. The graduate coordinator will follow up with the student and the faculty if additional paperwork is requested by the Office of Graduate Education.

Students who are unable to establish a committee chair should consult with their assigned mentor or the graduate director well before the March 1 deadline.

Once a committee chair has been established, students work with their chair to map out their entire degree progression (plan of study). The plan will eventually need to be reviewed and approved by the entire supervisory committee. Students will also consult their chair for forming a supervisory committee made up of members who can provide an interdisciplinary perspective on the student's research.

### ***Establishing a Supervisory Committee***

Since the committee must be interdisciplinary, the student should talk with several faculty members to determine possible committee members and then discuss the options with the committee chair. The student will need to ask the potential committee members if they are willing and able to participate in the role of member on the student's committee. When two willing committee members have been found, the student adds their names to their iPOS and submits it for review. If the names do not appear in the iPOS system, then an eligibility issue may exist and the student should contact the graduate coordinator.

The remaining committee members should be selected by the end of the second semester (students with master's) or by the end of the fourth semester (students without a master's). Students should confirm directly with the chair and committee members that each person is willing and able to participate on the student's committee. Once confirmed, the student lists each person on the plan of study (iPOS) to officially establish the committee with the university. The graduate



coordinator will follow up with the student and the faculty if additional paperwork is requested by the Office of Graduate Education.

## **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 an undergraduate, 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 the Office of 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 at least a "B" grade or the equivalent in the course(s)
- approved by supervisory committee 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.

Students who are dismissed from the program for any reason are able to reapply. If the student is readmitted, then the pre-admission policy applies for all credits earned prior to the dismissal. If classes do not meet all the requirements for pre-admission credits, then they cannot be used, meaning some classes may have to be retaken.

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

## **Check Sheet and Plan of Study**

### ***Check Sheet***

Until the plan of study is filed, students can track coursework requirements using the *PHD SOS 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.

### ***Plan of Study (iPOS)***

An interactive plan of study (iPOS) must be filed online via [MyASU](#) with the Office of Graduate Education. The iPOS is a formal plan to meet degree requirements. It includes all courses to be taken and the designation of a dissertation. The iPOS is an agreement that the work specified on the iPOS will be sufficient for the desired



degree. PhD students should submit the iPOS online by March 1 of the second semester (students with a master's) or the fourth semester (students without a master's) and *before* they complete 50% of their coursework (i.e., 27 – 42 credits). 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 all their coursework, discuss the plan with their committee chair and receive the chair'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, the student's committee chair 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 the Office of Graduate Education for the final review. Once the Office of 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 committee 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 the Office of Graduate Education, must be on file before a student's thesis 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***

The graduate coordinator will hold at least one iPOS workshop each semester to help students successfully submit the iPOS or changes to the iPOS. The graduate coordinator will also discuss how and when to submit a SOS petition and the Office of 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 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 can set up an individual advising appointment with the graduate advisor by contacting the SOS advising front desk at 480-727-6963, Monday – Friday, 9am – 4pm.

## **Master's in Passing**

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

1. Complete thirty-three hours of coursework that meet the requirements for the non-thesis master's degree;

*Courses taken before the student was admitted to the PhD program CANNOT be used on the MIP iPOS. Please check with the graduate coordinator for more information about what can and cannot be used.*

2. Have a 3.25 or higher ASU GPA in all courses numbered 500 and above, as well as in all coursework that is included on the plan of study;
3. Have selected a supervisory committee;
4. Submit a portfolio for review by the supervisory committee consisting of the following work (papers should include grades received and instructor comments):
  - a. One exemplary research paper
  - b. One exemplary paper or project of an applied nature
  - c. A short paper (such as an essay or an opinion piece) or a poster
  - d. A reflective essay discussing the papers that looks back at the learning demonstrated in the pieces and forward to knowledge and skills that the student needs to develop
5. When the portfolio is approved by the supervisory committee, see the graduate coordinator to complete a [Master's in Passing Request](#) form and obtain all relevant signatures;
6. The student will be prompted by the Office of Graduate Education to complete an MIP iPOS.
7. Apply for graduation or the MIP will not be awarded.

Note: Students who include 30 hours from a previously awarded master's degree on their doctoral plan of study are not eligible for a Master's in Passing.

Please see the Graduate Coordinator for more detailed instructions.

## **Comprehensive Examination**

When students have completed or are close to completing the coursework in an approved plan of study, they may request permission to take the comprehensive examination. Students must be in good academic standing regarding GPA requirements prior to taking the doctoral comprehensive examination. PhD comprehensive examinations are administered by the student's supervisory

committee. The supervisory committee should be diverse and not represent a single discipline or narrow field of expertise.

The student must fill out Parts I and II of the Comprehensive Exam Results form (located in the SOS Blackboard site) and submit it to the examining committee chair for completing of the additional Parts and signatures from the examining committee. The form must be submitted with the student's exam answers.

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

Based on the research statement and bibliography, each committee member will prepare relevant questions, which the committee chair will compile into a single examination. The student will answer the questions in written format. The supervisory committee will review the written responses and will assign any of the following designations: pass as written, pass dependent on satisfactorily rewritten or revised questions, retake, and fail.

Students should take the comprehensive examinations within one year of finishing their coursework. Students must petition the Office of Graduate Education to retake the comprehensive exam if they fail, and reexamination must occur no sooner than three months, and no later than one year, from the original exam date. Only one reexamination will be approved.

After passing the comprehensive examination, the student should submit the form with committee signatures to the graduate coordinator who will report the results to the Office of Graduate Education and enter them into the student's official plan of study form.

## **Dissertation Prospectus**

In careful consultation with the supervisory committee, the candidate will prepare a written dissertation proposal. The format of the proposal will be determined by the supervisory committee but should include an original and meaningful research question, a summary of appropriate theory, methods, data, and knowledge, and a clear and realistic plan for completing the dissertation requirements in a timely fashion. The candidate may elect to submit the dissertation proposal in the format of a dissertation improvement grant proposal to the National Science Foundation or other appropriate funding agencies. An oral examination in defense of the dissertation prospectus is required, and will be scheduled by the supervisory committee no later than six months after a student passes the comprehensive examination. The dissertation proposal defense should occur after successful completion of the comprehensive examinations.

The defense will be public but the committee will also meet privately with the candidate. The student should work on scheduling the defense with the Graduate Coordinator. After the defense is scheduled, the student will receive a defense announcement template from the graduate coordinator where they will provide the dissertation title page, abstract page, list of committee members, and the date, time, and location of the defense. The graduate coordinator will then send an e-mail notice to students and faculty prior to the defense.

The defense announcement is due two weeks before the defense date.

The student needs to complete Part I and II of the Prospectus Defense Results form (located in the SOS Blackboard site) and submit it to the examining committee chair at the prospectus defense. Following approval of the dissertation prospectus, signatures of the committee should be entered in Part II of the form. The completed form should be immediately submitted by the student to the graduate coordinator who will make sure the status is entered in the system.

### **Advancement to Candidacy**

PhD students achieve candidacy status in a letter from the Office of Graduate Education after passing the comprehensive examinations and successfully defending the dissertation prospectus. The Office of Graduate Education sends a letter admitting the student to candidacy after receiving the Results of the Doctoral Dissertation Proposal/Prospectus form reflecting successful approval of the prospectus. If the student fails to advance to candidacy within the time limit set by the Office of Graduate Education policy, the School may recommend withdrawal of the student from the PhD program.

### **Application for Graduation**

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

The Graduate Application for Graduation is through MyASU. Additional instructions on applying for [graduation](#) are online.

### ***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 the Office of 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 the Office of 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.

## **Dissertation Defense Announcement**

After the defense is scheduled with the Office of Graduate Education, the student will receive a defense announcement template from the graduate coordinator where they will provide the dissertation title page, abstract page, list of committee members, and the date, time, and location of the defense. The graduate coordinator will then post the announcement on the SOS website and send an e-mail notice to students and faculty prior to the defense.

The defense announcement is due two weeks before the defense date.

## **Dissertation**

All dissertations are required to meet a certain standard as a recognizable product of ASU. The student's committee, department and the Office of Graduate Education expect to see evidence of careful attention to style and format in the document that the student presents as part of their culminating experience. Please follow the [formatting guidelines](#) set by the Office of Graduate Education. For more information on dissertation style, students should consult the *Format Manual* and their committee chair.

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

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

Once the committee agrees on the day and time of the defense, the student needs to reserve a room for the defense. Students may contact the graduate coordinator for room reservation instructions. At least ten working days prior to the oral defense, the student must send a copy of their dissertation for format evaluation to [gradformat@asu.edu](mailto:gradformat@asu.edu) and schedule their defense through [MyASU](#). Please consult the Office of Graduate Education's [Graduation Deadlines and Procedures](#) Website and the [10 Working-Day Calendar](#) on this site.

### **Pass/Fail Form**

Upon Office of Graduate Education approval of the defense date, the entire committee and the graduate coordinator will receive the student's pass/fail form from the Office of Graduate Education by email. The committee chair or co-chair will

bring the pass/fail form to the defense. This form is not given to the student until after completing all dissertation and defense requirements. However, the graduate coordinator must have a copy of the pass/fail form after the defense despite the results, since the results must be reported to the Office of Graduate Education within 10 days.

### **After the Defense**

After a student completes the oral defense of the dissertation, he or she will want to take care of [final arrangements to ensure completion of the degree](#).

The graduate coordinator needs a copy of the pass/fail form after the defense. If the student passes with no revisions needed, then the committee will give the signed original pass/fail form to the student. The student then needs to drop off a photocopy of the form or email a PDF of it to the graduate coordinator before taking the original to the Office of Graduate Education.

If a student passes with major or minor revisions, then the committee chair will retain the form (or give it to the graduate coordinator) until all revisions have been submitted and approved. At that time, the chair will sign the original form to signify all requirements have been met. The student must deliver the form in person to the Office of Graduate Education by the deadline (see the Office of Graduate Education's list of [deadlines](#)) but needs to send a copy to the graduate coordinator first.

After the defense, the student should ask their chair to email a copy or drop off a photocopy of the pass/fail form to the graduate coordinator immediately. The graduate coordinator will report the results to the Office of Graduate Education. The report of results is due within 10 working days of the defense so that the Office of Graduate Education knows if the form is due (pass with no revisions), revisions are required (for a pass with major or minor revisions) or if the student did not pass the defense. In some cases, the results may be due in less than 10 days after the defense. Refer to the [graduation deadlines](#) posted on the Office of Graduate Education's website.

### **Final Grades**

The final passing grade for Research (SOS 792), Dissertation (SOS 799), Reading and Conference (SOS 790) is Y (satisfactory). A "Z" grade is given for continuing registration (SOS 795). Reading and Conference (SOS 790) may be taken for a letter grade if approved by the instructor. A "Z" grade will be given assigned to Dissertation and Research until the student successfully completes all graduation requirements. At the end of the student's last semester, those "Z" grades will be changed to "Y", with the exception of Continuing Registration, which always has a "Z" grade.

### **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](mailto:kkyle@asu.edu) or call her at 965-5704. Online writing resources are available in the graduate-student section of the SOS website.

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## Travel Grants

Students can apply for travel grant funds through three sources: the School of Sustainability, the ASU Office of 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 limited SOS graduate student travel to support thesis/dissertation research and to attend sustainability-related conferences and other professional-development opportunities (workshops, seminars, lectures, expos, etc.). More information can be found on the travel-grant application on the SOS Graduate Student Community Blackboard site.

The ASU Office of 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](#).

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## **Addendum A: PhD Curriculum Overview**



## Course and Graduation Requirements

Students may be admitted to the PhD program with either a bachelor's or a master's degree from a regionally accredited institution, or the equivalent of a US bachelor's degree from an international institution officially recognized by the country in which it is located.

The program of study will comprise a minimum of 84-credit hours for those entering with only a bachelor's degree or 54-credit hours for those entering with an earned master's degree. In summary:

PhD Curriculum	Credit Hours	
	Admitted with a Bachelor's	Admitted with a Master's
Core Courses	21	15*
Challenge Area Seminars		
Solutions Workshops	6	3*
Research	12	12
Dissertation	12	12
Electives <i>**Of which, a maximum of 6 hours can be at the 400-level</i> <i>***500-level or higher</i>	33**	12***
<b>Total Semester Hours Required</b>	<b>84</b>	<b>54</b>

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

### Policy on Specific Courses

The SOS 510 and 520 core courses, Research and Dissertation hours are required of all PhD students. These are non-negotiable.

Classes used to fulfill the remaining core, challenge area seminars, solutions workshops and elective classes are more flexible. The classes described in this section have been pre-approved by the SOS administration. Students should still consult with their committee chair and supervisory committee about which classes are most appropriate for their specific educational and professional goals.

Initially, PhD students will consult with their faculty mentor or committee chair. Once a full supervisory committee is formed, the entire committee (not just the chair) will be required to approve all classes listed on the student's plan of study, per SOS policies.

Students are eligible to use up to six 400-level credits on the plan of study. Students should consult with their supervisory committee prior to enrollment to ensure the 400-level coursework is appropriate for supporting the student's goals.

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**Addendum B: Core Courses (Required) &  
Additional Core Courses (Optional)**

## Core Courses

(21 hours if admitted with a bachelor's and 15 hours if admitted with a master's. Credit requirements are a combination of the core and the challenge area courses; see Addendum C for challenge area course details)

### Core Courses

The core 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 needed to work across the disciplines on sustainability problems.

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**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.

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**SOS 520:** *Introduction to Research Design and Methods (3) (Required for all MA, MS and PhD students in the first semester)*

This class is designed to provide students with an overview of a diversity of methods currently used in sustainability research, and to help them develop the skills needed to match methods with research questions, and to critically assess the strengths and limitations any method brings to research.

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### Additional Core Courses

In addition to these two courses, students are required to take twelve hours from the following lists of additional core courses and challenge area seminars:

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**SOS 511:** *Transformational Sustainability Research (3)*

Transformational sustainability research aims at developing evidence-based solutions to real-world sustainability challenges. The course introduces a methodological framework that integrates methods from description/analysis to visioning and strategy building (from knowledge to action); addresses the specific functions, underlying assumptions, strengths, and weaknesses of sustainability research methods; familiarizes students with distinct ways of how to combine sustainability research methods for problem solving (e.g., intervention research, transition research); integrates two short training programs, one on teamwork skills, the other one on participatory research with stakeholders.

-OR-

**SOS 591:** *Applied Robustness Analysis in Social Ecological Systems (3)*

In this course students will learn how to use qualitative case-study comparison and analysis to understand the robustness of social ecological systems (SESs) and socio-technical systems (STSs). In particular, students will engage with the Robustness Framework developed by Anderies, Janssen, and Ostrom and related tools from institutional analysis, political science, economics, and ethnography in

order to study SESs/STSSs.

-OR-

SOS 591: *Qualitative Methods for Sustainability Problems (3)*

This course introduces students to the theory and application of qualitative methods to sustainability research and practice. By the end of the course students will have defined and framed a sustainability problem and applied a range of qualitative methods to it, be able to articulate the strengths and weaknesses of these methods, and have a framework for assessing the appropriate use and evaluation of qualitative methods.

-OR-

SOS 591: *Seminar on Stochastic Modeling Ecology and Hydrology (3)*

This course takes a problem-based approach to introduce stochastic modeling in context of ecology and hydrology. The format will be that of a seminar course. The students will be asked to study selected papers in detail, through reading and in-class discussion, such that they understand and can derive the results and mathematical expressions reported therein. During the first part of the course, the instructor will lead the discussion. Afterwards, the students will take turn to lead the discussion.

-OR-

SOS 598: *Mathematical Concepts and Tools in Sustainability (3)*

This course will equip you with some of the mathematical concepts and tools necessary for understanding and tackling sustainability problems. These concepts and tools will be introduced in a problem-based context. It will start with a toy model of sustainability, a simple model that explores how human and natural systems interact, including the effects of time lags on stability.

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SOS 512: *Sustainable Resource Allocation (3)*

Microeconomic principles of resource allocation applied to environmental goods and services; external environmental effects and environmental public goods; decision-making under uncertainty; adapting to and mitigating environmental changes.

-OR-

SOS 598: *Ecological (Sustainability) Economics (3)*

Description will be posted at the time course is offered.

-OR-

SOS 598: *Microeconomics of Behaviour (3)*

Description will be posted at the time course is offered.

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SOS 513: *Science for Sustainability (3)*

Carbon cycle; nutrient cycles; carbon and nutrients in the oceans; climate change; oxygen and ozone; solid-waste pollution; urban-air pollution.

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SOS 514: *Human Dimensions of Sustainability (3)*

Concepts and definitions of the human dimensions of sustainability; the role of attitudes and values in shaping sustainability goals, practices, and programs; the diversity of values and socio-cultural contexts relating to sustainability; bottom-up and top-down sustainable policy development, social-data-collection methodologies.

-OR-

SOS 553: *Ecological Anthropology (3)*

Focuses on the theories and methods that environmental anthropology (EA) can bring to bear on human-environmental questions across a variety of social-ecological systems. Explores how environmental anthropologists approach these complex challenges, and considers the role of EA within larger interdisciplinary approaches for understanding development, adaptation, vulnerability, and change.

-OR-

SOS 591: *Sustainability Science: Interactions Between Human and Environmental Systems (3)*

This is a course on the core theories of sustainability science -- an emerging field of problem-driven research dealing with the interactions between human and environmental systems. The problem that motivates the course, and the field, is the challenge of sustainability: improving the well-being of present and future generations in ways that conserve the planet's life support systems over the long term.

-OR-

SOS 591: *Adaptation, Resilience and Transformation (3)*

Adaptation has emerged as a core concern of public policy and international development. While adaptation has long been a subject of academic research in the natural and social sciences, in the context of global environmental change adaptation has taken on new and different meanings. Resilience, a concept familiar in ecology, has also entered into the debate on human response to stress and disturbance. Here the concept has been used to highlight concerns about the direction of social change and the dynamics of social-ecological systems.

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SOS 515: *Industrial Ecology and Design for Sustainability (3)*

Conceptual, ethical, and practical challenges in the design, manufacture, and lifecycle performance of products; environmental evaluation via materials-flow analysis and life-cycle assessment; global economic, environmental, cultural, and social aspects of competitive and functional product development and manufacture.

-OR-

CEE 598: *Life Cycle Assessment for Civil Systems (3)*

Covers fundamental and advanced concepts of the life cycle assessment (LCA) framework exploring products, services, activities, and infrastructure systems. Key concepts for system boundary selection, functional unit selection, inventorying, impact assessment, and interpretation stages are examined with a focus on energy and environmental assessment.

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SOS 516: *Science, Technology, and Public Affairs (3)*

Political, economic, cultural, and moral foundations of science and technology policy and governance in democratic society.

- OR -

SOS 518: *Uncertainty and Decision Making (3)*

Explores uncertainty and its relationship to decision making, with a particular focus on the ways that science is applied in order to improve decisions. A central theme is the relationship among uncertainty, scientific prediction, and decision making, especially with regard to politically charged issues, e.g., as related to management of the environment.

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SOS 517: *Sustainability & Enterprise (3)*

Examines the evolving interface between sustainability and human enterprise. Explores and reviews key fundamental concepts in the sustainability arena. Delves into specific case studies of attempts by current businesses to become "greener" and "more sustainable", Alternative enterprise models and examples of businesses that are using the current context to redefine the sustainability and enterprise interface will be also explored and discussed. Explores and applies an integrated approach to sustainability and enterprise.

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SOS 570: *Fundamentals of CAS Science (3)*

Many phenomena of critical relevance to human society are dynamic systems that change over individual and evolutionary time scales, and are highly interactive, both within and between systems. That is, they are complex adaptive systems (CAS), and thus share isomorphic properties like near-decomposability, hierarchical organization, scale-free networks, self-organized criticality, and emergence. Fundamentals of CAS science explores the diverse, interdisciplinary applications of a complex adaptive systems across the social, behavioral, and life sciences.

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SOS 591: *Governance for Sustainability (3)*

Governance for sustainability involves the emergence of self-governing networks that regulate actors' interactions with the goal of improving sustainability outcomes measured in terms of social and ecological performance (efficiency, equity, accountability, adaptation capacity, biodiversity, etc.).

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SOS 591: *Environmental Ethics and Policy (3)*

An advanced, discussion-intensive course in applied environmental ethics and policy studies. Seminar participants will examine the ethical foundations of evolving environmental policy and management goals, including emerging issues relating to environmental valuation and the societal and scientific dimensions of formulating ecological and conservation policy on a rapidly changing planet.

-OR-

SOS 598: *Sustainability Ethics for Science and Engineering (3)*

This course uses a novel, game-based pedagogy to immerse students in the salient ethical problems of sustainability, including: environmental externalities, the Tragedy of the Commons, weak vs. strong sustainability, and intra-generational equity. Students will formulate and test moral hypotheses via on-line collaboration with multiple Universities simultaneously administering the same game modules on their campuses. Applications in climate change.

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Note: Additional courses may be added to this list.

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## **Addendum C: Challenge Area Seminars**

## **Challenge Area Seminars**

(21 hours if admitted with a bachelor's and 15 hours if admitted with a master's. Credit requirements are a combination of the core and the challenge area courses; see Addendum B for core course details)

Challenge-area seminars provide students with a strong foundation (content knowledge, big theory, and big studies) in the main themes of the School. Students are required to complete at least three challenge area seminar hours related to their area of focus.

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**SOS 530:** *International Development and Sustainability (3)*

Historical roots of the idea of development; economic theories of growth and their implications for sustainability; interrelationship among population growth, food security, poverty, inequality, urbanization, technological change, international trade, and environmental change at local, regional, and global scales.

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**SOS 532:** *Sustainable Urban Dynamics (3)*

Human and physical processes shaping urban ecologies and environments; human-environment interactions in the context of an urban region; effect of institutional and regulatory frameworks on the resilience and sustainability of social and urban-ecological systems; urban design, materials, transport, planning, and regulation.

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**SOS 533:** *Sustainable Water (3)*

Hydrological, legal, political, and ecological implications of alternative water-management strategies; effect of institutional and regulatory frameworks; changes in water demand and supply due to human (population growth, economic changes) and natural (drought, climate change) factors.

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**SOS 534:** *Sustainable Energy and Material Use (3)*

Sustainable engineering; overall energy needs and impacts; thermodynamics, heat transfer, and fluid mechanisms; atmospheric energy systems; field investigation; current and future urban energy systems.

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**SOS 535:** *Sustainable Ecosystems (4)*

How human activities and management practices alter biodiversity, ecosystem functioning, and the provisioning of ecosystem services; use of economic and other social-science perspectives to estimate the value of ecosystem services; evaluation of options for achieving the sustainable flow of services from ecosystems.

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**SOS 536:** *Food System Sustainability (3)*

Takes a broad view of food systems and the sustainability of such systems. Students are exposed to concepts, theory, methods and empirical analyses from diverse disciplines, including agro-ecology, agronomy, political science, agricultural economics, geography, anthropology and food and nutrition studies.

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**SOS 591:** *Legal Issues in Sustainability (3)*

Addresses law as both an enabler and an impediment to the identification and adoption of sustainable practices. Looks at the intended and unintended impacts of the law on the social, environmental, and economic components of

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sustainability solutions.

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SOS 591: *Sustainability and Social and Family Welfare (3)*

Understanding of social welfare through multiple lenses including sustainability; examine solutions associated with policy, family and household dynamics, neighborhood stability, social equity, environment, and health; emphasizes challenges in social and economic justice in a society with competing wants, needs, and values.

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SOS 598: *Urban Ecological Systems (3)*

Deals broadly with the general topic of ecology of and in urban environments, the ecosystem in which over half the world's population lives. Covers the physical, ecological, and social environment of cities and how these spheres can be integrated to advance understanding and effective management of urban ecological systems.

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SOS 598: *Sustainable Futures Studio (3)*

This course explores methods for thinking about the future and designs participatory future-oriented engagements. Focused on technology and the city, students will investigate the complex socio-technical relations that sprout up in the city that help shape future prospects for sustainability. Through study of theoretical and practical approaches to investigate socio-technical change, this course evolves to ask critical questions about responsible innovation and civic engagement. The focal project for this course will involve engaging local citizens in deliberative exercises about the potential role of nanotechnology in transforming Phoenix.

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SOS 598: *Urban Infrastructure Anatomy and Sustainable Development (3)*

Understanding how built environment infrastructure systems interact with ecosystem services is a critical for policies and decisions directing urban sustainability. The "Urban Infrastructure Anatomy and Sustainable Development" (SOS 598) course will bring together students from several disciplines to develop a semester-long research project focused on a particular urban sustainability problem in Phoenix. During the semester, students will be given background on how infrastructure systems work and are interdependent, and will explore tools and methods for urban sustainability assessment with peers from several disciplines. As a class, students will evaluate a particular urban sustainability problem for Phoenix, interact with local policy and decision makers in developing solutions, and present their findings at the end of the semester to the ASU community.

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SOS 598: *Human & Social Dimensions of Climate Change (3)*

The human dimensions research on climate change has become a central focus in the search for global action on the climate change dilemma. The seminar will draw upon the disciplines of social and natural sciences such as geography, anthropology, ecology, economics, political science, and humanities. Students working on a range of topics that explore the debate of climate change science and impacts from a vantage point of social, cultural, economic, political, and policy perspectives will certainly benefit from this seminar. To develop a more comprehensive understanding of human dimensions of climate change, the class will rely on the in-depth discussions between students and the instructor.

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SOS 598: *Climate Science for Sustainability (3)*

Introduction to the dynamic interactions between the oceans, earth surface, and atmosphere that control Earth's climate in its present state, in the context of past

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climates and projections for future climates. The course will assess the factors that will affect the trajectory of future climate change, and the sources and measurement of the critical climate parameters that are essential for guiding decisions for a sustainable future. There will also be consideration of recent climate science-related controversies, and assessments of scientific statements related to these controversies.

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SOS 598: *Sustainability Livelihoods & Biodiversity Conservation in the Tropics (3)*

This course explores the intersection between biodiversity conservation and sustainable development. Coming from different perspectives, these worlds are colliding. The course first covers the history of conservation and the history of the concept of development, then exploring the meanings of sustainable development and sustainable livelihoods, particularly in the developing and less-developed world. Finally, we will look at the recent history of efforts to implement more socially just conservation efforts, critiques of these efforts, and opportunities for the future.

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Note: Additional courses may be added to this list.

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**Addendum D: Solutions Workshops, Research,  
Dissertation, & Elective Courses**

***Solutions Workshops (6 hours if admitted with a bachelor's and 3 hours if admitted with a master's)***

Solutions workshops provide students with experience solving real-world problems that involve multiple sustainability challenges. They are problem-based and not specifically attached to a single main theme. Please check with the online schedule of classes for a current list of workshops offered (under SOS 594).

***Research and Dissertation (24 hours)***

At least twelve hours of the approved PhD program must be SOS 792 Research, and at least twelve hours must be SOS 799 Dissertation. Students will not be able to enroll in dissertation hours until they have an approved supervisory committee on their iPOS. Students may not apply credit hours earned for a PhD previously awarded at ASU or another institution. At least thirty hours (which may include research credit) of the approved PhD program and twelve dissertation hours must be completed after admission to a PhD program at ASU. A maximum of twelve dissertation hours is permitted on the plan of study.

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SOS 792:    *Research*

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SOS 799:    *Dissertation*

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Please see additional information about the dissertation on the following page.

***Elective Courses (12 hours if admitted with a master's and 33 hours if admitted with a bachelor's)***

Subject to satisfying pre-requisites and co-requisites, students admitted with a master's degree select a minimum of twelve credit hours of electives at the 500-level. Students admitted with a bachelor's degree select a minimum of thirty-three credit hours from the list, of which a maximum of six hours can be at the 400-level. Electives should be chosen in consultation with the student's chair. Electives can be taken outside of the School of Sustainability – A [comprehensive list of possible sustainability and sustainability-related courses](#) can be found online.

Students are encouraged to take professional development courses that are appropriate to their interests (e.g., the SOS reading group, brown-bag discussion group, [Preparing Future Faculty](#) coursework). These courses will most likely count as electives, subject to approval by the student's chair.

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## **Addendum E: PhD Milestones**

**Entering with a Master's  
Entering with a Bachelor's (without a Master's)**

## PhD Program Milestones (entering with a master's)

**Major Milestones:** (highlighted in yellow in the chart below)

- 1 - Establish your faculty advisor and committee; on-going process, so start early and meet with faculty at the start of each semester to stay on track
- 2 - Submit plan of study (iPOS) - due March 1, 2015 w/advisor listed; update required to officiate your committee; must do prior to comprehensive exam.
- 3 - Submit annual review materials (due March 1 every year). Survey includes the TA application for funding for next year
- 4 - Take (and pass) comprehensive exam; plan to defend prospectus within 6 months of passing the comp exam.
- 5 - Choose prospectus defense day with committee; schedule defense and advertise it. Passing the comp exam and prospectus is how you advance to PhD candidacy. You must be a PhD candidate to be eligible to register for Dissertation credits
- 6 - Choose dissertation defense day with committee; schedule defense and advertise it
- 7 - Apply to graduate (required); submit required materials for graduation ceremonies (if participating)
- 8 - Follow post-defense procedures. Some items have strict deadlines

First Year Fall (Fall 2014)	
Activity	Timing
Attend Fall Welcome activities; Fall Retreat	Aug. 18; Sept. 20-21, 2014
Meet with mentor, discuss plan of study (iPOS) and goals	Before Sep. 15, 2014
<b>Meet with faculty whose research areas align with your interests;</b> you're trying to find a faculty advisor (chair) and 2 committee members; your mentor may become your chair	<b>NOW; must have advisor (chair) established by March 1, 2015</b>
Attend graduate luncheons	Sep. 10 and Nov. 12, 2014
Attend iPOS workshop and use check sheet to create a draft iPOS; review with mentor (or advisor if you have one)	Nov. 10, 2014
<b>Successfully complete courses; must maintain 3.25 GPA</b>	<b>Every Semester</b>
Attend funding workshops; investigate/ apply for financial aid opportunities	Every Semester
Seek and plan professional and academic development experiences: conferences, workshops and publication opportunities to disseminate original research.	Every Semester

**First Year Spring (Spring 2015)**

<b>Activity</b>	<b>Timing</b>
Attend welcome back activities	First 2 weeks of school
Meet with mentor/advisor, discuss iPOS, committee and goals	Before Feb. 15, 2015
<b>Meet with faculty whose research areas align with your interests; find a faculty advisor (chair) and 2 committee members</b>	<b>NOW; must have advisor (chair) established by March 1, 2015</b>
Attend graduate luncheons	Feb. and April 2015
<b>Establish faculty advisor (committee chair) and list on iPOS</b>	<b>By March 1, 2015</b>
<b>Submit iPOS (with committee chair listed)</b>	<b>By March 1, 2015</b>
<b>Submit Annual Review survey and updated resume/ CV</b>	<b>By March 1, 2015</b>
Participate in prospective grad student recruitment visit	March 5-7, 2015
<b>Successfully complete courses; must maintain 3.25 GPA</b>	<b>Every Semester</b>
Complete the Grad Program Annual Satisfaction Survey	By the end of April 2015
Attend funding workshops; investigate/ apply for financial aid opportunities	Every Semester
Seek and plan professional and academic development experiences: conferences, workshops and publication opportunities to disseminate original research.	Every Semester

<b>Second Year Fall (Fall 2015)</b>	
<b>Activity</b>	<b>Timing</b>
Attend welcome back activities	First 2 weeks of school
<b>Establish entire committee; add to iPOS and submit for review</b>	<b>By Sep. 1, 2015</b>
Meet with committee, discuss iPOS, dissertation and goals	Before Sep. 15, 2015
Attend graduate luncheons	Sep. and Nov. 2015
<b>Successfully complete courses; must maintain 3.25 GPA</b>	<b>Every Semester</b>
Attend funding workshops; apply for financial aid opportunities	Every Semester
Seek and plan professional and academic development experiences: conferences, workshops and publication opportunities to disseminate original research.	Every Semester

<b>Second Year Spring (Spring 2016)</b>	
<b>Activity</b>	<b>Timing</b>
Attend welcome back activities	First 2 weeks of school
Meet with committee, discuss comprehensive exam and prospectus expectations	By Feb. 1, 2016
Try to finish coursework so the last year can be fully devoted to the dissertation	
Attend graduate luncheons	Feb. and April 2016
<b>Submit iPOS updates (if needed)</b>	<b>By March 1, 2016</b>
<b>Submit Annual Review survey and updated resume/ CV</b>	<b>By March 1, 2016</b>
Participate in prospective grad student recruitment visit	March 3-5, 2016
Compile a bibliography and send it to the supervisory committee in preparation for the comprehensive exam	By March 15, 2016
Complete the Grad Program Annual Satisfaction Survey	By the end of April 2016
<b>Successfully complete courses; must maintain 3.25 GPA</b>	<b>Every Semester</b>
Attend funding workshops; apply for financial aid opportunities	Every Semester
Seek and plan professional and academic development experiences: conferences, workshops and publication opportunities to disseminate original research.	Every Semester



<b>Third Year Fall (Fall 2016)</b>	
<b>Activity</b>	<b>Timing</b>
Attend welcome back activities	First 2 weeks of school
Meet with committee, choose comp exam date and prospectus date	Before Sep. 15, 2016
Attend graduate luncheons	Sep. and Nov. 2016
<b>Take the comprehensive exam; submit results form to graduate coordinator</b>	<b>By Oct. 15, 2016</b>
<b>Email SOSGradAdvising@asu.edu to schedule the prospectus defense and advertise it; submit results form to graduate coordinator</b>	<b>By end of semester.</b>
<b>Pass comprehensive exam and prospectus defense</b>	<b>By end of semester.</b>
<b>Successfully complete courses; must maintain 3.25 GPA</b>	<b>Every Semester</b>
Attend funding workshops; apply for financial aid opportunities	Every Semester
Seek and plan professional and academic development experiences: conferences, workshops and publication opportunities to disseminate original research.	Every Semester

<b>Third Year Spring (Spring 2017)</b>	
<b>Activity</b>	<b>Timing</b>
Attend welcome back activities	First 2 weeks of school
Attend graduation exit session	Late January 2017
Attend graduate luncheons	Feb. and April 2017
<b>Submit iPOS updates (if needed) - your iPOS must be accurate to apply for graduation</b>	<b>By Feb. 1, 2017</b>
Meet with committee to choose defense date	By Feb. 1, 2017
<b>Apply for graduation (see university deadlines)</b>	<b>Mid-Feb. 2017</b>
<b>Submit Annual Review survey and updated resume/ CV</b>	<b>By March 1, 2017</b>
<b>Schedule defense with Grad Ed through MyASU; contact Grad Coordinator for advertising defense; submit dissertation draft to thesis editor 10 days before the defense</b>	<b>By April 1, 2017 (see Grad Ed specific deadlines)</b>
Fulfill graduation ceremony requirements (submit forms, pay for cap & gown, etc.) - only if participating in one or both ceremonies	Mid-semester
<b>Defend dissertation</b>	<b>No later than mid-April 2017 (see Grad Ed specific deadlines)</b>
<b>Send copy of pass-fail form (no matter the results) to Grad Coordinator immediately after defense; work on revisions (if applicable) and submit to committee</b>	<b>After Defense (note Grad Ed strict deadlines)</b>
<b>Submit approved pass-fail form (after committee chair approves revisions) to the Grad Coordinator.</b>	<b>After Defense/ After Revisions Approved (note Grad Ed strict deadlines)</b>

<b>Submit revised/ final paper to thesis editor for format review; work on format changes until approved</b>	<b>After Fully Passing Defense (after revisions approved) (note Grad Ed strict deadlines)</b>
<b>Submit format-approved dissertation paper to ProQuest</b>	<b>After approved by the thesis editor (note Grad Ed strict deadlines)</b>
<b>Successfully complete courses; must maintain 3.25 GPA</b>	<b>Every Semester</b>

## PhD Program Milestones (entering with a bachelor's)

**Major Milestones:** (highlighted in yellow in the chart below)

- 1 - Establish your faculty advisor and committee; on-going process, so start early and meet with faculty at the start of each semester to stay on track
- 2 - Submit plan of study (iPOS) - due March 1, 2016 w/advisor listed; update required to officiate your committee; must do prior to comprehensive exam.
- 3 - Submit annual review materials (due March 1 every year). Survey includes the TA application for funding for next year
- 4 - Take (and pass) comprehensive exam; plan to defend prospectus within 6 months of passing the comp exam.
- 5 - Choose prospectus defense day with committee; schedule defense and advertise it. Passing the comp exam and prospectus is how you advance to PhD candidacy. You must be a PhD candidate to be eligible to register for Dissertation credits
- 6 - Choose dissertation defense day with committee; schedule defense and advertise it
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Activity	Timing
Attend Fall Welcome activities; Fall Retreat	Aug. 18; Sept. 20-21, 2014
Meet with mentor, discuss plan of study (iPOS) and goals	Before Sep. 15, 2014
<b>Meet with faculty whose research areas align with your interests;</b> you're trying to find a faculty advisor (chair) and 2 committee members; your mentor may become your chair	<b>NOW; must have advisor (chair) established by March 1, 2015</b>
Attend graduate luncheons	Sep. 10 and Nov. 12, 2014
Attend iPOS workshop and use check sheet to create a draft iPOS; review with mentor (or advisor if you have one)	Nov. 10, 2014
<b>Successfully complete courses; must maintain 3.25 GPA</b>	<b>Every Semester</b>
Attend funding workshops; investigate/ apply for financial aid opportunities	Every Semester
Seek and plan professional and academic development experiences: conferences, workshops and publication opportunities to disseminate original research.	Every Semester

<b>First Year Spring (Spring 2015)</b>	
<b>Activity</b>	<b>Timing</b>
Attend welcome back activities	First 2 weeks of school
Meet with mentor/advisor, discuss iPOS, committee and goals	Before Feb. 15, 2015
<b>Meet with faculty whose research areas align with your interests; find a faculty advisor (chair) and 2 committee members</b>	<b>NOW; must have advisor (chair) established by March 1, 2015</b>
Attend graduate luncheons	Feb. and April 2015
<b>Establish faculty advisor (committee chair) and list on iPOS</b>	<b>By March 1, 2015</b>
<b>Submit Annual Review survey and updated resume/ CV</b>	<b>By March 1, 2015</b>
Participate in prospective grad student recruitment visit	March 5-7, 2015
<b>Successfully complete courses; must maintain 3.25 GPA</b>	<b>Every Semester</b>
Complete the Grad Program Annual Satisfaction Survey	By the end of April 2015
Attend funding workshops; investigate/ apply for financial aid opportunities	Every Semester
Seek and plan professional and academic development experiences: conferences, workshops and publication opportunities to disseminate original research.	Every Semester

<b>Second Year Fall (Fall 2015)</b>	
<b>Activity</b>	<b>Timing</b>
Attend welcome back activities	First 2 weeks of school
Meet with committee, discuss iPOS, dissertation and goals	Before Sep. 15, 2015
Attend graduate luncheons	Sep. and Nov. 2015
<b>Successfully complete courses; must maintain 3.25 GPA</b>	<b>Every Semester</b>
Attend funding workshops; apply for financial aid opportunities	Every Semester
Seek and plan professional and academic development experiences: conferences, workshops and publication opportunities to disseminate original research.	Every Semester

<b>Second Year Spring (Spring 2016)</b>	
<b>Activity</b>	<b>Timing</b>
Attend welcome back activities	First 2 weeks of school
Meet with mentor/advisor, discuss iPOS, committee and goals	Before Feb. 15, 2015
Attend graduate luncheons	Feb. and April 2016
<b>Submit iPOS (with committee chair listed)</b>	<b>By March 1, 2015</b>
<b>Submit Annual Review survey and updated resume/ CV</b>	<b>By March 1, 2016</b>
Participate in prospective grad student recruitment visit	March 3-5, 2016
Compile a bibliography and send it to the supervisory committee in preparation for the comprehensive exam	By March 15, 2016
Complete the Grad Program Annual Satisfaction Survey	By the end of April 2016
<b>Successfully complete courses; must maintain 3.25 GPA</b>	<b>Every Semester</b>
Attend funding workshops; apply for financial aid opportunities	Every Semester
Seek and plan professional and academic development experiences: conferences, workshops and publication opportunities to disseminate original research.	Every Semester

<b>Third Year Fall (Fall 2016)</b>	
<b>Activity</b>	<b>Timing</b>
Attend welcome back activities	First 2 weeks of school
Try to finish coursework so the last year can be fully devoted to the dissertation	
<b>Establish entire committee; add to iPOS and submit for review</b>	<b>By Sep. 1, 2016</b>
Meet with committee, choose comprehensive exam date and prospectus date	Before Sep. 15, 2016
Attend graduate luncheons	Sep. and Nov. 2016
<b>Take the comprehensive exam; submit results form to Grad Coordinator</b>	<b>By Oct. 15, 2016</b>
<b>Email SOSGradAdvising@asu.edu to schedule the prospectus defense and advertise it; submit results form to gradaute coordinator</b>	<b>By end of semester.</b>
<b>Pass comprehensive exam and prospectus defense</b>	<b>By end of semester.</b>
<b>Successfully complete courses; must maintain 3.25 GPA</b>	<b>Every Semester</b>
Attend funding workshops; apply for financial aid opportunities	Every Semester
Seek and plan professional and academic development experiences: conferences, workshops and publication opportunities to disseminate original research.	Every Semester

<b>Third Year Spring (Spring 2017)</b>	
<b>Activity</b>	<b>Timing</b>
Attend welcome back activities	First 2 weeks of school
Attend graduation exit session	Late January 2017
Attend graduate luncheons	Feb. and April 2017
Submit iPOS updates (if needed)	By Feb. 1, 2017
<b>Submit Annual Review survey and updated resume/ CV</b>	<b>By March 1, 2017</b>
Participate in prospective grad student recruitment visit	First week of March
Complete the Grad Program Annual Satisfaction Survey	By the end of April 2015
<b>Successfully complete courses; must maintain 3.25 GPA</b>	<b>Every Semester</b>
Attend funding workshops; apply for financial aid opportunities	Every Semester
Seek and plan professional and academic development experiences: conferences, workshops and publication opportunities to disseminate original research.	Every Semester

<b>Fourth Year Fall (Fall 2017)</b>	
<b>Activity</b>	<b>Timing</b>
Attend welcome back activities	First 2 weeks of school
Meet with committee, choose comprehensive exam date and prospectus date	Before Sep. 15, 2017
Attend graduate luncheons	Sep. and Nov. 2017
<b>Take the comprehensive exam; submit results form to graduate coordinator</b>	<b>By Oct. 15, 2017</b>
<b>Email SOSGradAdvising@asu.edu to schedule the prospectus defense and advertise it; submit results form to graduate coordinator</b>	<b>By end of semester.</b>
<b>Pass comprehensive exam and prospectus defense</b>	<b>By end of semester.</b>
<b>Successfully complete courses; must maintain 3.25 GPA</b>	<b>Every Semester</b>
Attend funding workshops; apply for financial aid opportunities	Every Semester
Seek and plan professional and academic development experiences: conferences, workshops and publication opportunities to disseminate original research.	Every Semester

<b>Fourth Year Spring (Spring 2018)</b>	
<b>Activity</b>	<b>Timing</b>
Attend welcome back activities	First 2 weeks of school
Attend graduation exit session	Late January 2018
Attend graduate luncheons	Feb. and April 2018
<b>Submit iPOS updates (if needed) - your iPOS must be accurate to apply for graduation</b>	<b>By Feb. 1, 2018</b>
Meet with committee to choose defense date	By Feb. 1, 2018
<b>Apply for graduation (see university deadlines)</b>	<b>Mid-Feb. 2018</b>
<b>Submit Annual Review survey and updated resume/ CV</b>	<b>By March 1, 2018</b>
<b>Schedule defense with Grad Ed through MyASU; contact Grad Coordinator for advertising defense; submit dissertation draft to thesis editor 10 days before the defense</b>	<b>By April 1, 2018 (see Grad Ed specific deadlines)</b>
Fulfill graduation ceremony requirements (submit forms, pay for cap & gown, etc.) - only if participating in one or both ceremonies	Mid-semester
<b>Defend dissertation</b>	<b>No later than mid-April 2018 (see Grad Ed specific deadlines)</b>
<b>Send copy of pass-fail form (no matter the results) to Grad Coordinator immediately after defense; work on revisions (if applicable) and submit to committee</b>	<b>After Defense (note Grad Ed strict deadlines)</b>
<b>Submit approved pass-fail form (after committee chair approves revisions) to the Grad Coordinator.</b>	<b>After Defense/ After Revisions Approved (note Grad Ed strict deadlines)</b>
<b>Submit revised/ final paper to thesis editor for format review; work on format changes</b>	<b>After Fully Passing Defense (note Grad Ed strict</b>

<b>until approved</b>	<b>deadlines)</b>
<b>Submit format-approved dissertation paper to ProQuest</b>	<b>After approved by the thesis editor (note Grad Ed strict deadlines)</b>
<b>Successfully complete courses; must maintain 3.25 GPA</b>	<b>Every Semester</b>