ASU School for the **Future of Innovation in Society**

Arizona State University

Innovation in Global Development
(IGD)
Graduate Student Handbook

IGD Website

Welcome to the Innovation in Global Development (IGD) PhD degree program! The program is administered by the School for the Future of Innovation in Society (SFIS). This handbook is designed primarily to guide graduate students through the degree program. It includes specific information about requirements and policies associated with the degree program. Should questions arise that are not answered here, please consult the Degree Program Chair and Graduate Program Academic Advisor.

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WHAT IS THE INNOVATION IN GLOBAL DEVELOPMENT PHD?

Fueled by advances in science and technology, the 20th century brought significant economic growth worldwide. The capacity to use and generate knowledge is increasing outside the western countries; the emergence of BRICS countries as global development players is shining a new light on assumptions about how development happens. There are new sources for financing development initiatives (the new philanthropic foundations, the BRICS countries). Information is more easily shared – at least for those with internet connections – and is sourced from more places. Civil society is forming new transnational alliances to challenge norms and power relations. The very idea of what sustainable development means is being profoundly questioned in terms of current carbon consumption levels; the spheres of influence of the donors are shrinking; and the boundaries between domestic and international policies are becoming blurred as interdependence of nations intensifies.

At Arizona State University (ASU), we take the emerging global context seriously and regularly evaluate what the University can do to nurture the creativity and intellectual vigor of our graduates so that they can address a growing range of social, environmental and economic issues worldwide. By leveraging its expertise in institutional design, acquired through its own successful transformation, in 2015, ASU created a transdisciplinary unit, School for the Future of Innovation in Society (SFIS). At SFIS we see our efforts as part of a larger social fabric – local, regional, national, global – that informs humanities' future through excellence in teaching and research and making a meaningful social impact in society. To this end, SFIS has established a new doctoral degree in **Innovation in Global Development (IGD)** to serve students at scale and make positive change in the global development landscape.

By catalyzing innovation in higher education, this student-centric structured Ph.D. program addresses the mismatch between what students of global development are expected to do when they graduate and what schools actually prepare them to do. By offering excellence in teaching and a dynamic research environment, our goal in IGD is to prepare well informed, confident, and deeply motivated graduates, who can **think critically about 21st century development challenges, explore solutions, and apply them appropriately**. Using the UN's Sustainable Development Goals (SDGs) as benchmarks, course offerings will have content tailored to the present and future needs of societies, including training in leadership and social responsibilities. IGD's core courses and curricula go beyond the cognitive mastery of a discipline, and focus on new pedagogical and dialectical approaches that can facilitate the acquisition of skills and competencies that enable communication, creativity, independent thinking, and the ability to work in multicultural contexts.

A deep understanding of the roles of science, technology and innovation, as well as skills in organizational leadership, are becoming required qualifications for employment in today's global development workforce. With its fundamental format directed at preparing students primarily for a research career in academia, the graduate education program, especially at the Ph.D. level has failed to stay current, however. Given the diversity of career paths that graduates pursue, coupled with change in the workforce needs of societies, we believe that there is urgent need to ensure that ways by which the scientific literacy is pursued aligns with the need of all students, potential employers, scientific enterprises, and the broader society. Our emphasis in IGD is to create a more inclusive and equitable environment to enable all members of a very diverse student population to thrive; to improve the quality of teaching, advising and mentoring; and to modernize the curriculum and dissertation projects to better focus on core competencies and better reflect the way science is now being done.

Core competencies, the essence of what it means to be IGD graduate, includes both breadth and depth in development literacy and the ability to do original research. It also includes a set of leadership, communication, and professional skills. By providing coursework and real-world exposure to both the successes and failures of past models of development, the program provides opportunities for students to reimagine development policies and practices crucially needed for the world, which includes challenging the orthodoxies around technology and development. By maintaining significant academic rigor while offering an array of course choices, this program produces critical and independent thinkers who provide leadership for innovative solutions to development issues that meet the needs of the present while enhancing the ability of future generations to meet their own needs. Students would gain experience through working in multidisciplinary teams of faculty, typical of 21st century scientific research. Reflecting with the 21st century workforce, IGD students will be encouraged to explore diverse career pathways through courses, seminars, internships, and other kinds of real-life experience.

SCHOOL FOR THE FUTURE OF INNOVATION IN SOCIETY (SFIS)

WHAT IS SFIS?

The influence of science, technology and innovation in how we live our lives has never been greater. Tomorrow it is likely to be greater still. Headlines that would have seemed like science fiction a few short years announce new technical realities: "editing" human genes to erase disease traits or add new ones; programming robotic drones to operate autonomously on the battlefield; and collecting and interpreting data from nearly uncountable human interactions. These new capabilities contain both promise and challenge. But it is not just new technologies that draw our attention. The legacies of fossil fuels and nuclear power are ongoing. Our urban infrastructures of water, energy, transportation, food and health are intertwined in complex ways. Gaps between technological haves and have-nots are profound and stubbornly persistent against the backdrop of technological change.

Universities prepare students for the **future**. At **SFIS** we're making the future – or, rather, the set of plausible futures that humanity has – a focus of our activities. We are planning now for the kinds of futures that we will want to inhabit.

Universities are at the forefront of **innovation**, generating and applying knowledge to improve our lives. At **SFIS** we're making innovation the object of systematic study and informed critique, so that we might get what we truly want and need out of our scientific and technological endeavors.

Universities serve **society** by producing knowledge and facilitating opportunity. They educate new generations of informed citizens and skilled, productive workers. At **SFIS** we see our efforts as part of a larger social fabric – local, regional, national, global – that informs our wants and needs about the futures we will want to inhabit.

Our faculty have an extraordinary record that fully embraces the design aspirations of the New American University and the ASU Charter. Their interdisciplinary backgrounds enable them to advance use-inspired research in creative ways, for example, by bringing art and science together to help people learn about the societal aspects of emerging technologies. Their commitment to outcomes means seeking positive, knowledge-based transformations of society, like sustainable energy futures here in Arizona or agricultural practices resilient to climate change in Nepal.

Through our courses and curricula, our faculty will – in the words of visionary John Seely Brown – "teach content, mentor skills, and cultivate dispositions." SFIS programs are designed to allow students to make innovative choices and follow their creative instincts. Success is less about checking the right box and more about taking intellectual risks and designing novel combinations. Our PhD programs prepare students to perform research and create new knowledge about complex, socio-technical phenomena. Our master's programs prepare students to take on professional roles in serving the public good by understanding and translating new knowledge in domestic and global settings. Our undergraduate programs prepare a great variety of students to succeed in creating futures that are for everyone.

~ Kathleen Vogel, SFIS Interim Director

ORGANIZATION OF SFIS
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- **Graduate Program Academic Advisor**
  Wendi Taylor – Wendi.Taylor@asu.edu – (480) 965-6584

IGD DEGREE PROGRAM EXECUTIVE COMMITTEE
The IGD Executive Committee oversees the IGD Program. The Degree Program Chair serves as the chair of the committee. Other committee members may be added over time as others rotate off the committee.

- Netra Chhetri – IGD Degree Program Chair and Associate Professor, SFIS
- Clark Miller – Professor, SFIS
- Mary Jane Parmenter – Clinical Associate Professor, SFIS
- Lindsay Smith – Assistant Professor, SFIS
- Christy Spackman – Assistant Professor, SFIS

The IGD Executive Committee has three main roles. It sets program policy. It reviews applicants to the degree program and makes admission decisions. It approves IGD faculty.

The IGD Executive Committee also serves as a resource when students have academic concerns or problems. The Degree Program Chair provides general problem-solving support to all students in the program, including students having difficulties with their advisors.

STUDENT RESPONSIBILITIES

PURPOSE OF THE HANDBOOK
Beginning July 1, 2020, the School for the Future of Innovation in Society is part of the College of Global Futures. As the various processes and programs in the School are aligned with the College there are likely to be changes in the policies and details outlined in this Handbook. Please do be on the lookout for revisions in this Handbook over the next year.

The handbook provides an overview of the policies and procedures for students in the IGD degree program. It serves as an initial resource to give guidance and to answer questions, but students are also encouraged to consult with their faculty mentor/advisor, the Degree Program Chair, or the IGD Graduate Program Academic Advisor. The primary references for graduate students on rules and regulations are the Arizona State University Academic Catalog available at https://catalog.asu.edu/ and the Graduate College Policies and Procedures Manual available at https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures_032019_0.pdf. Each student should become familiar with both.

POLICIES AND PROCEDURES
It is the responsibility of each student to understand and observe all procedures and requirements specified by the Graduate College, the School for the Future of Innovation in Society and the College of Global Futures. It is a requirement for all students to read and understand the IGD Graduate Student Handbook, the ASU Academic Catalog and Graduate College Policies and Procedures. Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student.

COMMUNICATION FROM SFIS
All ASU students are also *required to have an active ASU e-mail account* and to check it frequently. Students may forward their ASU email to another preferred account but are still responsible for frequently checking their official ASU email account for correspondence.   Information is provided to students via My ASU (https://my.asu.edu/), and students should frequently check their My ASU Account for information regarding their status, holds, and list of "to do" items.

STUDENT OBLIGATION TO NOTIFY SFIS OF THE FOLLOWING CONDITIONS
According to the Teaching Assistant (TA)/Research Assistant (RA) Handbook provided by the Graduate College, "TAs/RAs are not restricted from holding additional teaching or consulting positions outside of the university unless otherwise indicated by their appointing unit. Academic units may choose to stipulate that by accepting their assistantship, TAs/RAs agree not to hold any outside teaching or consultant position without prior consultation and agreement between the department and the TA/RA."

Graduate students who receive financial support from SFIS or from any external source (e.g., NSF, or a foundation) that covers tuition and includes a stipend equal to or greater than 20 hours per week of support must immediately notify their advisor and their program chair in writing if they have an additional offer of employment or funding within ASU or outside ASU.

Graduate students enrolled full-time in any program must immediately notify their advisor and their program chair in writing if they are enrolled in any other degree program, including programs at ASU or at other institutions.

COMMITMENT TO JUSTICE, EQUITY, DIVERSITY AND INCLUSION
Arizona State University is going through a process of examining its colonial past and culture and how it has historically benefitted from injustices, inequalities, exclusions, and pressures to conform, as well as how these in turn impact how we think about and behave toward the future. This is a process that requires our faculty, staff, and students to reflect on the intellectual, ethnic, and cultural diversity of our nation, and to become agents of change as we advance Justice, Equity, Diversity, and Inclusion (JEDI) in the world. We aspire to become a space where our students learn from the broadest perspectives and grow empowered and motivated to curb injustice, inequity, uniformity, and exclusion. We engage in the advancement of multiple forms of knowledge with the most inclusive understanding possible of the issues we are addressing through our scholarly activities, promoting openness. At ASU, we believe that diversity involves addressing and redressing unequal power dynamics between different groups, including categories such as race, ethnicity, religion, country of origin, sexual orientation, socioeconomic background, age, cultural identity, intellectual perspective, physical and mental abilities, and veteran experience.

As part of ASU and a broader national and global community that is still impacted by racism, oppression, discrimination and the systematic extermination of non-human life, the College of Global Futures is fully committed to lead by example, and embed Justice, Equity, Diversity, and Inclusion (JEDI) in all aspects of its work. This includes working closely with students to ensure that the courses they take, the environment they work in, and the experience they have within the College of Global Futures and its associated schools and programs reflect this commitment.

In Fall 2020, the College formed two school-based committees, consisting of faculty, staff, and students, to study current strategies toward justice, equity, diversity, and inclusion; progress toward stated goals; and needs for change. The committees met regularly with individuals and communities, including students, faculty, and staff, and began work toward strategic plans to further address and support JEDI across the college. However, these initiatives will not have any impact unless everyone in our community does their part toward changing the organizational structures and practices of academia and education institutions that still abide by and promote injustices, inequity, uniformity, and exclusion.

Moving forward, the college will continue to invest in and support responsive and impactful JEDI initiatives that engage faculty, staff, and students as we work together to build a just, fair, and sustainable future. Students who wish to join a committee or participate in these conversations should contact their graduate support coordinator or their JEDI committee chair.

STUDENT RESPONSIBILITIES: DIVERSITY AND INCLUSION

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

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

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

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

Resources for exploring diversity and inclusion at ASU are included below. For additional information on discrimination, harassment, and abuse, including what to do if you experience these are become aware of specific instances, the ASU has Office of Inclusion and Community Engagement has additional resources, including information about ways to report your concern, such as the ASU Hotline, Incident Report Form, and a Student Advocate you can talk with about your situation.
- Dispelling Stereotypes video series
- To Be Welcoming implicit bias classes from ASU/Starbucks Global Academy (30-60 mins each)
- GPSA Justice, Equity, Diversity, and Inclusion initiatives
- ASU's Office of Inclusion and Community Engagement website

ACADEMIC INTEGRITY
The College of Global Futures takes academic integrity seriously and requires students to:
1. have a good understanding of what academic integrity is and why it's important;
2. understand what types of activities and behaviors violate the student honor code and ASU's academic integrity policy;
3. have an awareness that resources exist to help prevent academic integrity violations; and

4. report all academic integrity violations as soon as they arise.

Each college/school has an academic integrity officer who can address questions related to academic integrity. If there are questions about a particular course, students should reach out to officers from the college/school that offers the course.

Newly admitted graduate students will receive a "priority task" in My ASU directing them to complete an online module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher.

RESEARCH INTEGRITY AND ASSURANCE
Students who are collecting human subjects data as part of their research must submit their research proposal to the Institutional Review Board (IRB) submission along with their faculty research advisor. All research activities involving the use of human subjects must be reviewed and approved by the IRB before data collection can begin. Investigators may not solicit subject participation or begin data collection until they have IRB approval.

The Office of Research Integrity and Assurance was established as a resource for the university to achieve and maintain ethical principles and compliance with federal, state, and university regulations governing research. The Office of Research Integrity and Assurance coordinates the development of, implements and oversees university policies related to research compliance and provides support for the responsible conduct of research for the following areas:

- Institutional Animal Care and Use Committee
- Institutional Biosafety Committee
- Institutional Review Board
- Responsible Conduct in Research
- Export Controls and Security
- Scientific Diving

Office of Research Integrity and Assurance
ASU Centerpoint
660 South Mill Avenue, Suite 312
Mail Code: 6111
Tempe, AZ 85281-6111
(480) 965-6788 Telephone
(480) 965-7772 Fax
research.integrity@asu.edu

ADMISSIONS POLICIES FOR INNOVATION IN GLOBAL DEVELOPMENT PHD

All PhD programs are highly competitive and challenging, IGD is no exception. Preference is given to students with clear and convincing evidence of succeeding in a rigorous and challenging environment. It is important to note that the IGD program is only able to select a small number of candidates each year and the admissions are offered to a very limited number of individuals. All students must hold an undergraduate degree from a regionally accredited institution or university of recognized standing when they enter and have a minimum GPA of 3.0 on a 4.0 scale for the last 60 semester hours of undergraduate work. No specific field of study is required for applicants, but prior education and experience must provide a relevant foundation for pursuing IGD graduate work. The strongest applicants are likely to have some experience in the field of global development, clear articulation of research ideas, and identification of SFIS and/or ASU faculty to work with. This is not a strict requirement, however.

QUANTITATIVE MEASURES

Previous Degree Requirements	Bachelors required
GPA (based on a scale of 4.00)	3.0 minimum Jr/Sr*

*Jr/Sr = last 2 years or last 60 semester hours.

In addition, international students may have to achieve minimum scores on the SPEAK test exam and/or the speaking section of the iBT (internet based TOEFL) to work as a research assistant or to be a teaching assistant.

English Proficiency: Applicants whose native language is not English (regardless of where they may now reside) must provide proof of English proficiency. More information on English Proficiency requirements is available on the Graduate College web site at (https://admission.asu.edu/international/graduate/english-proficiency).

In addition, international students may have to achieve minimum scores on the SPEAK test exam, the speaking section of the iBT (internet based TOEFL), the speaking section of the IELTS test, or successfully complete the ITA Teacher Training Course offered by ASU to work in a research laboratory or to be a teaching assistant. Additional information for international teaching assistants is available at https://globallaunch.asu.edu/learn-english/special-programs/international-teaching-assistant

APPLICATION DEADLINE
Admissions are conducted for Fall and Spring terms. Students are allowed to begin the degree program during the Fall or Spring semester. Applications are reviewed by the IGD Executive Committee. The application deadlines are available on the ASU Degree Search web site for the IGD program.

APPLICATION PROCESS
The Innovation in Global Development PhD application process:

1. Initiate an online ASU Graduate Admissions Application through the Graduate College web site (https://admission.asu.edu/graduate) by creating an account – *remember your log in email and password in case you need to return to the application*.
2. Page 1: My Application Status; "Start New Application"
3. Page 2: Personal Information
4. Page 3: College and University information with majors and GPAs
5. Page 4: Residency information
6. Page 5: Degree Selection; Search by College = College of Global Futures; select "Innovation in Global Development (PhD)" then click the "Choose" button; in the pop up indicate "Tempe Campus" and the term for which you wish to apply.
7. Page 6: Supplemental Application information
   - Request three Letters of Recommendation from people who can evaluate your potential for success in this program. These letters must be submitted using the online application system. As you move through the steps in the online application, you will be asked to enter the email addresses for the three people who will be writing your recommendations. The ASU Graduate College online application system will automatically contact them with information on how to log in to the online system and upload the Letter of Recommendation.
   - Prepare and upload a Personal Statement. In one to two pages (single-spaced), describe why you wish to enroll in the IGD PhD Program. Please include information on what areas of research interest

you most, why you wish to pursue this research in the IGD PhD Program at ASU, the IGD PhD Program faculty members you hope to work with, and your goals for obtaining a degree. Upload the Statement of Research Interests and Goals into the online ASU Graduate Admissions Application.

- Prepare and upload a current Resume. Be sure to list any publications, honors, awards, or society memberships.
- Answer the questions listed in the application
8. Submit the online ASU Graduate Admissions Application.
9. Pay the Application Fee ($70 for domestic students, $90 for international students).
10. Have official transcripts* sent to ASU. One set of official transcripts from every college and university from which a Bachelors or higher degree was earned should be sent to:

> **If sending by U.S. Mail, use this address:**
> Admission Services Applicant Processing
> Arizona State University
> PO Box 871004
> Tempe, AZ 85287-1004
> **If sending by FedEx, DHL or UPS, use this address:**
> Arizona State University
> Admission Services Applicant Processing
> 1150 East University Drive
> Building C, Room 226
> Tempe, AZ 85281

ASU transcripts do not need to be sent. If additional transcripts are required, the Graduate College will notify you.

ASU accepts electronic *official* transcripts – more information is available at https://admission.asu.edu/transcripts. For transcripts sent through a secured transcript service, please select Arizona State University from the vendor's dropdown list to ensure the transcript is routed to the correct place. If an email address is requested you can route to gradtranscripts@asu.edu. Please note that transcripts sent by students to gradtranscripts@asu.edu will not be accepted as official. These addresses are only for transcripts received from secured and approved transcript services.

International Applicants – more information on requirements for international academic credentials (https://admission.asu.edu/international/graduate-apply).
* You must have one set of official transcripts from every college and university from which you earned a bachelor's degree or higher sent to ASU. ASU accepts official transcripts that are original academic credentials issued by the registrar of the institution attended, bearing the original raised or colored seal of the institution and the signature of your institution's registrar, academic official or recognized international organization.

All international transcripts must be submitted in the original language accompanied by an official English translation. Translations must be literal, complete versions of the originals and must be translated by a university, government official or official translation service. You may not complete your own translation.

Applicants from India and China: Please reach out to SFISgrad@asu.edu for more information on where to send your official transcripts.
11. If appropriate, complete and submit a paper copy of the Financial Guarantee Form (https://admission.asu.edu/international/student-visa). This form must be completed by anyone who will attend ASU while holding an F-1 or J-1 visa. Send the form to:

> **If sending by U.S. Mail, use this address:**
> Admission Services Applicant Processing
> Arizona State University
> PO Box 871004
> Tempe, AZ 85287-1004
> **If sending by FedEx, DHL or UPS, use this address:**
> Arizona State University

Admission Services Applicant Processing
1150 East University Drive
Building C, Room 226
Tempe, AZ 85281

12. If you are from a country whose native language is not English, you must provide proof of English proficiency. More information on English Proficiency requirements is available on the Graduate College web site (https://admission.asu.edu/international/graduate/english-proficiency).

Admitted students must have proof of measles immunization on file with Student Health prior to class registration. See the Priorities List in My ASU for more information.

PROVISIONAL ADMISSION

On rare occasion, when an applicant does not meet minimum academic standards with respect to grade point averages as required by the Graduate College and the academic unit, but has additional evidence to suggest the potential for success, the IGD Application Review Committee may recommend that the student be considered for Provisional Admission. The student would be admitted with the provision that they must take a certain number of graduate level academic credits (applicable to the IGD program) over a specified period of time and obtain a specified GPA on that coursework. If students satisfy the requirements then they would be converted to regular admission status. If not, ASU Graduate Admissions will withdraw the student from the degree program.

TUITION COSTS AND FINANCIAL ASSISTANCE

TUITION COSTS and UNIVERSITY FEES
Tuition is set by ASU and the Arizona Board of Regents every year and tuition costs are subject to change. Estimates below are based on Spring 2021 tuition and health care costs.

For the 2021-2022 academic year estimated graduate ASU Tuition and ASU University Fees for campus-based students are:
- AZ Resident Full Time (7+ credit hours each semester for fall and spring terms) = $6,304 per semester x 2 semesters = $12,608 for both semesters
- Out-of-state Full Time (9 credit hours each semester for fall and spring terms) = $12,216 per semester x 2 semesters = $24,432
- International Full Time (9 credit hours each semester for fall and spring terms) = $14,074 for the fall semester + $14,739 for the spring semester (includes student health insurance) = $28,813

Nine (9) credit hours per semester is considered full time for a graduate student. The estimated costs above are based on 9 credit hours. Students wishing to enroll in a different number of credit hours should consult the Tuition by Credit Hour charts available at the sites below.

The ASU general tuition and fees schedule is available here: https://catalog.asu.edu/tuitionandfees.
The ASU tuition and costs calculator is available here: https://students.asu.edu/tuition.

RESIDENCY FOR TUITION PURPOSES
Students who wish to pursue AZ residency for tuition purposes can find more information on the University Registrar's website. The Residency Navigator will help determine the best category and provide information on what documentation is necessary for the application.

TUITION ASSISTANCE, SCHOLARSHIPS, and FINANCIAL AID

Traditional Financial Aid
Loans and Grants may be available if the student has filed a FAFSA for the academic year. More information is available on ASU's Financial Aid website.

Research Assistant and Teaching Assistant Positions
The IGD Ph.D. Program makes funding offers to eligible students after admission to the program. The program director works with faculty who might serve on a prospective student's advisory committee to develop funding from a variety of campus resources, such as research assistantships funded by faculty grants, teaching assistantships, and fellowships. Prospective students desiring funding should be sure to list three faculty members they may wish to work with in their online application. Students who are awarded a teaching or research assistantship must read and follow the Teaching Assistant/Research Assistant Handbook policies and guidelines. Additional information for international teaching assistants is available at https://learnenglish.asu.edu/international-teaching-assistant.

Graduate students receiving research assistantships must be local to Arizona or Washington, DC offices of ASU and will thus be under the regular supervision of their advisors. It is generally not appropriate for pre-qualified graduate students who are supported by the School or by faculty members to be remote. There are of course reasonable exceptions to this presumption, including, for example, conducting necessary research remotely.

Graduate College Funding
The ASU Graduate College offers several funding options for doctoral students. A list of fellowships and awards are available on the Graduate College website. Some fellowships require nomination by SFIS, others are open for students to apply themselves.

External Support
The IGD Ph.D. Program encourages all students to seek external support.

- [National Science Foundation – Graduate Research Fellowship Program](#)
  NSF provides 3-year fellowships. Students should apply before they enter graduate school or in the first year. Applicants must not have completed more than 12 months of full-time graduate study or the equivalent to be eligible.
- [Social Science Research Council](#)
  Funding for research abroad.
- [Jacob K. Javits Fellowships Program](#)
  Similar to NSF fellowships, except this program is needs based. It is run by the US Department of Education.

STEPS TOWARDS DEGREE

DEGREE REQUIREMENTS

The degree requires completion of 84 credit hours of which 12 hours are for dissertation. Students may apply up to 30 hours from a prior master's degree toward the total hour requirement upon approval of the Faculty Advisor and the Degree Program Chair. Each student, with his or her Faculty Advisor and other members of the Dissertation Supervisory Committee, develops a unique plan of study, which the student's Dissertation Supervisory Committee approves.

Each student completes the following coursework on time. There are no foreign language requirements, however a student my take coursework in these areas if the faculty mentor determines that it is needed for a particular student's selected dissertation project.

Coursework

Requirements	Credit Hours
CORE COURSES	
IGD 601: Re-thinking Global Development	4
IGD 602: Innovation for Inclusive Development	4
IGD 603: Methods for Research in Global Development	4
IGD 604: Colloquium in Innovation in Global Development	2*
GTD 505: Research Design in Technology and Development	3
*Students are required to take IGD 604 once for 2 credits as a core course requirement. They may take it one additional time for 2 more credits that can be used towards the Electives.	
CORE COURSE SUB-TOTAL	17
ELECTIVE COURSEWORK	
Elective Courses can be chosen from applicable courses in the following areas based on the students' area of interest and with approval from their committee (see Appendix A for a list of possible elective courses): • School for the Future of Innovation in Society • College of Public Service and Community Solutions • W.P. Carey School of Business • School of Human Evolution and Social Change • School of Sustainability • School of Politics and Global Studies • Thunderbird School of Global Management	25
ADDITIONAL ELECTIVES AND RESEARCH	
For students admitted directly from a bachelor's degree, an additional 30 credits of electives and/or IGD 792 research credits are required. Students admitted with a master's degree may be eligible to receive up to 30 credits in this area towards the degree.	30
IGD 799: Dissertation	12
TOTAL	**84**

Core Courses (17 credit hours)
IGD 601 – Rethinking Global Development, 4 credit hours
This core course traces and analyzes the origins of international or global development as theory, concept, policy, and practice. Students will study the key theories that have been influential in development conceptualization and policy, within the context of the history in which they arose, evaluate the results, and consider future trends and scenarios considering the critiques of such mainstream approaches.

IGD 602 – Innovation for Inclusive Development, 4 credit hours
Clear advances in economic, social and political development and wealth generation have been uneven, and have resulted, as well, in an increasing gap between wealth and poverty. Continuing in the same direction could exacerbate existing problems, and in this course, we will imagine different future outcomes and how to make policy today for a better future.

IGD 603 – Methods for research in Global Development, 4 credit hours
This course provides students with a practical introduction to research methods and methodologies in global development. Through hands-on exercises, students will be exposed to issues around quantitative and qualitative data collection and management, analysis and interpretation of results, and research ethics and practice in development as well as application of research to policy development and its implications.

IGD 604 – Colloquium in Innovation in Global Development, 2 credit hours
(Students are required to take IGD 604 once for 2 credits as a core course requirement. They may take it one additional time for 2 more credits that can be used towards the Electives.)
This student-centered and faculty-mentored colloquium provides critical opportunities for leadership, organization, planning and implementation of events related to global development studies. It encourages students to propose and plan their own events, focused on issues and topics of importance to them, and utilizing the resources on the ASU campus and Phoenix area.

GTD 505 – Research Design in Technology and Development, 3 credit hours
An examination of the research perspective in technology and development studies emphasizing techniques in the collection of primary data and the effective uses of secondary data sources, with a particular focus on survey research techniques in quantitative applications and on field studies.

Elective Courses (25 credit hours)
Elective Courses can be chosen from applicable courses in the following areas based on the students' area of interest and with approval from their committee (see Appendix A for a list of possible elective courses):

- School for the Future of Innovation in Society
- College of Public Service and Community Solutions
- W.P. Carey School of Business
- School of Human Evolution and Social Change
- School of Sustainability
- School of Politics and Global Studies
- Thunderbird School of Global Management

Students who wish to use a course that is not on the list toward the Electives' requirement, may submit a syllabus from the course for approval by the Degree Program Chair.

NOTE: Any Independent Study courses (ex. IGD 590) as well as any other courses that are used towards completion of the degree must be graded on the A-E letter scale. Pass/Fail is not permitted.

Additional Electives and Research (0-30 hours)
For students admitted directly from a bachelor's degree, an additional 30 credits of electives and/or IGD 792 research credits are required. Students admitted with a master's degree may be eligible to receive up to 30 credits towards the degree in this area. Students may register for directed research hours, preparatory to completing a dissertation, with their Dissertation Supervisory Committee chair or another appropriate faculty member.

400-Level Courses
No more than 6 hours of 400-level courses may be used on the plan of study.

Dissertation (12 hours)
Each student collects and analyzes data and writes a dissertation. More information on the Dissertation is available on page 22.

COMPLETION TIME LIMIT
All coursework used to complete an ASU graduate certificate must be completed within a ten-year time limit.

ENROLLMENT

- Students are encouraged to register for at least 15 credit hours each fall and spring term during which they have funding that covers tuition costs. This maximizes the funding available to the student and will prevent the student from having to pay large tuition costs once they are no longer on funding.
- Once admitted to a graduate degree program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. Even if a student is only engaged in research, they must still register for at least one credit hour of graduate level credit during that term.
- Registration for every fall semester and spring semester is required. Summer registration is required for students completing culminating experiences or graduating from the degree program.
- The Graduate College has not established a maximum course load for graduate students. Students should consult with their faculty advisor, the Degree Program Chair and/or the Graduate Program Academic Advisor if they have questions.
- To maintain continuous enrollment the credit hour(s) must:
  - Appear on the student's *Plan of Study,* OR
  - Be research (792) or continuing registration (795), OR
  - Be a graduate-level course.
- Courses with grades of "W" and "X" are not considered valid for continuous enrollment purposes.
- Students completing work for a course in which they received an "I" must maintain continuous enrollment during the time in which they are completing the work for that course.
- Students planning to discontinue registration for a semester or more must submit a **Leave of Absence request via their Interactive Plan of Student (iPOS)**. This request must be submitted and approved <u>before</u> the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Having an approved Leave of Absence by the Graduate College will enable students to re-enter their program without re-applying to the university.
- Students who do not register for a fall or spring semester without an approved Leave of Absence 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. However, there will not be any special considerations for the new application -- the application for re-admission will be evaluated against the pool of current applications for that year and re-admission is NOT guaranteed.

ENROLLMENT STATUS AND REQUIREMENTS

	Full Time*	Half Time	Less Than Half Time
Regular semester			
Graduate	9 or more hours	5-8 hours	4 or fewer hours
Graduate assistant**	6 or more hours	------	------
Six-week summer session			
Graduate	3 or more hours	2 hours	1 hour
Graduate assistant**	2 or more hours	1 hour	------
Eight-week summer session			
Graduate	5 or more hours	3-4 hours	2 or fewer hours

* An audited course does not count for full-time enrollment.
** For enrollment verification purposes, "graduate assistant" is a generic term that includes teaching assistants, research assistants, teaching associates and research associates.
For financial aid eligibility, a student must register for at least 5 credit hours during each of the fall, spring and summer terms.
<u>**International students are required to maintain full-time enrollment status to maintain their U.S. visa.**</u>

FACULTY ADVISOR

IGD students must have a Faculty Advisor at all times. The advisor must be on the university approved list of faculty members who can serve as a chair for IGD dissertation committees. The advisor will be their primary faculty point of contact for discussing broader opportunities, challenges and progress as students enter and move through the program. The advisor will be responsible for supporting students in successfully completing the program, and gaining the most benefit from it. They will also be responsible for helping students address issues and challenges

as they might arise. Advisors compliment the role of the Dissertation Supervisory Committee, which is more focused on the dissertation, and supporting education and expertise within a specific area.

All admitted students are assigned an interim faculty advisor. It is the responsibility of the student to formalize this relationship by submitting the information via the Plan of Study (iPOS). A student may change advisors if circumstances dictate; however, a student may not exceed one semester without having a formally identified advisor.

DISSERTATION SUPERVISORY COMMITTEE
The Dissertation Supervisory Committee provides intellectual guidance for the degree. The Faculty Advisor with the close and regular involvement of the committee approves the Plan of Study oversees the writing and defense of a dissertation prospectus, and guides the writing and defense of a dissertation.

- The Dissertation Supervisory Committee consists of a minimum of 3 faculty members, including a chair or co-chairs.
- The Chair of the committee and the student's main Faculty Advisor must be a member of the IGD Graduate Faculty endorsed by the Graduate College to chair such committees. The list of approved chairs, co-chairs and members eligible to serve as IGD Graduate Faculty is located on the Graduate College website.
- At least two of the committee members must be members of the IGD Graduate Faculty.
- Most regular ASU faculty and emeritus faculty can be committee members.
- ASU Adjunct Faculty and Research Faculty may serve as committee members through a special approval process, but they may not serve as Chairs or Co-Chairs. See the SFIS Graduate Advisor for more information.
- If the student wishes to have someone on their committee who is not currently approved by the Graduate College, they will need to provide the Graduate Program Academic Advisor with a current CV for the person they wish to have on their committee, the date of birth of the person, and a memo explaining the importance of that person to the committee. The request must be approved by the Degree Program Chair, the SFIS Head of Academic Unit and the Graduate College.
  NOTE: This information MUST be submitted at the same time as the original Plan of Study.

PLAN OF STUDY (POS)
- Each student must submit a **Doctoral Degree Plan of Study** (POS) for approval. A link to the online student iPOS (Interactive Plan of Study) is provided through My ASU (https://my.asu.edu/).
- The POS is an official agreement between the student and ASU about what constitutes the work done for the graduate degree.
- After consultation with their Dissertation Supervisory Committee Chair and the Graduate Program Academic Advisor, the student should create and submit the online POS.
- The POS specifies the requirements that students must complete for their degree and is submitted and revised electronically via the online interactive POS system.
- Graduate students with regular status must submit their POS by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program. For the IGD program, that mark is 42 hours of coursework.
- In the semester that students will complete half of their required hours, they should take the best guess about what courses they will take in future semesters so the POS can be submitted. Changes to the POS are easy to make later if need be.
- In subsequent semesters, when students register for courses, they should review the POS, read any messages from the computer system, and make any necessary updates to the POS.
- Three to four months before students plan to defend the dissertation, they should work with their advisors to review the POS and make the final updates prior to graduation.
- The POS should not substantially exceed 84 credit hours, unless the program specifically requires additional hours.

TYPES OF COURSES USED ON THE POS
- **400 Level Coursework Credits**
  - A maximum of six credit hours of 400 level coursework may be used on an approved POS. 400 level courses taken prior to admission and/or graded as Pass/Fail cannot be included on a POS.
- **Applying a previously awarded master's degree to a PhD POS**
  - Students with a relevant master's degree can apply to have 30 hours credited towards their PhD POS. The IGD program approves specific previous credit hours to meet specific IGD requirements. Students

complete the ***Applying Master's and/or Pre-Admission Credit to the IGD PhD POS*** form (see Appendix B) with their advisor and submit it to the IGD Graduate Program Academic Advisor for approval.
- o If the student receives approval to use a previous master's degree, they should select the blanket 30 hours of credit option in the POS online system. If fewer than 30 hours are approved for use, the approved hours are considered Pre-Admission Credits.

- **Pre-Admission Credits used towards degree**
  - o Credit hours completed at ASU and/or from another regionally accredited US institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program.
  - o With the approval of the Faculty Advisor, Degree Program Chair, and the Graduate College office, students may include a maximum of 12 graduate-level credit hours with grades of "B" or better that were not used towards a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted.
  - o Students complete the ***Applying Master's and/or Pre-Admission Credit to the IGD PhD POS*** form (see Appendix B) with their advisor and submit it to the IGD Graduate Program Academic Advisor for approval.

- **Individual Course Grades**
  - o Courses with grades of "C", "D", "E", or "W" and audited courses (graded as "X") cannot be included on an iPOS.

- **Repeating ASU Courses**
  - o Graduate students may retake any course at ASU, but all grades remain on the student transcript as well as in all GPA calculations.

- **Incomplete Grades**
  - o If a student is unable to complete coursework during the allotted time, the student must submit the ***Incomplete Grade Request Form*** (https://students.asu.edu/forms/incomplete-grade-request) to the instructor of record for the course. The student must maintain continuous enrollment while completing the work for the incomplete.
  - o According to University grading polices (https://students.asu.edu/grades), a grade of "I" (incomplete) may be given by an instructor *when a student is otherwise doing acceptable work but is unable to complete the course because of illness or other conditions beyond their control*. Incompletes must be completed with a calendar year; after that the "I" changes to a permanent "I".
  - o The student must complete the ***Incomplete Grade Request*** Form, available at the link above, and the instructor may set deadlines for the student to complete the work.
  - o Students who receive a grade of "I" in graduate courses (500 level or above) have one calendar year to complete the course for a grade. If after one calendar year the student has not completed the courses for a grade, the grade of "I" will become a permanent part of the transcript.
  - o Once coursework has been fulfilled, the instructor will assign a final grade for the course. If the student does not complete coursework within the allotted time, the incomplete will become permanent and remain in the student's transcript. If the course is a required course for the degree program, the student will have to re-take the course.
  - o To repeat the course for credit, a student must reregister and pay fees. The grade for the repeated course will appear on the transcript but will not replace the permanent "I."

- **Audit Classes**
Graduate students may register to audit one or more courses with the approval of the Dissertation Supervisory Committee chair and the consent of the instructor involved. An audited course does not count towards the required credits for the POS, the minimum number of credits required for international students with visa restrictions, students employed as TA/RAs, or students receiving financial assistance.

THE IGD POS
The IGD POS should include the following:
- IGD 601, IGD 602, IGD 603, IGD 604 and GTD 505 for a total of 17 credit hours
- For the IGD 604 colloquium course, the student is required to take it at least once for 2 credit hours but may list it on the POS a second time as an elective
- Elective coursework totaling at least 25 credit hours
- Students admitted without a conferred master's must take an additional 30 credit hours of electives or IGD 792.

- Student admitted with a conferred master's may request approval for up to 30 credit hours from the master's degree to fulfill the addition electives and research requirement.
- Independent Study courses (IGD 590, etc.) must be graded with letter grades, not pass/fail.
- IGD 799 "Dissertation" (12 and only 12 hours of IGD 799 devoted to writing the Dissertation)
- There is no minimum required number of credit hours for IGD 792 "Research."
- IGD 592, Research, and IGD 599, Thesis, are for master's degree students only. These should not appear on a PhD POS.
- Normally, students will take all research, dissertation prospectus, and dissertation hours under the IGD prefix.
- Students cannot use courses with grades lower than "B-" on a POS.
- Students cannot use courses with grades of "I" (Incomplete), "X" (Audit), or "W" (Withdrawn) on a POS.
- Graduate students must maintain minimum GPAs to maintain satisfactory academic program and to graduate. Minimum GPAs must be maintained on the POS GPA, Cumulative GPA, and the Graduate GPA.
  - The POS GPA is based on all courses that appear on the student's approved POS. IGD PhD students must maintain a 3.2 POS GPA.
  - The Cumulative GPA includes all the coursework on the student's transcript. IGD PhD students must maintain a 3.2 POS GPA.
  - The Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript. IGD PhD students must maintain a 3.2 POS GPA.

POS APPROVAL

- The POS must be approved by the student's Dissertation Supervisory Committee Chair (Faculty Advisor) and/or Co-Chairs (co-Faculty Advisor), the Head of the Academic Unit, and the Vice Provost for the Graduate College. The POS becomes a contract between the University and the student that guides the student in completing degree requirements.
- The student completes the *Applying Master's and/or Pre-Admission Credit to the IGD PhD POS* (if applicable). If a student wishes to use credit hours from a previous master's degree towards the IGD PhD the official transcript must be on file with ASU Graduate Admissions.
- Student constructs a preliminary version of the POS using the *Plan of Study Template*. (See Appendix B)
- Student and committee review the preliminary POS and the student makes any needed revisions.
- Student sends all the forms above that comprise the preliminary POS to the IGD Graduate Program Academic Advisor. After review the student makes any needed revisions requested by the IGD Graduate Program Academic Advisor and resubmits the forms.
- If everything is in order the student may submit the **Interactive Plan of Study (iPOS)** through the online system in My ASU. After submitting the iPOS online, the student should notify the IGD Graduate Program Academic Advisor that the iPOS is in the online system and ready for review.
- The IGD Graduate Program Academic Advisor will get the approval of the Committee Chair and the Head of Academic Unit via email.
- The IGD Graduate Program Academic Advisor will forward the online electronic version of the completed iPOS to the Graduate College for final approval. Appendix B contains the necessary forms and covers the necessary steps to submit the POS.

COMMITTEE CHANGES TO POS

- Once the original iPOS has been approved by the Graduate College, the student will need to submit an **online *Committee Change* request** through the iPOS web site to officially add or change members of the Dissertation Supervisory Committee.
- After submitting the online Committee Change Request, the student should notify the IGD Graduate Program Academic Advisor that the request is in the online system and ready for review.
- The IGD Graduate Program Academic Advisor will get the approval of the Committee Chair and the Head of Academic Unit.
- The IGD Graduate Program Academic Advisor will forward the online electronic version of the Committee Change request to the Graduate College for final approval.
- **NOTE:** *Committee Approval Request* forms and CVs for members not already approved to serve on doctoral committees must be submitted and approved prior to submitting the online Committee Change request.

COURSE CHANGES TO POS
- Submit a *Course Change* **request** through the online iPOS system to remove courses from the iPOS that the student did not take and/or to add courses that the student did take that were not originally listed on the iPOS.
- After submitting the online Course Change Request, the student should notify the IGD Graduate Program Academic Advisor that the request is in the online system and ready for review.
- The IGD Graduate Program Academic Advisor will get the approval of the Committee Chair and the Head of Academic Unit.
- The IGD Graduate Program Academic Advisor will forward the online electronic version of the Course Change request to the Graduate College for final approval.

DISSERTATION PROSPECTUS

Dissertation Prospectus Guidelines:
The **Dissertation Prospectus,** a written plan for the research the student intends to complete is the first formal and major document you submit to your dissertation committee as part of your IGD PhD journey. IGD students advance to candidacy when they successfully write and defend a dissertation prospectus and is considered a significant milestone. The written prospectus is also the student's written comprehensive exam and the student must defend the prospectus in an oral examination. So, the defense of the prospectus is also the student's oral comprehensive exam. The goal of the prospectus document and its oral defense is for the committee to be able to ascertain whether the candidate is ready to start researching and writing the dissertation, including: a) research ethics and protocol, b) methodology, c) data collection, c) analysis and e) eventual completion of the research and writing dissertation. The successful defense of a prospectus marks the beginning of the emergence of a scholar/researcher who has been academically vetted by a dissertation committee and the confidence of the institution in the candidate's ability to independently pursue novel research to advance knowledge.

The prospectus must have an answerable research question, a full knowledge of sources, and plans for conducting the research and writing the dissertation that provides the dissertation committee milestones to assess. Students should prepare a dissertation prospectus and defend by the end of year two in the IGD degree program. During the prospectus defense students share their dissertation research ideas with faculty and colleagues, and receive suggestions and feedback to research and write dissertation. So, prospectus defense is therefore open to the public. This document provides general guidelines for preparation of the dissertation prospectus.
The dissertation prospectus should be as comprehensive as possible, even if it is very likely to be modified in the course of conducting research and writing the dissertation. For this reason, a realistic prospectus requires discussion and cooperation between you and your dissertation committee. You are advised to show at least one, if not two, **drafts** of the prospectus to your dissertation committee as you prepare it before your formal defense. After these initial consultations/discussions, you will submit the final version of the dissertation prospectus for formal approval by the committee. The committee will then meet collectively with you to discuss your prospectus and its plan of implementation. This is what we call a proposal defense. Generally a prospectus ranges from 100-125 double-spaced pages in length or about roughly 25,000-30,000 words.

What to include in the Prospectus:
There is no single recipe for a good dissertation prospectus. But you should answer, to the best of your abilities, some fundamental questions:
1. The written dissertation prospectus must contain, at a minimum, review of scholarly literature in your field of research, description of theoretical framework along with research question(s) and its significance, a description of specific research method(s) for collection and analyzing data; a detailed work plan for data collection, analysis and writing. The dissertation prospectus should also provide working bibliography, not just cited in the prospectus but everything consulted (with committee) at this point. Most importantly:
   a. What is the **central problem** that your dissertation will address? This problem can be theoretical, critical, or historical; but it should, in most cases, be presented as a question or related set of questions to which your dissertation will attempt to find answers. It is important that the problem be stated from the outset, so that your research will not risk becoming random, and your exposition will not lapse into mere description.
   b. Make sure that you are not just restating what has already been said, you should include a **review of the present "state of the knowledge" and "gap" with respect to your topic**. Question that you should ask yourself include: has this topic been treated before? How does your approach differ from earlier ones? Has new evidence appeared (for example, a new primary source) since previous research?

c. **Outlining** a sequence of potential chapters (or paper) will help you clarify the argument of your dissertation and check the balance of its parts in relation to one another. If you are writing a book length dissertation, a finished product could be 200-300 pages long. Note that the length depends on your topic of dissertation too. So, developing an outline helps your thinking to move forward substantially, so that the actual writing of the dissertation is more clearly focused.

d. Note that you also have the **option of a 'three papers'** model whereby the PhD thesis can consist of three separate papers. The papers should be of normal peer review journal article length (say, between 7,000 and 10,000 words). The three papers are each free standing (in the sense that each can be read and understood independently) but should be on a unified theme of your dissertation. In your final dissertation the three papers are normally preceded by a short introduction to the overall topic, which may contain essential background information, synthesis of literature, your methodology and conclusion. Therefore, the 'three papers' PhD thesis looks like this: a) Introduction and background to the general topic area; b) brief synthesis of your literature; c) methodology; d) first paper; e) second paper; e) third paper; and f) conclusion and implications for policy and/or further research.

e. Once you have drafted your prospectus under the guidance of your dissertation committee, you might want to have it read by someone who knows nothing about your topic, to see whether you have **clearly set out your problem and defined a workable method**. Seeking out a general reader right at the start is a good reminder that although you may be writing on a specialized topic, your dissertation should be written in clear and intelligible prose.

f. Note that the prospectus is not a mini-dissertation, yet enough care should be exercised so that the prospectus clearly and concisely articulates your dissertation project, its arguments, methods, and special considerations in a manner that anyone in interdisciplinary studies, such as the field of global development, can grasp. Your **literature review** is important and you should consider this to be your major undertaking.

g. It is natural that dissertation research leads to changes in original plans, but as long as the general topic remains the same and faculty advisors approve, the prospectus need not be revised. If the project is dramatically changed, the student should amend the original prospectus and have the new one be approved by the advisors and **Chair** of the IGD PhD program.

h. We encourage you to start thinking about <u>possible dissertation topics very early,</u> even before entering the program. You should certainly consider regular discussion with potential faculty advisors in your first semester in the program and you are encouraged to submit incomplete or preliminary versions of proposed research well before formal deadlines. You should use IGD's core classes (IGD 601, 602, 603 & GTD 505) to build the foundation of your dissertation,

2. Note that the dissertation advisers differ on their expectation of the prospectus, but it normally contains the following elements:

- *proposed dissertation title*: it is a hyper-specific description of what you plan to study and it should align with your problem statements.
- *statement of the problem* addressed or the question to be answered: here you describe what you will study as succinctly as possible, a paragraph is usually sufficient. What is the problem you are trying to solve and with that in mind, what is the purpose of this study.
- *description of why the topic is interesting*: it is easiest to think of this section as a central question of your dissertation. Can you distill the focus of your dissertation into one major question? If not, chances are your topic is too broad.
- *extensive review of the relevant literature* in the field and of what the student hopes to contribute to it: this is the beginning of what will become your literature review, your understanding of the literature in your area of study. For that reason, it is important that you are familiar with the landscape before you dive into studying a subject so that you can be sure that you are building off of existing knowledge and adding a genuine contribution to the field.
- *a clear description of the methods, analytical protocol to be used and, data sources*: here it is important to spell whether your study will be qualitative or quantitative, as well as any theoretical or conceptual frameworks you plan on using;
- an *outline* of the dissertation, including tentative chapter titles. If you are interested in writing three papers, you have to make it clear the scope of these papers.
- a *timeline* that accounts for time required for collecting data, analyzing, and writing.
- *A comprehensive bibliography*: Here, you'll list the sources that you reference in your prospectus. We expect it to be upward of 100+peer reviewed journal articles (note that 10-20% of this could be book or book chapters).

- Students should meet regularly with their **Faculty Advisor** and at least once with their full committee the semester before the formal prospectus defense to prepare for the defense. The student should provide a draft of the prospectus to the committee at least ten (10) full days in advance of this preparatory meeting. The committee should provide suggestions for improvement and in particular should assure that the student has compiled an appropriate bibliography for the project.

3. Day of Defense
   The dissertation prospectus is formally completed with an oral and formal defense on a designated date agreed upon by the candidate and the committee members. In IGD PhD the prospectus defense is public whereby non-committee members as well as friends and family members are allowed to be present.

   The presentation should cover:
   a. The research question;
   b. The significance of the question;
   c. A summary of current scholarly literature in the area (a synopsis of the literature review);
   d. A work plan for data collection and analysis and planning for recruiting and protecting human research subjects, if relevant;
   e. A work plan for dissertation writing (chapters, papers, timeline);
   f. Outstanding questions, areas of needed advice from the committee

   Generally, on the day of the defense, the candidate presents for 25-35 minutes. This presentation is followed by questions from the audience (roughly 30 minutes). Then the committee members will convene to have only the candidate and themselves and ask the candidate further questions before deciding to approve/or request for further improvement of the prospectus. This last part may take roughly an hour. The Chair of the committee will be the final arbitrator in the approval of the prospectus.

   The examination following the presentation will include questions on:
   a. The presentation;
   b. The written document;
   c. The student's knowledge (both breadth and depth) of the scholarly literature relevant to the dissertation project;
   d. Methods, data and analysis protocol;
   e. The viability of the plans for conducting the research, analysis and writing;
   f. anticipated challenges during the research process;
   g. Road map to graduation basic schedule when she/he plan to complete each part of dissertation

   The candidate needs to work with IGD PhD academic advisor to ensure all paperwork prior to, during and after the prospectus defense are completed, approved and signed. This process is always in conjunction with the knowledge and approval of the committee members.

Process
1. When students have essentially completed the course work in an approved POS, they should prepare and defend a dissertation prospectus.
2. Students must enroll for at least one credit in the semester they defend the dissertation prospectus.
3. The Graduate College must approve the POS before the student may defend a dissertation prospectus. In addition, the student must appoint the full dissertation committee through the electronic iPOS system and have the committee members approve the POS. Students should submit the POS at least a semester prior to the anticipated defense of the prospectus.
4. Students meet with their committees to discuss a draft prospectus in the semester before defense of the prospectus.
5. When the student's committee feels the student is ready to proceed with the prospectus defense, the student must complete the *"Approval to Schedule the Dissertation Prospectus Defense"* form, get approval from all committee members, and submit the form to the IGD Graduate Program Academic Advisor.
6. The IGD Graduate Program Academic Advisor will do an audit of the student's records to make sure all University and Graduate College requirements have been met to this point and the student can schedule the prospectus defense.
7. The student schedules the prospectus defense in consultation with their committee.

8. The student notifies the IGD Graduate Program Academic Advisor of the defense date several weeks before the defense.
9. The student provides the revised written prospectus to the committee at least two weeks before the prospectus defense.
10. The IGD Graduate Program Academic Advisor will create the SFIS *"Report of Doctoral Comprehensive Examinations and Approval of the PhD Dissertation Prospectus"* form and email it to the Chair of the student's committee prior to the prospectus defense.
11. The committee determines the outcome of the defense and records the outcome on the form along with the evaluation rubric on page two. The student obtains all signatures from the committee and the Degree Program Chair's signature, then delivers the form to the IGD Graduate Programs staff. SFIS Graduate Advisor enters the results of the exams into the student's electronic record.
12. Students should receive a Letter of Doctoral Candidacy from the University Registrar after the results are processed.

DISSERTATION
The culminating experience of the IGD PhD is a dissertation that that the student orally defends. These are original works of research and scholarship. The Graduate College's process for defending a dissertation or thesis and completing an ASU graduate degree has numerous strict deadlines. These are summarized below. In addition, **be sure to consult the Graduate College's web site several months before the anticipated completion of a degree** for specific deadlines and process changes.

Process
1. The Dissertation should be successfully defended by end of year four in the IGD degree program. Once students have completed 2-3 dissertation chapters (or peer review papers), they should contact their committee to set up a time for a **Preliminary Dissertation Seminar** to present their research to their committee and the IGD program faculty and students. The committee chair, as many of the committee member as possible, and other IGD program faculty, staff, and students attend. This presentation gives students valuable feedback on successfully finalizing the project. Contact the SFIS Graduate Academic Advisor to assist with finding a room for your preliminary seminar.
2. Students meet with their committees to discuss a draft prospectus in the semester before defense of the prospectus.
3. The semester before the student plans to defend a dissertation or thesis, he or she should update the iPOS, if necessary. Updating includes reconciling the iPOS and the transcript so that the iPOS only lists courses on it that the student has actually taken, affirming that the committee list is complete and correct, and checking that the student has not exceeded the maximum time limit for completion of the degree.
4. Students must enroll for at least one credit of appropriate graduate level coursework in the semester they defend the dissertation.
5. At least two months before the defense, and ideally four months before, the student should submit a complete draft of the dissertation to the committee for comments.
6. The student should apply for graduation through My ASU no later than the middle of the semester of the defense. The deadline for applying for graduation is a "hard" deadline that changes each year. Check the Graduate College web site for the specific deadline.
7. If desired, the student registers to participate in graduation ceremonies through My ASU. The deadline for registration is about a month before commencement. See the Graduate College web site for specific deadlines.
8. Once the Dissertation Supervisory Committee is certain that the student is ready to defend the dissertation, the student must submit the *Permission to Schedule Dissertation Defense* form (see Appendix B) signed by the committee and Head of Academic Unit. The completed form should be submitted to the IGD Graduate Program Academic Advisor.
9. Through the SFIS Graduate Programs staff, the student schedules a day, time, room, and AV equipment, if needed, for the defense. To allow for coordinating schedules, the student should start planning a defense date with the committee several months or more in advance of the defense.
10. No later than 10 working days before the scheduled defense, the student schedules the defense with the Graduate College online through My ASU. In the "Defense" tab click on the "Schedule my defense" link that goes to the electronic schedule form. If the link does not appear on My ASU, the student should verify that every item below has been completed and contact the academic unit if they need assistance.
    The student must:
    - be defending a Thesis or Dissertation
    - have an approved iPOS (no pending changes or petitions)

- have met all minimum 3.0 GPA requirements (iPOS and Graduate)
- have an approved full committee on the iPOS (no pending changes)
- have satisfied all milestone requirements (for example, written comprehensive examination, foreign language examination, etc.)
- have reached candidacy
- be an active student and currently enrolled

11. Preparing for format review - The document submitted for format approval must be a complete, defense-ready document. Student should choose a style guide in consultation with their faculty advisor and dissertation supervisory committee, write an abstract that meets the Graduate College guidelines, and thoroughly check the document for consistency, grammar, punctuation, etc. It is recommended that students use the ASU Format Advising Tool. Review the ASU Graduate College Format Manual (Format Manual) before creating the dissertation document.

12. The student must submit a **complete** draft of the dissertation document at least ten (10) calendar days before the defense date by uploading a Word or PDF document as an attachment through their iPOS on the Format tab. If you are attaching multiple files, the documents must be submitted as a compressed zip file. Be sure to check the Graduate College web site for the specific deadline to submit these materials that corresponds to the defense date. Please note that it is expected there will be content revisions needed after receiving feedback from the supervisory committee. However, it is also expected that the document is ready to defend, meaning that there is full text in each section and the student has utilized the Format Tool prior to submission to the format office. PhD students must also submit the Survey of Earned Doctorates through the website link. More information about the format approval process is available on the Graduate College website.

    NOTE: The Grad Format team will not review incomplete documents or those that have not been formatted according to the format manual. **If students submit a partial or incomplete document, the document will be returned to the student without review.**

11. The "Announcement and Report for Doctoral Dissertation Defense" form (commonly called the Pass/Fail form) will be made available to the dissertation committee via an email with a link to the form in DocuSign.

12. After the defense the committee members indicate the Pass/Fail status of the defense and all sign the form electronically through DocuSign.

13. The student completes any revisions required by the committee. Normally, students complete revisions in time to graduate in the semester they defend the dissertation. The Graduate College will not allow students to submit a revised dissertation more than one-year after a defense.

14. The committee reviews the revisions and, when satisfied, the committee chair signs the revision section of the Pass/Fail form electronically through DocuSign.

15. The student completes any format revisions required by the Graduate College and re-submits the document for final format approval, if required.

16. Once the student has received the Graduate College final format approval, the student submits a copy of the final thesis/dissertation to UMI/ProQuest. The student will receive an email from the Graduate College format advisor notifying them that their document is ready for electronic submission through UMI/ProQuest.

MASTER'S IN PASSING DEGREE

A Master's in Passing (MIP) request is for students in a doctoral degree program that have not previously completed a Master's degree in that area. Students in this situation can request a Master's degree be awarded once they have completed the required number of credits and culminating event for the Master's program. Students with an existing master's degree with the same major are not eligible.

In order for a student to qualify for a Master's in Passing (MIP), the following conditions must be met:
- Students must have an approved iPOS from the doctoral program on file.
- Students cannot use the blanket 30 credits from a previously awarded master's degree on the iPOS of the doctoral program.
- All coursework for the Master's in Passing must be completed after the admission to the doctoral program, including the culminating event required for the MIP.
- For students required to complete a formal thesis defense, the MIP form can be submitted during the semester in which the thesis defense has been scheduled.

The requirements for the MIP in IGD are:
- IGD 601 (4 credits)
- IGD 602 (4 credits)
- IGD 603 (4 credits)
- IGD 604 (2 credits)
- GTD 505 (3 credits)
- 12 credit hours of electives
- IGD 593 Applied Project as the culminating experience for the MIP (3 credits)
  TOTAL 32 credits

The request for a Master's in Passing must be approved by the student's full supervisory committee, the IGD Degree Program Chair and the SFIS Head of Academic Unit.

- Student confers with the Academic Unit regarding completion requirements for the MIP.
- Once student has completed culminating experience for the MIP, the advisor completes the Master's in Passing Request form via DocuSign here.
- The Master's in Passing Request form is routed to the Graduate College coordinator assigned to that unit for processing

When the completed DocuSign form has been processed by the Graduate College, the student will receive an email containing instructions to complete the MIP iPOS. The contact person in the Academic Unit is copied on this email also.
- The student submits their MIP iPOS to the Academic Unit for approval.
- The Academic Unit approves or denies the MIP iPOS.
- If the student's MIP iPOS is approved by the Academic Unit, the iPOS will be forwarded to the Graduate College for review.
- If the student's iPOS is approved by the Graduate College, the student may apply to graduate.

STUDENT RESOURCES

IGD ADVISING
The IGD Graduate Program Academic Advisor in SFIS is available to help explain department and university policies and procedures. Questions about paperwork or university policies should be addressed to the Program Academic Advisor first. At times it might be necessary to refer the student to someone else or another unit. Questions regarding what courses a student should take, topics for the dissertation, as well as research applied toward the degree should be directed to the student's Faculty Advisor or Dissertation Supervisory Committee.

IGD STUDENT RESOURCES SITE
All current IGD students will be given access to an IGD Student Resources site. The IGD academic advisor will inform students on how to access the site. The site contains handbooks and examples of program milestones, as well as other information for graduate students within SFIS.

SFIS GRADUATE STUDENT ORGANIZATION
The School for the Future of Innovation in Society Graduate Student Organization (GSO) exists to support three key functions for SFIS graduate students. In addition to cultivating community & cohesion within and between graduate cohorts & programs, we strive to provide a mechanism for interactions between SFIS graduate students, staff, and faculty, while supporting SFIS graduates in their academics, professional development, and new endeavors. Visit the SFIS GSO web site for more information.

TRAVEL FUNDING
Travel funding for conferences, internship interviews and job interviews may be available through SFIS, Graduate College and Graduate and Professional Student Association (GPSA). Some travel awards require a funding match from the academic unit. Students should pay close attention to application processes and deadlines.

INTERNATIONAL TRAVEL REQUIREMENTS
All ASU students participating in University-Related Travel outside of the United States and its territories* must register their travel with the university. University-Related Travel includes, but is not limited to, the following activities:
- Research, experiential learning (e.g., international internships, co-ops, volunteering, service-learning), independent study done abroad, or any other international travel that is part of an ASU class or for which the student receives ASU resident credit;
- International travel sponsored by or affiliated with ASU or an ASU student organization (this applies to both affiliated and independent student organizations registered with EOSS);
- Any other international travel by students for the purposes of officially representing ASU, such as participation in an academic or professional conference.

Students/faculty/staff traveling abroad on programs administered by the ASU Study Abroad Office are registered in a separate system.

ASU GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA)
GPSA is the official, representative student body government for all ASU graduate and professional students that supports students' research, personal and professional development and service efforts. It operates through executive and legislative branches composed of over 41 elected student assembly members representing all ASU college and schools, 20 elected and appointed executives, and hundreds of volunteers.

Students are welcome to apply to GPSA for funding for travel, research and childcare. It also offers a wellness program, health insurance guide and professional development. Many events are scheduled throughout the year and students are encouraged to participate.

ASU GRADUATE WRITING CENTERS
ASU Writing Centers offer a dynamic, supportive learning environment for undergraduate and graduate students at any stage of the writing process. Tutors from a wide range of majors help students hone writing skills and gain confidence in their writing.

Benefits of Writing Tutoring
All writers — all ASU undergraduate or graduate students — can benefit from visiting the Writing Center to:

- explore, plan, and develop ideas
- organize and structure a paper
- integrate and cite sources
- engage in writing and revision
- discuss editing and proofreading strategies
- find a place to write

In-Person Writing Tutoring
ASU students can schedule a 30-minute, in-person appointment for one-on-one writing tutoring. Writing tutoring for walk-ins may be limited and is subject to tutor availability. Please be sure to call the appropriate campus writing center if you need to change or cancel your appointment. Please click on the campus names below to view the centers' locations, hours of operation, and phone numbers. To schedule a one-on-one writing appointment in one of the writing centers, please view the schedule of available sessions and select an appointment time.

For information about graduate student writing appointments, please schedule an appointment by visiting Graduate Writing Center.

ASU LIBRARIES
ASU Library is home to seven library facilities across five ASU campuses, providing students access to millions of information resources, world-class collections, outstanding study spaces and research centers, and a suite of maker services. Locations are available here https://lib.asu.edu/locations.

CAREER SERVICES, INTERNSHIPS, AND PROFESSIONAL DEVELOPMENT
ASU Career Services offers students the opportunity to speak with a career advisor and well as multiple career events that students may attend throughout the year. Internship postings are available to students who have an ASU "handshake" account. The office also offers assistance with resumes, cover letters and interviews.

Virtual career advising appointments are available for all online students. Appointments can be made through Handshake. Virtual career fairs, workshops, and internship assistance are also available along with resume assistance.

The College of Global Futures has a career advisor dedicated to helping the college's degree-seeking students discuss career options and perform company and occupational research. The advisor also assists with resumes and cover letters, interview preparation, job search strategy, and other employment-related topics. Full time opportunities are communicated through the School for the Future of Innovation in Society internal LinkedIn group, which you are strongly encouraged to join. Additional employment, internship, career fair, and mentorship opportunities are available through ASU's career resource, Handshake.

Graduate students can also pursue internships, either for elective credit or no credit. There are many local sustainability internship opportunities posted on SustainabilityConnect. These have been curated for the undergraduate sustainability program, but are open to any College of Global Futures student.

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

To book an appointment, please visit the College of Global Futures Advising site.

The ASU Graduate College offers many avenues of professional development. Graduate students develop the professional identities needed to build enduring careers with academic integrity and university support programs that foster scholarly collaboration, career pathway exploration, and are encouraged to take advantage of the Graduate College's knowledge mobilization initiatives.

VETERANS AND MILITARY
The Office for Veteran and Military Academic Engagement serves the Arizona State University community by promoting dialogue, teaching, and research that increases information, understanding, knowledge, and relationships among military, civilian, and academic cultures. Their goal is to listen to veteran students, look for ways to connect them with faculty and other students, and continue to learn where and how to build bridges between these different cultures.

The [Pat Tillman Veterans Center](#) provides guidance and support for students who are veterans, active-duty military or military dependents. Six locations are available for ASU military students:

Downtown Phoenix campus University Center Building, Room 130 602-496-0152 480-522-3058 Fax Hours of Operation Mon. – Fri.: 8 a.m. – 5 p.m.	**Tempe campus** Memorial Union, Lower Level, Room 75 480-965-7723 480-522-3058 Fax Hours of Operation Mon. – Thur.: 8 a.m. – 6 p.m. Fri.: 8 a.m. – 5 p.m.
Polytechnic campus Administration Building 480-727-2773 480-522-3058 Fax Hours of Operation Mon. – Fri.: 8 a.m. – 5 p.m.	**West campus** University Center Building, Room 120 602-543-8220 480-522-3058 Fax Hours of Operation Mon. – Fri.: 8 a.m. – 5 p.m.

INTERNATIONAL STUDENTS

The [International Students and Scholars Center](#) (ISSC) is the resource for international students who need information on maintaining SEVEIS status, visa and travel, employment, and advising. The ISSC offers an orientation every fall and spring term for new international students as well as appointments for advising and counseling.

HEALTH AND FITNESS

All ASU students enrolled in an in-person campus-based program have access to Sun Devil Fitness facilities on all campuses. For more information about facilities, membership and group fitness classes, please visit: https://fitness.asu.edu/.

In cooperation with Arizona Board of Regents and ASU Health Services, ASU offers an [affordable medical insurance policy](#) to students. This insurance provides access to the health and counseling services at any ASU Health Service location. The insurance plan is designed to provide group coverage to students that are currently uninsured, need a less expensive alternative or need an Arizona provider network. The Health Insurance Office is located in the Health Services building, at the Tempe campus and can be reached at 480-965-2411 or insurance@asu.edu to answer questions about this policy.

[ASU Health Services](#) is dedicated to the well-being and educational success of each individual student by providing high quality health care that is accessible, affordable, and compassionate. More than 20 physicians and nurse practitioners are board-certified in emergency medicine, family medicine, internal medicine, neurology, orthopedics, rheumatology, and sports medicine. Students, whether they have health insurance or not, are eligible to use ASU Health Services. However, we strongly advise every student to maintain adequate health insurance to cover unexpected medical expenses.

In addition, [ASU Counseling Services](#) offers confidential, personal counseling, and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals. Health Services are for any Sun Devil, regardless of race, gender, sexual orientation, age, student status, religion, ability, size, financial situation, the issue you're dealing with or whether you've had health care before. Appointments can be scheduled [online](#), [in person](#) or by phone. For immediate concerns, walk-in appointments are available.

PARKING AND TRANSIT

Students, faculty and staff may purchase annual and semester permits through [ASU Parking and Transit Services](#). Sun Devils who choose not to purchase a permit, as well as campus visitors, may use various daily and hourly parking options. ASU Parking and Transit Services has offices on four campuses. If you are unsure of which campus to contact or have questions, [email PTS](#) or call 480-965-6124.

Campus	Address	Office hours	Parking information
Downtown Phoenix	University Center - UCENT 411 N. Central Ave - Suite 116 Phoenix, AZ 85004	Mon–Fri 8 a.m.–4:30 p.m.	Campus information
Polytechnic	QUAD 4 7107 E. Tiburon, Bldg. 4 Mesa, AZ 85212	Mon–Fri 8 a.m.–4:30 p.m.	Campus information
Tempe	University Towers 525 S. Forest Ave. Tempe, AZ 85281 Entrance located on Fifth St.	Mon–Fri 7:30 a.m.–4:30 p.m.	Campus information
West	North Services Building - NSB 4766 W. University Way North Glendale, AZ 85306	Mon–Fri 8 a.m.–4:30 p.m.	Campus Information

ASU intercampus shuttles transport students, faculty and staff between the Downtown Phoenix, Polytechnic, Tempe and West campuses.

Several public transportation options are available to students and employees across the ASU campuses. City buses and light rail, discounted transit passes, Eco-Passes and car-sharing allow Sun Devils to travel quickly, easily and affordably throughout the greater-Phoenix area. More information is available at https://cfo.asu.edu/transit.

STUDENT ACCOUNTS
Student Business Services offers a variety of student account services including tuition and billing, student refunds (including financial aid), receipt and payment processing, support for past due accounts, third party sponsorship assistance and Perkins Loan repayment. Student may call 1-855-278-5080 or email sbs@asu.edu for information on their accounts. Office hours and locations are:
Monday - Friday
8:15 a.m. - 4:30 p.m.
Closed Saturday, Sunday and university holidays.

ASU ID CARDS
ASU requires all students, employees and qualifying university affiliates to obtain an official ASU ID card. With the exception of eligible new employees, the ASU ID card is issued for a fee. Online students must have an approved photo on file with Sun Devil Card Services. Students may choose between the Pitchfork ID, complete with Sun Devil Checking exclusively from MidFirst Bank, or the basic Sun Card to use as their official university ID card. The Pitchfork ID is two cards in one: an official photo ID for ASU® students - and a Visa® debit card. The Pitchfork ID must be created at one of the MidFirst Bank locations. The basic Sun Card for on-campus students can be created by uploading a photo and then picking up the completed card at the Sun Card campus location.

CAMPUS AMENITIES - STORES, BANKS, EATERIES
The Sun Devil Campus Stores sell textbooks, used books, academic supplies, art supplies and ASU logo clothing and gifts. Students can rent textbooks, or enjoy the convenience and savings of digital textbooks and ebooks. Thesis and dissertation binding is available, as are medical and nursing reference materials. The campus store is located on Orange Street, east of Computing Commons on the Tempe Campus.

Sun Devil Dining offers quality, value, variety and convenience with over 50 dining locations including dining halls, fast casual restaurants, cafes and on-campus markets. Dining on campus plays an integral role in the college experience. Students may participate in the meal plan program, which saves money and gives great value.

The Memorial Union (MU) is a one-stop campus hub. The MU features dozens of dining options, ATMs and full-service banking operations, meeting space, lounge and study space, a full-service salon, copy center, and market.

DISCRIMINATION COMPLAINTS
It is a violation of ASU policy to discriminate against any employee or student on the basis of that individual's race, color, religion, national origin, citizenship, sex, gender identity, sexual orientation, age, disability, Vietnam-era veteran status, special disabled veteran status, other protected veteran status, newly separated veteran status, or

any other unlawful discriminatory grounds. Complaints should be filed within 120 days of the last act of alleged discrimination. The director, Office of Equity and Inclusion, may waive or extend this time frame for good cause such as holidays or times that classes are not in session.

An employee or student (or member of the public in cases of disability complaints) who believes he or she has been unlawfully discriminated against may discuss his or her concerns with the director or an assistant director of the Office of Equity and Inclusion, file a report, and/or file a complaint of unlawful discrimination with the Office of Equity and Inclusion (https://cfo.asu.edu/DEI).

The Office of Equity and Inclusion review of complaints is a confidential process because it involves personnel matters. The parties to the complaint are guaranteed confidentiality except as noted in the policy and as necessary to conduct a thorough and fair investigation of the complaint. All witnesses in a complaint investigation are guaranteed confidentiality. All documentation and reports received and/or developed as part of the report/complaint process, including investigative reports are considered confidential unless otherwise noted in the policy.

To review the official policy, see "ACD 403: Procedures for Resolving Complaints of Unlawful Discrimination" in the Academic Affairs manual (https://www.asu.edu/aad/manuals/acd/).

CRISIS SERVICES
ASU Counseling Services prioritize immediate access to services to ensure that all students who request or need services can be seen the same day- no appointment is necessary. You can call or walk in and be seen anytime at one of our four campus locations between Monday-Friday, 8 a.m. – 5 p.m.
- Downtown Phoenix: 602-496-1155
- Polytechnic: 480-727-1255
- Tempe: 480-965-6146
- West: 602-543-8125
If you need assistance outside of business hours, please call EMPACT's 24-Hour ASU-dedicated Crisis Line: 480-921-1006.

For Life threatening emergencies, please call 911.

If You Are Concerned About a Student
Faculty, staff, and parents can be very helpful in supporting a student in distress to access counseling services. ASU Counseling Services staff offers consultation assistance to concerned parents, faculty, staff, and other students who have concerns about a student. By speaking with one of our counselors, you can receive information about how to talk with a student experiencing difficulties and how to access various resources. You may call any ASU Counseling Services location and ask to speak to a counselor who will help you decide what options are available. If a crisis occurs on or near campus students, faculty, and staff may be affected. ASU Counseling Services staff will schedule meetings with groups of faculty, staff, and students who have been affected by a crisis. You may call any ASU Counseling Services location and ask to speak with a counselor who will talk with you about your needs.

TITLE IX
ASU prohibits all forms of discrimination, harassment and retaliation.   To view ASU's policy please see https://www.asu.edu/aad/manuals/acd/acd401.html.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

STUDENT ACCESSIBIILTY AND INCLUSIVE LEARNING SERVICES
Qualified students who wish to request an accommodation for a disability should contact the Student Accessibility and Inclusive Learning Services (SAILS) by going to https://eoss.asu.edu/accessibility, calling 480-965-1234, or emailing student.accessibility@asu.edu.

Downtown Phoenix	Polytechnic
[Post Office, Suite 201](#) **Hours**: Monday - Friday, 8 a.m. - 5 p.m. Disability Resource Center 522 N Central Ave, Ste 201 Phoenix, AZ 85003	[Wanner Hall - Suite 201](#) **Hours**: Monday - Friday, 8 a.m. - 5 p.m. Disability Resource Center 6049 S. Backus Mall Mesa, AZ 85212
Tempe	**West**
[Matthews Center building, 1st floor](#) **Hours**: Monday - Friday, 8 a.m. - 5 p.m. Disability Resource Center PO Box 873202 Tempe, AZ 85287-3202	[University Center Building, Room 304](#) **Hours**: Monday - Friday, 8 a.m. - 5 p.m. Disability Resource Center PO Box 37100, MC 1050 Phoenix, AZ 85069-7100

GRADUATE WELLNESS RESOURCES

[Graduate Wellness Resources](#) is a one-page guide to Financial, Social, Emotional, and Physical Health and Wellness Resources for ASU Graduate Students was developed by the GPSA.

10 BEST PRACTICES IN GRADUATE STUDENT WELLBEING

[10 Best Practices in Graduate Student Wellbeing](#) provides proven ways to help graduate students better care for themselves under the increasing demands of graduate school.

MOVING TOWARDS GRADUATION

REGISTRATION DURING GRADUATION SEMESTER
Students are required to register for at least one semester hour of credit that appears on the iPOS or one hour of appropriate graduate-level credit during the fall, spring or summer session in which they complete their culminating experience.

REVIEW POS FOR ACCURACY
Each student will need to review his/her POS against their current ASU transcript at the beginning of the last academic term. Any changes necessary to make the POS match the official transcript should be done through the iPOS link in My ASU (https://my.asu.edu/).

APPLY FOR GRADUATION
Apply for graduation and pay the graduation fee online through My ASU. Select the **Graduation** tab from **My Programs** and follow the online instructions. A credit card is required to complete your application. If application for graduation is made after the deadline, the student will be assessed a late fee.

If you are graduating in…..	Your deadline is….
Fall	October 1
Spring	February 15
Summer	July 15

- If application deadline falls on a weekend or holiday, the deadline will be extended to the next business day.
- To ensure that your name appears in the ASU commencement book and to avoid paying a late fee, the application must be received by the appropriate deadline.
- Summer graduate names appear in the Fall commencement book.

If you are not able to apply online:
- **Apply in person.**
    - Print and complete the Application for Graduation.
    - Complete the Graduation Survey.
    - Submit completed application, payment receipt and completed graduation survey to the University Registrar Services
- **Apply by mail.**
    - Print and complete the Application for Graduation.
    - Mail the completed application and applicable payment to the address listed on the application.

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

Your Application Status—Check your application status from your My ASU page. Your status will be one of the following
   Applied: Your application for graduation has been received and is being processed. If your application cannot be processed your status will change to either denied or withdrawn and you will be notified by email. Review your Plan of Study regularly to ensure that all requirements will be met. Unless you are denied or withdrawn, your status will appear as applied until your degree is posted, which occurs approximately 4-6 weeks after the degree conferral date.
   Denied: Your application for graduation has been denied because you will not meet one or more degree requirements by the degree conferral date. Review your Plan of Study and contact either your academic advisor or department chair to review your degree requirements and discuss your options.
   Withdrawn: Your application for graduation has been withdrawn because you have not completed all coursework (including incompletes) and degree requirements listed on your Degree Audit or Plan of Study by

the degree conferral date. Review your Degree Audit Report or Plan of Study and contact either your academic advisor or department chair to review your degree requirements and discuss your options.

COMPLETE ALL DEGREE REQUIREMENTS

Students must complete all degree requirements in a timely manner. Final grades must be posted and all required forms and evaluations must be submitted to meet the deadlines for graduation. Students must obtain at least a 3.0 GPA on all three GPA calculations: 1) iPOS, 2) Graduate (all graduate level coursework 500 level and above), and 3) cumulative that includes all coursework showing on the transcript since being admitted into the degree program.

Refer to Graduate College Graduation Deadlines (https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines).

ACADEMIC STANDARDS

SATISFACTORY PROGRESS

All graduate students are expected to make systematic progress towards completion of their degree. At the end of each semester, the Graduate Academic Advisor reviews the students' academic records to ensure that students have met the degree, SFIS and Graduate College satisfactory progress policies. In addition, each student must submit an annual progress report for review by their faculty advisor and the Degree Program Chair. This progress includes meeting the conditions listed below and achieving the benchmarks and requirements set by the individual degree program. If a student fails to meet the requirements and/or benchmarks of their degree program, the student may be put on probation or withdrawn from their program based on recommendations submitted by the academic unit to the Graduate College.

Academic Progress based on Graduate College Policies and Procedures

To be considered as making satisfactory progress toward the degree objective, a student must:
1. Schedule a "touchpoint" meeting with the Degree Program Chair twice per year to discuss progress. Registration holds will be placed on each future term and will only be released after the meeting has occurred and the Degree Program Chair clears the student to register for classes.
2. Remain continuously enrolled in the degree program
3. Maintain a cumulative GPA of 3.2 or higher in all classes included in the Program of Study
   (Those students who have not yet filed a program of study must maintain a combined GPA of 3.2 or higher for all courses taken since entering the current degree program and all courses numbered 500 and above completed since the last degree)
4. Maintain a Graduate GPA of 3.2 or higher in all classes on their transcript numbered 500 or above
5. Maintain an overall cumulative GPA of 3.2 or higher
6. Schedule at least one meeting each semester with Faculty Advisor/Dissertation Committee
7. Meet all DEADLINES stated in the section above, Steps Toward Degree
8. Satisfy all requirements of the graduate program and successfully complete the culminating experience
9. Meet the stated time limit for graduation from the degree program – maximum 10 years of consecutive fall and spring term enrollment

Milestone Progress based on IGD Executive Committee Policies and Procedures
In order to support timely progression through the IGD PhD degree program, milestones should be completed according to the following timeline:

Milestone	Entering with a master's degree	Entering without a master's degree
Final Draft of Written Dissertation Prospectus	4th semester (end of year two)	6th semester (end of year three)
Oral Defense of the Dissertation Prospectus	5th semester	7th semester
Dissertation Document Submission to Committee	8th semester	9th semester
Dissertation Defense	Within 3 months of submitting dissertation draft to committee (completed and graduated by end of year four)	Within 3 months of submitting dissertation draft to committee (completed and graduated by end of year five)

ANNUAL REVIEWS

To ensure that students are making progress towards their degree in a timely manner, and to ensure the student is taking responsibility for meeting the requirement for satisfactory progress, the student's faculty advisor, RA/TA faculty supervisor(s), and the IGD Degree Program Chair will review student progress annually. The annual review process is an opportunity to address any extenuating circumstances that may contribute to delays in completing milestones as stated above. If there are extenuating circumstance, students must work with their faculty advisor to make a plan and timeline for getting back on track. This information must be included in the Annual Review. The IGD Degree Program Chair will email the annual Student Progress Report (see Appendix B), instructions, and deadlines to students early in the spring semester.

In order for a student to be eligible for funding from SFIS for the next academic year, they must have submitted the Annual Progress Report for the previous academic year by the stated deadline.

Goals
- Provide a 'milestone' map for the PhD program to define adequate progress in the program
- Enable faculty to assess the progress of individual PhD students
- Enable the program to identify students who are not making adequate progress and develop plans to address the situation
- Teach students to articulate and document their research programs and progress toward their completion to facilitate applying fellowships, jobs, and tenure

Process
SFIS reviews the progress of all students annually. Each student prepares review materials and submits them to the IGD Graduate Program Academic Advisor. The progress report is forwarded to the student's advisor. After reviewing the materials, the advisor provides an assessment. The Degree Program Chair makes the final determination of each student's standing in the IGD Program.
- Student annual self-evaluation. Student submits annual review materials.
- Advisor evaluation. Advisors review the review materials of each advisee and provide assessments of the students' academic progress.
- IGD Degree Program Chair evaluation. The Degree Program Chair makes the final determination of each student's standing in the IGD Program (progress, probation, or program removal) based on students' review materials and advisors' assessments. The Degree Program Chair conveys the evaluation outcome to each student and to the SFIS Associate Director of Programs. The Degree Program Chair also coordinates with the SFIS Associate Director of Programs and the Graduate College when a student is placed on probation or recommended for removal from the program.

Materials Submitted
- Form. Students complete the ***Student Progress Report*** form. The IGD Graduate Program Academic Advisor will email out the form at the beginning of each spring semester for submission by a deadline set by the Degree Program Chair. Must be submitted each year.
- Self-evaluation. Students write one-page summaries of their scholarly achievements in the past year. Submitted annually.
- CV. Students provide up-to-date science and society CVs. Each CV includes education history (e.g. degrees and major professional development activities), employment history (e.g. RA or TA positions), a list of grant applications submitted and whether the grants were funded, a list of presentations and publications, a list of teaching activities, a list of outreach activities (e.g. community presentations), and a list of professional service (e.g. committee memberships). Submitted annually.
- Plan of Study or Plan of Study Template. A list of all courses completed, in progress, or anticipated that will be part of the student's POS. Use the Plan of Study Template or equivalent. (See Appendix B.) Submitted annually, until admitted to candidacy.
- Unofficial transcript. An unofficial copy of the ASU transcript showing all graduate coursework completed as part of the IGD degree. Submitted annually, until admitted to candidacy.

ACTIONS TAKEN FOR STUDENTS NOT MAKING SUCCESSFUL PROGRESS

Warning
Under the following circumstances, a student will receive a written warning from the IGD Degree Program Chair:
- Failure to submit the Annual Progress Report
- Unsatisfactory performance on the Annual Progress Report
- Missed milestones
- Unprofessional or nonresponsive communication with faculty advisor, committee, and/or IGD Degree Program Chair
- Faculty advisor not identified or lapsed

Faculty advisors will receive a copy of the warning. The student must work with the faculty advisor to correct the deficiency within the time limit outlined in the warning.

Failure to address the deficiency outlined in the warning may result in the following:
- Academic probation
- Temporary loss of partial or full department financial support, including RA/TA appointments or research/travel funds
- Suspension of approval to enroll in omnibus courses such as Research, Reading & Conference, or Dissertation
- Withdrawal of faculty member from role of advisor

ACADEMIC PROBATION and DISMISSAL PROCESS

A student may be placed on academic probation if they meet any of the following criteria:
- The student does not meet GPA or grade requirements as outlined in the satisfactory academic progress policy;
- The student has more than 2 incompletes on their transcript since starting the program;
- The student does not meet milestones specified in the graduate handbook by the deadlines expressed therein; or
- The student fails to complete the program within the time to completion specified in the graduate handbook.

Students will be notified by email by their program when placed on probation and may be required to complete a probation agreement with their faculty advisor and the program chair. Students typically have one semester to advance to good standing before dismissal is considered. The student will be notified in writing if/when they advance to good standing. Failure to return to good standing within the time limit set in the probation letter may result in dismissal from the academic program.

A student may be dismissed from a graduate program with or without first being placed on probation if:
- The student is on academic probation because their GPA has fallen below the minimum GPA as outlined in the Satisfactory Academic Progress Policy section or below 3.00 for all post-baccalaureate courses taken at ASU, and the student fails to bring the GPA to required levels by the deadline specified in the probation letter;
- The student receives a lower grade than what is required while on academic probation;
- The student has more than 2 permanent incompletes since starting the program;
- The student fails to meet conditions stipulated in their probation letter; or
- The student violates terms of the Student Code of Conduct.

Students will be notified by email and letter (sent to the student's listed mailing address) if they are being recommended for dismissal from the program. For a ground campus International student to be dismissed effective immediately, the school's advisor must provide a written document to the international student (as early in the process as possible) letting them know that being withdrawn from a degree program can have immediate consequences regarding their visa status.

Academic Probation and Dismissal Appeal Process

A student may appeal any action concerning academic probation or dismissal by petitioning through their school within 10 business days, using the College of Global Futures Grade Appeal and Academic Grievance Form.

Appealing probation status follows the Grade Appeal and Academic Grievance Process. The dismissal appeal process follows the process outlined below. Students can voluntarily withdraw from their degree program at any time during the dismissal/appeal process, thereby avoiding having a dismissal on their record.

Dismissal Appeal Process – School Level:

The designated person or committee within the school reviews the student's appeal. Possible outcomes include:
1. If the student does not appeal within the specified timeline in their letter, the school designee will notify the student in writing that they will be recommended to the Graduate College for dismissal.
2. The school designee notifies the student in writing of a successful appeal. The letter should include any stipulations or restrictions. For example, if the student is allowed to continue in the program under the condition of academic probation, the letter must outline specifically what the student needs to accomplish and in what timeframe to obtain academic good standing.
3. The school designee notifies the student in writing of an unsuccessful appeal. The letter will state that the school is recommending dismissal from the degree program. The student has the right to appeal the

recommendation of dismissal to the college and they should send their appeal to the college's Associate Dean for Student Success, Andrew Maynard (andrew.maynard@asu.edu) and copy Lisa Murphy (lisa.m.murphy@asu.edu) and the point of contact they've been working with in the school within 10 business days.

Dismissal Appeal Process – College Level:
The school provides the college-level designee with a letter recommending dismissal of the student, along with supporting documentation. The designated person or committee within the college reviews the student's appeal. Possible outcomes include:
1. If the student does not appeal within the specified timeline in letter, the college designee will notify the student in writing that they will be recommended to the Graduate College for dismissal.
2. If the student does appeal within the specified timeline in the letter, the college designee will notify the student in writing that the college-level appeal was received and will be reviewed.
3. The college designee notifies the student in writing of a successful appeal. The letter should include any stipulations or restrictions (e.g. if the student is allowed to continue in the program under the condition of academic probation, the letter must outline specifically what the student needs to accomplish and the timeframe to obtain academic good standing).
4. The college designee notifies the student in writing of an unsuccessful appeal and that they will be recommended to Graduate College for dismissal.

Graduate College Review of Dismissal:
If the student does not appeal at the college level, or if the appeal is denied, the college designee sends a recommendation for dismissal to the Graduate College along with supporting documentation. Graduate College reviews the case, notifies the student of the final dismissal decision and sends copies of the notification to the school and college.

GRADE APPEAL and ACADEMIC GRIEVANCE PROCESS
The College of Global Futures follows the university policy for grade appeals. Outlined on the college's website are the steps a student can take if they wish to appeal a grade or the results of a defense or exam. This process only applies to courses and programs offered through the College of Global Futures. If the course or program is offered through another unit, the student will need to reference that unit's process. You can find information about which unit offers a course by clicking "Full Class Details" on the course in the course search tool and you will see the unit next to "Offered by".

It is recommended that this process be pursued in the semester following the issuance of the grade in dispute (but before commencement) to protect the student from retaliation. Students who believe they are victims of retaliation should immediately contact the Dean of the college.

MAXIMUM TIME LIMIT FOR DEGREE PROGRAMS

Doctoral students must complete all program requirements within a ten-year period. The ten-year period begins with the semester and year of admission to the doctoral program. Graduate courses taken prior to admission that are included on the iPOS must have been completed within three years of the semester and year of admission to the program. Previously awarded master's degrees used on the POS are not included in the ten-year period.

Any exception must be approved by the Dissertation Supervisory Committee, the head of the academic unit and the Dean of the Graduate College. The Graduate College office may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

Continuous enrollment would be required for the duration of the degree seeking period.

IMPORTANT REMINDERS

QUESTIONS
If students ever have questions or doubts about anything…………….. please ask. Students should consult with the Faculty Mentor, the Degree Program Chair, or the Graduate Program Academic Advisor.

And remember that the Graduate College web site offers all kinds of resources for graduate students. Bookmark their website!

POLICIES and DEADLINES

We have listed the policies and deadlines for your milestones in this handbook. But remember that things can change and the final word comes from the Graduate College. We suggest you also bookmark these and check frequently for any updates:

- The Graduate Catalog -- https://catalog.asu.edu/
- Graduate College Policies and Procedures -- https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures.pdf
- The Current Students page on Graduate College web site -- https://graduate.asu.edu/
- Graduation Deadlines and Procedures -- https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines

Students can also visit with a staff member in the **Graduate Enrollment Services Office** (Student Services 112), or call (480) 965-6113

APPENDIX A: Example of Courses that may be taken as electives

Students are required to take 25 credit hours of electives.

Elective courses can be chosen from applicable courses in the following areas based on the students' area of interest and approval from their committee:

- School for the Future of Innovation in Society
- College of Public Service and Community Solutions
- W.P. Carey School of Business
- School of Human Evolution and Social Change
- School of Sustainability
- School of Politics and Global Studies
- Thunderbird School of Global Management

Other electives may be used with approval from the academic unit.

Sample of Electives List
- AML 520 - Agent-based modeling
- ASM 568 - GID and Spatial Technologies
- CRD 572 - Community and Social Innovation
- ESS 502 - Political Ecology
- GTD 508 - Technology and Development in Latin America
- GTD 598 - Gender, Technology and Development
- GTD 507 - Technology and Development in the Middle East
- GTD 598 - Technology and Development in Global Education
- IGD 604 - Colloquium – (students may take this a second time for credit)
- NLM 530 - Program Evaluation and Information Management
- NLM 560 - Leadership/Ethics- Nonprofit Sector
- NLM 562 - Social Entrepreneurship
- NLM 570 - International NGO
- NLM 598 - International Community Planning & Development
- POS 560 - International Relations
- POS 586 - International Political Economy
- POS 598 - Politics of Transnational Justice
- POS 664 - War, Peace, and Conflict Processes
- SCM 542 - Logistics, Globalization, and Economic Development
- SOS 503 - Operationalizing Sustainability
- SOS 514 - Human Dimensions of Sustainability
- SOS 525 - Social-Ecological-Technical Systems (SETS): Domains and Interfaces
- SOS 530 - International Development and Sustainability
- SOS 540 – Statistical Modeling for Sustainability
- SOS 533 - Sustainable Water
- SOS 591 - Topic: Adaptation, Resilience & Transformation
- SOS 591 - Sustainable Development Goals
- SOS 598 - Topic: Approaches to Development
- TGM 504 - Managing Organizations from a Global Perspective
- TGM 507 - Global Organizational Consulting: Basics
- TGM 530 - Big Data in the Global Economy
- TGM 532 - Leading Global Projects
- TGM 545 - Advanced Perspectives on Global Leadership and Strategy

APPENDIX B: IGD PhD Forms
(begins on the next page)

- Student Progress Report
- Applying Master's and/or Pre-admission Credit to the IGD Ph.D. Plan of Study
- Plan of Study Template
- Approval to Schedule Dissertation Prospectus Defense
- Report of Doctoral Comprehensive Examinations and Approval of the Ph.D. Dissertation Prospectus
- Graduation Guidelines and Permissions to Schedule Dissertation Defense

ASU — School for the Future of Innovation in Society — Arizona State University

STUDENT: Student must complete BOTH PAGES of the form. Fill in all the information on pages 1 and 2. **Schedule a committee meeting with your supervisory committee to review your progress. ATTACH THESE ITEMS: Current CV, separate document with Self-Evaluation and Goals for the Coming Year, copy of Plan of Study (if POS has been filed/approved by Graduate College) and all milestone paperwork to date.**

FACULTY MENTOR: Faculty Mentor must enter his/her comments on page 2 (include comments from committee members), review the form with the student, get the student's signature, and submit the completed form to the Graduate Program Advisor in the School for the Future of Innovation in Society, wendi.taylor@asu.edu.

STUDENT INFORMATION

LAST NAME	FIRST NAME		M.I.	DATE (00/00/0000)
ASU AFFILIATE ID (10-DIGIT)	ASU EMAIL ADDRESS		ALTERNATE EMAIL ADDRESS	
SEMESTER, SESSION, & YEAR ADMITTED TO DEGREE PROGRAM	DATE PLAN OF STUDY WAS SUBMITTED BY STUDENT DATE PLAN OF STUDY RECEIVED FINAL APPROVAL			
GRADUATE COURSEWORK GPA (all courses on ASU transcript 500 level and above)	PLAN OF STUDY GPA (all courses listed on POS)			
CUMULATIVE GPA (all post-baccalaureate coursework on ASU transcript)	COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE			

FACULTY MENTOR INFORMATION

LAST NAME	FIRST NAME

CORE COURSES (17 credits)

Course	Term/Session/Year Taken	Grade
IGD 601		
IGD 602		
IGD 603		
IGD 604		
GTD 505		

ADDITIONAL ELECTIVES AND RESEARCH CREDITS

Where you approved to use a blanket 30 credit hours from a previously conferred master's degree?
☐ YES ☐ NO

ELECTIVE COURSEWORK (25 credits)

Course	TITLE	Term/Session/Year Taken	Credit Hours	Grade

COMPREHENSIVE EXAMS/DISSERTATION PROSPECTUS

- "Approval to Schedule Dissertation Prospectus Defense Form" Submitted – Date
- Dissertation Prospectus Defense
  - ☐ Completed
  - ☐ Scheduled – Day, Time & Location
- "Report of Doctoral comprehensive Examinations and Approval of the PhD Dissertation Prospectus" form submitted – Date
- Evaluation Rubric for Dissertation Prospectus submitted – Date

DISSERTATION
Dissertation Defense
- ☐ Completed
- ☐ Scheduled – Day, Time & Location -

INTENDED GRADUATION
Year: ☐ Spring   ☐ Summer   ☐ Fall

FACULTY MENTOR COMMENTS (attach separate sheet of paper if necessary)

Faculty Mentor Assessment of progress:
- ☐   Student is making timely progress towards degree.
- ☐   Student is not making satisfactory progress and needs to address the issues above.

Student Signature acknowledging that he/she reviewed the completed form with Faculty Mentor:

Student Signature _____ Date _____

Faculty Mentor Signature _____ Date _____

Head of Academic Unit Name:
☐ Student is making timely progress   ☐ Student is not making satisfactory progress

Head of Academic Unit Signature _____ Date _____

Innovation in Global Development PhD
Applying Master's and/or Pre-Admission Credit to the IGD Ph.D. POS

Form instructions:
1. In consultation with the advisor, the student completes all sections of the form other than signatures.
2. The student's Faculty Advisor and IGD Degree Program Chair sign, indicating approval.
3. Student delivers form to IGD Graduate Program Academic Advisor in INTDSB 256.

Name: ID Number: Date:

Part I. Considerations

The IGD program allows Ph.D. students to apply hours from a previously conferred master's degree and/or graduate hours taken before beginning the IGD Ph.D. to the POS with program approval. The hours must meet the following criteria.

1. Work should provide skills or knowledge directly relevant to the conduct of the IGD Ph.D. research.
2. Up to 30 hours from a master's degree and up to 12 hours of pre-admission credits, for a total of no more than 42 hours, can be applied to the IGD Ph.D. POS.
3. The hours must be approvable under Graduate College rules. For pre-admission credits this means:
    a. The hours may not have been applied to another degree.
    b. Hours must be for 500-level or higher courses.
    c. Grades for these hours must be "B" or better.
    d. Students must have completed the courses no more than three years before the semester and year of admission to the IGD Program.

(complete Parts II and III on page 2)

Part II. Hours to be applied to IGD Ph.D. POS

Previous Degree:	**Pre-Admission Credits – LIMITED TO 12 CREDITS**
Degree Conferral Date:	Date(s):
Institution:	Institution(s):
Total master's hours:	Total pre-admission hours:

☐ CHECK THIS BOX IF A BLANKET 30 CREDITS are being used, **attach a copy of the transcript showing coursework and degree awarded**; you do not need to list the courses below

List Pre-Admission Courses below

IGD Requirement	Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade	From previous degree? (Yes/no)	Pre-admission credits? (Yes/no)

Part III. Approvals

Name	Signature	Date
Faculty Advisor Name:		
IGD Degree Program Chair Name:		

Innovation in Global Development PhD
Plan of Study Template

Instructions:

1. In consultation with the faculty advisor, the student completes all sections of the template to identify courses that will be entered into the online plan of study. Students may use their own Word or Excel document as long as it contains the same information.
2. Student submits the template *electronically* to the IGD Graduate Program Academic Advisor for program review.
3. When the template is approved, the student enters exactly the approved courses into the online iPOS, then notifies the IGD Graduate Program Academic Advisor in INTDSB 256.

Name: ID Number: Date:

Requirement	Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade	From previous degree? (Yes/no)	Pre-admission credits? (Yes/no)
CORE 1	IGD 601	Re-thinking Global Development	4					
CORE 2	IGD 602	Innovation for Inclusive Development	4					
CORE 3	IGD 603	Methods for Research in Global Development	4					
CORE 4	IGD 604	Colloquium in Innovation in Global Development	2					
CORE 5	GTD 505	Research Design in Technology and Development	3					
ELECTIVES Minimum 25 Credit Hours								

Requirement	Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade	From previous degree? (Yes/no)	Pre-admission credits? (Yes/no)
ELECTIVES (cont'd)								
ADDITIONAL ELECTIVES and RESEARCH Minimum 30 Credit Hours Without prior Master's								
IGD 799: Dissertation 12 Credit Hours exactly	IGD 799	Dissertation					N/A	N/A
	IGD 799	Dissertation					N/A	N/A
	IGD 799	Dissertation					N/A	N/A
	IGD 799	Dissertation					N/A	N/A

Approvals

Name	Signature	Date
Faculty Advisor Name:		
IGD Degree Program Chair Name:		

Innovation in Global Development PhD
Approval to Schedule Dissertation Prospectus Defense

Form instructions:
1. The student completes all sections of the form other than signatures.
2. Committee members sign indicating the student may schedule the dissertation prospectus defense.
3. IGD Degree Program Chair signs indicating program approval.
4. Student delivers form to IGD Graduate Program Academic Advisor in INTDSB 256.

Name: ID Number: Date:

Part I. Requirement completion

Requirement	Status	Status Date or Semester/Year
iPOS, including full committee	Approved by Grad College? ☐ Yes ☐ No	
IGD 601 – Core Course 1	Completed? ☐ Yes ☐ No	
IGD 602 – Core Course 2	Completed? ☐ Yes ☐ No	
IGD 603 – Core Course 3	Completed? ☐ Yes ☐ No	
IGD 604 – Core Course 4	Completed? ☐ Yes ☐ No	
GTD 505 – Core Course 5	Completed? ☐ Yes ☐ No	
Number of Elective Credit Hours Completed as of this date		N/A
Number of Additional Electives and Research Completed as of this date		N/A
Draft dissertation prospectus to committee for review	N/A	

Part II. Committee Approval

Date	
Please Type Names of Committee	**Signatures**
Advisor	
Member	
Member	
Member	
Member	

Part III. Program Approval

IGD Degree Program Chair	Signature	Date

Report of Doctoral Comprehensive Examinations and
Approval of the Ph.D. Dissertation Prospectus
SCHOOL FOR THE FUTURE OF INNOVATION IN SOCIETY

ASU — School for the Future of Innovation in Society — Arizona State University

Instructions and Process

1. Part I. The student should complete Part I and bring the form to their Comprehensive Exams. Before the exams the student should have an approved iPOS and full committee appointed. The supervisory committee listed below should match the approved Plan of Study.
2. Part II. After the exams the Committee Chair will fill in Part II with the dates you passed your exams.
3. Part III. The examining committee members complete Part III by signing the form and indicating their votes of Passed or Failed.
4. Part IV. The Head of the Academic Unit completes Part IV noting the final result of the examinations. The final result is based on a majority vote.
5. Part V. If student is completing their Dissertation Prospectus at the same time as the comprehensive exams, they would have their committee sign Part V before turning the form into the SFIS Graduate Staff.
PLEASE NOTE: The Chair and/or Co-Chairs must also complete and sign page 2.
6. All test results including failure in any one of the required examinations, should be reported. Failure in the comprehensive examinations is considered final unless the student petitions for a re-examination, the supervisory committee and the head of the academic unit recommend, and the Vice Provost for the Graduate College approves the re-examination.
7. Candidacy. Upon successful completion of Comprehensive Exams and Dissertation Prospectus, the Vice Provost for the Graduate College will send you a letter available in your My ASU showing you have advanced to candidacy.

Part I: Student Information - to be completed by the Student

NAME OF STUDENT (Last name, first name, middle initial)		10 DIGIT ASU AFFILIATE ID#
DOCTOR OF PHILOSOPHY	MAJOR Innovation in Global Development	

Part II: Examination Dates (MM/DD/YY) – to be completed by Committee Chair

DATE ORAL COMPREHENSIVE EXAMINATION TAKEN	DATE WRITTEN COMPREHENSIVE EXAMINATION TAKEN

Part III: Examination Results

PLEASE TYPE NAMES OF COMMITTEE	SIGNATURES	PASSED (✓)	FAILED (✓)
CHAIR		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐

Part IV: Final Result - to be completed by the Head of the Academic Unit

PASSED ☐	FAILED ☐	SIGNATURE HEAD OF ACADEMIC UNIT	DATE

Part V: Approval of the Dissertation Prospectus

TITLE OF THE DISSERTATION PROSPECTUS
DATE: (MM/DD/YY)

PLEASE TYPE NAMES OF COMMITTEE	SIGNATURES	PASSED (✓)	FAILED (✓)
CHAIR		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐

GRADUATE DISSERTATION SUPERVISORY COMMITTEE. If the Graduate Dissertation Supervisory Committee, as listed above, is different than the committee listed on the approved Plan of Study, the student should submit a Graduate Dissertation Supervisory Committee Change Form through My ASU to officially change the committee BEFORE the defense.

SAMPLE ONLY

Dissertation Prospectus Assessment

Part I: Student Information - to be completed by the Student

NAME OF STUDENT (Last name, first name, middle initial)	10 DIGIT ASU AFFILIATE ID#

Degree	MAJOR
PhD	Innovation in Global Development

DISSERTATION PROSPECTUS TITLE	COMPLETION DATE – MM/DD/YYYY

Part II: Prospectus Assessment – to be completed by Committee Chair and/or Co-Chairs

DISSERTATION PROSPECTUS EVALUATION RUBRIC

	AREAS OF PERFORMANCE	5 Excellent	4 Very	3 Satisfactory	2 Poor	1 Unsatisfactory
1.	**Justification -** Identifies and logically justifies an important global development problem					
2.	**Feasibility -** Documents the feasibility of scope and assumptions of the research					
3.	**Methods -** Presents a well-designed research plan for collecting, collating, and a... data					
4.	**Grammar and Rhetoric –** follows the proper protocol of writing and appropriate us of words and languages					
5.	**Written Communication –** Presents the justification, methods, and feasibility of proposal in a coherent and compelling narrative structure					
6.	**Oral ... tion -** Clearly present... ebates the prospectus in a coherent and knowledgeable manner					

CHAIR/CO-CHAIRS of DISSERTATION SUPERVISORY COMMITTEE	SIGNATURE	DATE
CHAIR (CO-CHAIR)		
CO-CHAIR (if applicable)		

Updated 11/2017

Innovation in Global Development PhD
Graduation Guidelines and Permission to Schedule Dissertation Defense

Form instructions:
1. The student completes all sections of the form other than signatures.
2. Committee members sign indicating the student may officially schedule the final dissertation defense with the Graduate College.
3. IGD Degree Program Chair signs indicating program approval.
4. Student delivers form to IGD Graduate Program Academic Advisor in INTDSB 256.

Name: ID Number: Date:

Part I. Requirement completion

Requirement	Status	Status Date or Semester/Year
iPOS, including full committee	Approved by Grad College? ☐ Yes ☐ No	
IGD 601 – Core Course 1	Completed? ☐ Yes ☐ No	
IGD 602 – Core Course 2	Completed? ☐ Yes ☐ No	
IGD 603 – Core Course 3	Completed? ☐ Yes ☐ No	
IGD 604 – Core Course 4	Completed? ☐ Yes ☐ No	
GTD 505 – Core Course 5	Completed? ☐ Yes ☐ No	
Number of Elective Credit Hours Completed as of this date		N/A
Number of Additional Electives and Research Completed as of this date		N/A
Draft dissertation prospectus to committee for review	N/A	
Written Comprehensive Exam	Completed? ☐ Yes ☐ No	
Oral Comprehensive Exam	Completed? ☐ Yes ☐ No	
Dissertation Prospectus	Completed? ☐ Yes ☐ No	

Part II. Committee Approval

Date	
Please Type Names of Committee	**Signatures**
Advisor	
Member	
Member	
Member	
Member	

Part III. Program Approval

IGD Degree Program Chair	**Signature**	**Date**