



Innovation in Global Development, PhD (IGD PhD)

Graduate Student Handbook
2025-2026

ASU Charter

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

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Introduction

Program Overview

As we navigate an increasingly digital and interconnected world, continuous innovation is essential in addressing existing and emerging socio-economic challenges, reducing inequalities, and creating opportunities for inclusive growth. At the School for the Future of Innovation in Society (SFIS) at Arizona State University (ASU), we embrace this imperative by leading efforts to understand and shape how innovation can help humanity thrive in this complex landscape. We prepare our students to explore and address these challenges head-on, not only in the present, but with a commitment to shaping the future.

At SFIS, we take seriously the task of imagining and preparing for the diverse, plausible futures that humanity may encounter. We believe that building better futures begin with intentional inquiry today. For this reason, we engage in innovative scholarship, design transdisciplinary research agendas, and make future itself an object of systematic study and thoughtful critique. In doing so, we seek not only to understand the forces shaping our world, but also influence them in ways that leads to a better future for all.

This commitment to shaping meaningful futures is reflected in the people who make up our community. SFIS faculty bring interdisciplinary expertise that empowers students to pursue use-inspired research grounded in practical applications. By working across disciplinary boundaries and engaging with societal needs, our faculty and students help ensure that scientific inquiry leads to tangible outcomes. Their work contributes to evidence-based policymaking, driving innovation that are not only imaginative, but also actionable and aligned with the aspirations of the communities we serve.

Building on this ethos of interdisciplinary engagement, in 2019, SFIS launched the doctoral program in Innovation in Global Development (IGD). This program reimagines what development means in today's world, moving beyond traditional economic indicators to embrace values rooted in human dignity, agency, and well-being. Drawing inspiration from Amartya Sen's capabilities approach, it equips scholars to address 21st-century development challenges by examining how innovation, both social and technological, can work together to foster more sustainable futures for all. As an interdisciplinary degree, IGD recognizes the deep interconnections among environmental, technological, institutional, and social systems, and prepares students to create solutions that are both theoretically robust and practically impactful.

We welcome you to the IGD PhD program, to SFIS and to the College of Global Futures. This is a community of pioneers, visionaries, and changemakers. We look forward to supporting you on your journey to create fairer world.

Program contacts

Program Chair: Netra Chhetri, netra.chhetri@asu.edu

Graduate Advisor/SFIS Assistant Director of Academic and Curriculum Services:
Wendi Taylor, wendi.taylor@asu.edu

Admission

Admission to the Innovation in Global Development PhD is available for the Fall term, applications are due on January 15. Current admission requirements and the application process are listed on the Innovation in Global Development [website](#).

Applications will be reviewed by the IGD PhD Executive Committee only after all materials have been received. Application status can be monitored in MyASU. Official admission decisions will be emailed to the student.

Graduate admission requirements

ASU maintains minimum standards for consideration for admission to graduate programs. The program may establish requirements in excess of those established by the university.

- An earned bachelor's degree or higher from a regionally accredited institution in the U.S., or the equivalent of a U.S. bachelor's degree from an international institution officially recognized by that country.
- A minimum grade point average of 3.00 (scale is 4.00 = "A") in the last 60 semester hours or 90 quarter hours of undergraduate coursework is required to be considered for admission to an ASU graduate degree program.
- International applicants must provide proof of English proficiency. The following are accepted to meet this requirement.
 - Test of English as a Foreign Language (TOEFL): score of at least 80 (iBT). ASU's institutional code is 4007. Only electronic copies of scores are accepted.
 - International English Language Testing System (IELTS): overall band score of at least 6.5. No institutional code is needed.
 - Pearson Test of English (PTE): score of at least 60.
 - Individual academic units or programs may have higher requirements for English proficiency.

Academic program requirements

All PhD programs are highly competitive and intellectually demanding, and IGD is no exception. We seek applicants who demonstrate not only a passion for addressing global development challenges, but also convincing evidence of scholarly potential – the ability to thrive in a rigorous academic environment, engage critically with complex ideas, and contribute original scholarship. Admission to the IGD program is highly selective; each year we admit a small cohort of individuals whose academic preparation, research vision, and commitment to impact align closely with the program's mission.

As part of the admission requirements, applicants must submit a two-page research proposal that clearly articulate their intended area of study, the central research question they aim to investigate, the methodology they plan to employ, and the academic significance of the proposed research. This proposal is not just a formal requirement; it is a critical component of application that allows the admission committee to assess the applicant's scholarly readiness, conceptual clarity, and capacity to engage in complex global development challenges. It also serves as a

key indicator of how well the applicant's research interest aligns with the intellectual and practical focus of IGD program.

No specific field of study is required for applicants, but prior education and experience must indicate 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 themes, and identification of SFIS and/or ASU faculty to work with. This is not a strict requirement, however.

Provisional admission

On rare occasions, 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 PhD Executive 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.

Pre-admission credit policy

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. 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. For more details, review the Graduate College's [Policies and Procedures Manual](#).

Tuition and Assistance

Tuition and fees

Tuition is set by ASU and the Arizona Board of Regents each year. View the general [Tuition and Fees Schedule](#), or calculate a more specific estimate of charges using the [ASU Tuition Estimator](#). Information on residency requirements can be found at Residency for Tuition Purposes.

Financial Assistance

Funding is never guaranteed. Students seeking financial support should investigate all funding opportunities within and beyond the School. Students are responsible for finding and securing funding to pay for their education.

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 when appropriate and for a limited duration of time. The program chair 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, which are very limited in the first place.

Prospective students desiring funding should ensure that they 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://graduate.asu.edu/current-students/funding-opportunities/graduate-appointments-and-assistantships/policies-and-procedures/ta>.

Scholarships, Grants and Fellowships

College of Global Futures also offers scholarships, fellowships, and grants for both current and incoming graduate students. Many scholarship applications are due in spring each year for the following academic year. Specific deadlines can be found on the [College of Global Futures Financial Support](#) webpage.

Graduate Student Government (GSG)

This organization offers a variety of [research and travel awards](#) available to help students participate in academic and career-related activities.

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 by themselves.

External Support

The IGD PhD program encourages all students to seek external support. Some examples are:

[National Science Foundation – Graduate Research Fellowship Program](#)

NSF provides 3-year fellowships. Students should apply before they enter graduate school or in their first year. Applicants must not have completed more than 12 months of full-time graduate study or the equivalent to be eligible.

The [Fulbright Program](#) provides generous funding opportunities for graduate students, offering scholarships that cover tuition, travel, and living expenses for those looking to pursue graduate study in a foreign country.

[AAUW](#) (the American Association of University Women) awards International Fellowships for full-time study or research in the United States to women who are not United States citizens or permanent residents. Both graduate and postgraduate studies at accredited institutions are supported.

[Jacob K. Javits Fellowships Program](#)

This opportunity is similar to NSF fellowships, except that this program is needs based. It is overseen by the US Department of Education.

Curriculum and Graduation Requirements

Program requirements

Requirements for the PhD in Innovation in Global Development degree consist of:

- Coursework specified in the student's plan of study (iPOS).
- Successful completion of prospectus defense (both written prospectus and its oral defense)
- Successful defense of the student's dissertation

The degree requires completion of 84 credit hours of which 12 credit hours are for dissertation research. Students may apply up to 30 credit hours from a prior master's degree toward the total credit 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 plan of dissertation 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 may take coursework in these areas if the faculty mentor determines that it is needed for a particular student's selected dissertation project.

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
IGD 790: Prospectus Preparation	3
CORE COURSE SUB-TOTAL	17
ELECTIVE COURSEWORK	
ADDITIONAL ELECTIVES AND RESEARCH	25
Students admitted with a master's degree may be eligible to receive up to 30 credits in this area towards the degree. For students admitted directly from a bachelor's degree, an additional 30 credit hours of electives and/or IGD 792 research credits are required.	30
IGD 799: Dissertation research	12
TOTAL	84

Core Course Descriptions

Core Courses (17 credit hours)

**Must be completed with a grade of B or higher.*

IGD 601 – Rethinking Global Development, 4 credit hours

Re-thinking 21st century global development requires a willingness to challenge traditional models, to learn from both successes and failures, and to adapt to a rapidly changing world. It demands a holistic, integrative approach that recognizes the interconnections among various development issues and strives for solutions that are sustainable, inclusive, and resilient. This core course aims to provide students with a critical understanding of the concept of development, including its historical origins, theoretical underpinnings, and practical applications. It would challenge traditional paradigms and invite students to question standard narratives and metrics of development.

IGD 602 – Innovation for Inclusive Development, 4 credit hours

Innovation for inclusive development plays a crucial role in creating opportunities and solutions that cater to all segments of society, particularly those often marginalized. It aims to bridge socio-economic gaps, promote equal access to resources and services, and ensure that the benefits of technological advancements and economic growth are widely shared. The aim of this course is to equip learners with the knowledge, skills, and perspectives needed to drive and manage innovative solutions that promote equitable growth, ensuring that the benefits of development reach all segments of society, particularly the underprivileged and marginalized.

IGD 603 – Methods for research in Global Development, 4 credit hours

The aim of a Methods course for research in Global Development is to provide students with the necessary conceptual framing, research design tools and methodological skills to conduct rigorous and impactful research, facilitating a deeper understanding of complex development issues and the creation of effective, evidence-based solutions on a global scale. Students will be exposed to issues around quantitative and qualitative research, framing, data analysis and interpretation of results, 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 credit hours as a core course requirement. This student-centered, faculty-mentored colloquium is designed to help students begin building the foundation for their dissertation prospectus. Through sustained engagement with faculty and peers in their cohort, students will explore and refine their research interests, receive constructive feedback, and develop short prospectus drafts. The course fosters a collaborative intellectual environment that supports early-stage research development while also offering opportunities for students to take initiative in shaping discussions, organizing activities, and connecting their work to broader conversations in global development.

IGD 790 – Dissertation Prospectus, 3 credit hours

This course focuses on developing a robust draft dissertation prospectus. The design and drafting of the prospectus should include comprehensive review of relevant literature of the student's research area, synthesis or a literature review of the research topic, a sound research design that is guided by a well-thought out conceptual or theoretical framing and relevant

research questions/hypotheses. It is expected that research methodology, analytical framing and field work aspects are also well articulated in the narrative including research significance, anticipated findings, ethical considerations and researcher's positionality.

Elective Courses (25 credit hours)

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

- College of Global Futures
- College of Health Solutions
- Fulton Schools of Engineering
- Mary Lou Fulton Teachers College
- The College of Liberal Arts and Sciences
- Thunderbird School of Global Management
- Watts College of Public Service and Community Solutions
- WP Carey School of Business

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 credit 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 credit hours 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 credit hours of 400-level courses may be used on the plan of study.

Dissertation (12 credit hours)

Students must complete and list exactly 12 credits of IGD 799: Dissertation Research on their plans of study for the degree, per university policy. Listing fewer or more credits on their plan of study will interfere with the individual's graduation processing. IGD 799 is offered every semester for variable credits, which means the student selects the number of credits at the time of enrollment, in consultation with their committee Chair.

Under normal circumstances, students are NOT permitted to register for Dissertation credits until they have achieved candidacy status. However, we recognize that unique situations may arise where an exception is warranted. In such cases, students may submit a formal request for an exemption to this policy. Each request will be evaluated on its own merits, with considerations given to the student's academic progress and the potential impact on their path to completion. Exceptions are granted at the discretion of the program chair, in consultation with relevant faculty members, and are intended to accommodate extraordinary circumstances without compromising the program's academic standards.

Comprehensive Exams

The comprehensive exam, often a crucial component of postgraduate studies, serves multiple important functions in a student's academic journey. It is designed to assess a student's comprehensive understanding of their field of study and their ability to synthesize and apply this knowledge. This exam often serves as a stepping-stone between course work and the dissertation or thesis, helping to ensure that the student is adequately prepared for independent research.

Moreover, the process of preparing for the comprehensive exam can facilitate a deeper engagement with the literature and a more thorough understanding of the major debates and methodologies in the field. Thus, it not only measures academic competence but also fosters intellectual growth and maturity, reinforcing the values of diligence, critical thinking, and scholarly integrity.

In the IGD program, the **dissertation prospectus represents a major academic milestone**. Serving as both the written comprehensive examination and the formal dissertation proposal, the prospectus must demonstrate the student's deep engagement with literature, a thorough understanding of major debates and methodological approaches, and a clear articulation of the significance of the proposed research. Students are also required to defend their prospectus in an oral examination, which simultaneously fulfills the oral comprehensive exam requirement. This dual-purpose milestone reflects the program's emphasis on scholarly depth, intellectual coherence, and readiness to undertake original, impactful research.

Dissertation Prospectus and Defense

In careful consultation with the supervisory committee, the student will prepare a written dissertation prospectus. The format of the proposal is determined by the supervisory committee but must have answerable research question(s), a full knowledge of properly cited sources that informs the research, robust research design, detailed plans for collecting and analyzing the data, and plans for writing the dissertation that provides the dissertation committee milestones to assess.

The dissertation prospectus should be as comprehensive and well-developed as possible, recognizing that its scope and structure may over the course of research and writing. It is expected to demonstrate conceptual clarity, methodological rigor, and a strong command of the relevant scholarly literature. While the prospectus remains a provisional document, it should present a coherent and compelling vision of the proposed research. As a general guideline, the prospectus should range between 100-125 double-spaced pages, or approximately 25,000-30,000 words.

The IGD PhD prospectus defense is open to the public and will be promoted to the IGD community by the graduate advisor. However, the committee will also meet privately with the candidate at the end of the defense to discuss the work and to mandate any required revisions.

Students must have an approved iPOS on file and be enrolled for at least one credit hour in the semester they defend the dissertation prospectus.

When the committee feels confident that 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 Program Chair, and submit the form to the IGD Graduate Program Academic Advisor. At least two weeks’ notice is required to ensure there is enough time for the Graduate Program Academic Advisor to complete a records audit, schedule a room and promote the prospectus defense to the SFIS community.

In accordance with the policies set forth by the SFIS and the Graduate College, students are expected to advance to candidacy within a designated time frame. Should a student NOT meet this milestone within the specified limit, it prompts a review of their academic progress. Consequently, the school may consider recommending measures such as academic probation or, in certain cases, withdrawal from the program. These steps are taken with the intent to uphold the academic standards and integrity of our programs, ensuring that all students progress appropriately toward their academic goals.

Advancement to Candidacy

The advancement from PhD student to PhD candidate marks a significant academic milestone in the doctoral journey. In the IGD program, this transition occurs upon the successful completion and defense of the dissertation prospectus, which serves as both the written and oral comprehensive examination. Advancement to candidacy signifies that the student has demonstrated deep engagement with the relevant literature, a solid grasp of key theoretical and methodological debates, and a well-formulated plan for conducting original research. It reflects a critical shift from structured coursework to independent scholarly contribution and affirms the student’s readiness to undertake a dissertation that advances the field of global development in substantive and meaningful ways.

After successfully defending the dissertation prospectus, the graduate advisor enters the defense results into the student’s iPOS. Once approved by the Graduate College, the student will receive a letter of advancement to candidacy and which they can view and download from their MyASU.

To be eligible for advancement to candidacy, a student must have no more than two remaining courses to complete, excluding research and dissertation credits. Upon achieving candidacy, students are permitted to enroll in HSD 799: Dissertation, marking the formal commencement of their dissertation research phase. In exceptional cases, and subject to approval, students may be allowed to register for dissertation credits prior to candidacy, particularly when financial or funding circumstances necessitate such an arrangement. These exceptions are considered on a case-by-case basis in consultation with the student’s advisor and the program Chair.

PhD students who advance to candidacy are required to maintain continuous enrollment (at least one credit hour per semester) until all degree requirements have been completed.

Culminating Experience

The Dissertation

The expectation of a dissertation is to produce a substantial, original piece of research that contributes significantly to the field of global development. Such research requires rigorous use of methodological skills, extensive literature review, and clear presentation of findings, ultimately demonstrating the student's deep understanding of their area of study and their ability to conduct independent research. The dissertation can be publishable as a book or monograph, or as peer-reviewed article(s) in scholarly journals. Students wishing to go for three peer-reviewed articles as dissertation option need to compile them together as three related, substantial academic papers, book-ended with introduction, over-arching methodology, discussions and conclusions, creating a coherent narrative that demonstrates their understanding as well as contribution to the field. Each paper should stand alone as a robust piece of research, but when viewed collectively, should reveal a broader analysis, thematic consistency, and progress in understanding global development. This approach can be advantageous for doctoral students aiming for an academic career, as it results in publishable material earlier in their career path.

Note: Students wishing to use previously published or publishable works in their dissertation (sometimes referred to as the 3 paper dissertation) must review the requirements on the Graduate College website: [Policy on using Previously Published or Publishable Work in a Culminating Experience Document](#).

Students must review the requirements on the Graduate College website: [Policy on using Previously Published or Publishable Work in a Culminating Experience Document](#). The Graduate College's process for defending a dissertation and completing an ASU graduate degree has numerous strict deadlines so **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.

Dissertation Committee

The Dissertation Supervisory Committee provides intellectual guidance for the student, and consists of a minimum of three faculty members, including Chair or Co-Chairs. The committee chair/co-chair(s) with the close and regular involvement of the committee approves the Plan of Study or iPOS, oversees the writing and defense of a dissertation prospectus, and guides the writing and defense of a dissertation. At least two of the committee members must be faculty of the SFIS and be listed as [IGD Graduate Faculty](#) and the chair/co-chair(s) of the committee must be a member of the IGD Graduate Faculty endorsed by the Graduate College. The list of approved chairs, co-chairs and members eligible to serve as [IGD Graduate Faculty](#) is located on the Graduate College website.

Students are encouraged to assemble a dissertation committee that reflects the interdisciplinary and applied nature of their research. Committee members may be other academic units within Arizona State University, and, where appropriate, from institutions beyond ASU. In certain cases, practitioners with relevant expertise may serve as committee members, subject to approval by the ASU Graduate College. Regardless of affiliation, all committee members must bring clear

academic or professional value to the student's research—contributing substantively to the dissertation or filling a critical gap in disciplinary or methodological knowledge.

Emeritus faculty can also serve as committee members as they offer invaluable insights and guidance to students. However, the roles of Chair or Co-chair are reserved for current faculty members. This is to ensure that the leadership of committees aligns with the current academic frameworks of SFIS and IGD program, while still allowing students to benefit from the rich expertise of our emeritus faculty.

If the student wishes to have a member on their committee who is not currently approved by the Graduate College, they will need to provide the SFIS Assistant Director of Academic and Curriculum Services 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.

Dissertation Credits Policy

Students must complete 12 dissertation credit hours to graduate. Students may not be eligible to enroll in dissertation hours until they pass the prospectus defense.

However, some exceptions may apply, and needs to be approved by the Program Chair. For example, if a student has a well-formulated research idea and has already begun preliminary work under the close guidance of their advisor, they may be allowed to enroll in dissertation credit early.

Defense Eligibility

Students must meet the following criteria to be eligible to defend their dissertation:

- Have achieved candidacy;
- Have a current iPOS on file that lists all classes accurately and approved committee chair, co-chairs, and members;
- Have a minimum cumulative grade point average (GPA) of:
 - 3.00 for all classes listed on the iPOS (both undergrad and graduate-level classes);
 - 3.00 cumulative for all graduate classes taken (even if not on the iPOS);
 - 3.00 cumulative for all undergrad classes taken (that are not on the iPOS); and
- Be in good standing with the school and university.

Format

The defense draft of the dissertation must be approved by the student's committee and formatted according to Graduate College [format guidelines](#). The Graduate College provides a tool that assists students in formatting the preliminary pages of their documents, fixing the margins and setting pagination. Guidelines for the dissertation format can be obtained by downloading a copy of the Graduate College [Format Manual](#).

The student submits the defense draft of the dissertation through their iPOS within 10 working days prior to the oral defense. A dissertation defense may be canceled if the student does not submit their formatted documents to the Graduate College by the deadline indicated on the online form.

Scheduling the defense

At least two months before the defense, the student should submit a complete draft of the dissertation to the committee for comments. 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 signed by the full committee and Head of Academic Unit. The completed form should be submitted to the IGD Graduate Program Academic Advisor at least two weeks in advance of the scheduled defense. The Graduate Program Academic Advisor will assist in booking a room and will work with the CGF marketing team to promote the dissertation defense.

No later than [10 working days](#) before the scheduled defense, the student must schedule their defense with the Graduate College online through their iPOS. Dissertation defenses cannot be conducted during the week immediately prior to graduation and must be held in-person, on campus during normal business hours (Monday through Friday, 8am-5pm) and not on an observed university holiday.

Once the dissertation defense is scheduled, the Graduate College will email the pass/fail form to the student's dissertation committee. The Graduate College lists very specific rules related to [steps and deadlines for defenses](#) on their website. Students are encouraged to become familiar with this information prior to their final semester. Failure to comply with these deadlines may result in delayed graduation and the requirement of an additional semester of registration and tuition payment.

Students must have an approved iPOS on file and be enrolled for at least one credit hour in the semester they defend the dissertation.

Embargo

If the student wishes to delay the publication of their dissertation, they can submit an embargo request at the time of the defense. With permission from the Graduate College, students can delay this for up to two years.

Application to Graduate

Every student is required to [apply for graduation](#) the semester in which they plan to complete their degree (including MIP) or certificate. The university lists graduation application deadlines on the [Academic Calendar](#). Students can apply after the deadline but will have to pay a late fee. A separate application is required for each degree or certificate program. It's important that students update their mailing address in MyASU prior to applying for graduation so the diploma gets mailed to the correct address. Students must have an approved iPOS on file before applying for graduation.

Commencement and Convocation

There are two main ceremonies during graduation week, each requiring separate RSVPs:

- **Commencement** is the university-wide graduation ceremony (the graduate students' ceremony is separate from the undergraduates' ceremony), facilitated by the President of the University. Degrees are conferred at this ceremony.
- **Convocation** is the College of Global Futures graduation ceremony. Graduates walk across the stage in front of a smaller audience. Hoods are already worn since degrees are conferred at Commencement. The College of Global Futures will send additional information about graduation directly to students who have applied to graduate. Additional information can also be found [here](#).

There are also [special interest and cultural convocations](#) in which students can participate.

Graduation regalia (cap with tassel, gown, and hood) is required for all students to participate in these ceremonies and are not provided by ASU. These items are available to purchase either on campus or online. Students are responsible for ordering, purchasing, and picking up their regalia.

Academic Progress Tools and Milestones

Interactive Plan of Study (iPOS)

The Interactive Plan of Study, or iPOS, is an agreement between the student, the academic unit, and the Graduate College. The iPOS must be submitted by the time the student has enrolled in 50 percent of the minimum credit hours required for the degree program, and before defending their comprehensive exams/prospectus. Students are encouraged to submit their iPOS by the end of their first year in the program and are expected to keep the iPOS up to date by checking it at the start of each semester and making changes as needed. At minimum, students must check and update (if needed) the iPOS by March 1 each year as part of the annual review process.

Faculty Chair/Co-Chairs: An iPOS can be submitted with just the Committee Chair/Co-Chairs listed but the full committee must be entered in and approved by the Graduate College before a student can defend their prospectus.

Change of coursework: If a change of coursework is needed, the student must update the courses listed in the iPOS and submit a course change for review. This process is required if a course taken by the student is not completed or if the student needs to change courses listed. The iPOS will be routed electronically to the SFIS Assistant Director of Academic and Curriculum Services for review and Academic Unit approval, and then to the Graduate College for final approval.

Annual Progress Report and Advising Holds

During the Fall semester, all IGD PhD students (not candidates) will be issued an advising hold that will prevent them from enrolling for the Spring term until they have met with the Program Chair to discuss their academic progress. The purpose of this policy is to establish healthy communication between the student and Program Chair and to ensure students are making satisfactory progress in the program while getting any additional support if required.

The Annual Progress Report (APR) is a critical component of academic accountability and program planning for all IGD students. Each Spring semester, both doctoral students and candidates are required to submit their APR along with any required supplemental documentation. In addition, students must meet with their Committee Chair or Co-Chairs to review their academic progress, research development, and next steps in the program. Completion of this process is mandatory before the advising hold can be lifted, enabling enrollment for the Fall term. Beyond its administrative function, the APR process plays a vital role in sustaining individualized mentorship, tracking scholarly development, and ensuring timely progress toward degree completion. It also helps ensure that students are well-positioned to access relevant institutional resources, such as funding opportunities, research support, and professional development, tailored to their evolving needs and goals.

The student's evaluation is done with input from their Chair/Co-Chairs, and the deadline for the Annual Progress Report is April 1st. However, students are encouraged to submit it earlier.

Program Milestones

In order to support timely progression through the IGD PhD degree program, the IGD Program Chair and IGD Executive Committee have developed a list of milestones and deadlines to keep students on track and meet university and department requirements. Please note the deadline dates vary for those students that enter in the program with a master's degree and those that do not.

The table below lists the major milestones should be completed according to the following timeline:

Milestone	Deadline if Entered with a Master's degree	Deadline if Entered with a Master's degree
Begin Program Coursework	Fall of first year	Fall of first year
Confirm Committee Chair or two Co-Chairs	April 1 of first year	April 1 of second year
Complete Annual Review Process	April 1 of every year	April 1 of every year
Confirm full committee: 3+ members with 1 Chair or 2 Co-Chairs and Submit iPOS	September 15 of second year	September 15 of third year
Complete Coursework	End of second year	End of third year
Defend and pass the Prospectus Defense*	End of second year	End of third year
Register for Dissertation credits	After PhD Candidacy only; otherwise done on a case-by-case basis	After PhD Candidacy only; otherwise done on a case-by-case basis
Dissertation Defense*	Final semester; No more than 2 years after attaining candidacy	Final semester; No more than 2 years after attaining candidacy

*Students who encounter extenuating circumstances preventing them from meeting the milestone deadlines are required to file a petition for an extension.

This petition is a formal request for additional time and should be submitted by April 1, concurrently with the Annual Progress Review, to ensure timely deliberation and decision-making. The petition will be evaluated on a case-by-case basis, considering the individual circumstances and justifications presented by the student.

The comprehensive review process is designed to ensure fairness and support students in achieving their academic objectives while maintaining the program's standards. Students are encouraged to provide detailed reasons and any relevant documentation that supports their request for an extension. The decision made in response to the petition will be communicated to the student through one-on-one meeting.

It is imperative that students understand the importance of maintaining satisfactory academic progress, as outlined in this handbook and the Graduate College policy manual. Failure to adhere to these standards may lead to academic probation or, in more severe cases, dismissal from the program. Students who find themselves unable to meet the established deadlines due to extenuating circumstances are encouraged to consult with the IGD PhD Program Chair ahead of time. Together, they will work to identify a viable alternate plan that aligns with the program's standards and the student's needs. The goal is to support each student's journey while upholding the integrity and expectations of our academic community.

Completion Time Limit

While the Graduate College permits a maximum duration of ten consecutive years from the date of admission for students to conclude their doctoral studies, the IGD program is structured with an expectation that students will typically complete their coursework and dissertation within four years, although a fifth year is permissible when necessary.

We recognize that each student's academic journey is distinctive, with varying challenges and needs. Therefore, we provide a range of supportive services and resources to assist students in meeting program milestones efficiently. These include access to faculty advisors, mentorship opportunities, peer support groups, and academic workshops, all designed to facilitate students' progress and enhance their educational experience.

It is important to note that extending the program beyond six years triggers a formal review process of the student's academic progress. This review is a constructive mechanism to identify any impediments to completion, offer necessary interventions, and establish a clear pathway forward. It is a crucial step to ensure that students do not lose sight of their academic objectives and remain aligned with the program's standards. Should a student's progress not align with the established expectations beyond the six-year mark, the program may initiate probationary measures or, as a last resort, dismissal from the program.

Such actions are taken with careful consideration and aim to uphold the academic integrity and efficiency of the doctoral journey. This policy underscores our commitment to ensuring that all doctoral students not only embark on but also successfully traverse their academic path within a timeframe that supports optimal learning and professional development. The Graduate College's stipulation to withdraw students who do not fulfill their degree requirements within the allotted ten-year period is a measure to uphold these standards, emphasizing the importance of timely progression and completion.

Grade Point Averages

Graduate students must maintain the following minimum grade point average (GPA) requirements in order to maintain satisfactory academic progress and graduate:

- The **iPOS GPA** must be 3.00 or higher and includes all courses that appear on the student's approved iPOS. The iPOS GPA includes all courses that appear on the student's approved iPOS.
- The **Overall Graduate GPA** must be 3.00 or higher. The Overall Graduate GPA includes all courses numbered 500 or higher that appear on the transcript after admission to the

graduate program. This includes shared coursework if enrolled in an approved accelerated bachelor's/master's program.

- The **Cumulative GPA** must be 3.00 or higher. The Cumulative GPA includes all courses completed at ASU the graduate career, including undergraduate courses.

Master's in Passing

A Master's in Passing (MIP) request is for students in a doctoral degree program who 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.

Policies

Enrollment and Leave Policies

The academic unit and university have firm policies related to continuous enrollment and requesting leaves of absence. The most common enrollment issues and questions are addressed below. Additional information can be found in Graduate College's [Policies and Procedures Handbook](#).

Drop/Add Deadline

The [Academic Calendar](#) lists specific dates and deadlines for each semester. SFIS does not allow requests to drop courses past the drop/add deadline. Instead, a student who no longer wishes to take a course will need to withdraw from it. A withdrawal will result in a "W" grade on the student's transcript. A "W" grade may negatively impact students receiving student loans and lowers the student's pace rate, which is a measurement of credit hours *attempted* versus credit hours *successfully completed*. The only way to avoid a "W" grade is to drop the class during the university's add-drop period. The School does not back-date course drop paperwork.

To add a class, students can fill out an Enrollment Change Request to add a class after the deadline. The student needs to collect all signatures on the form. The Enrollment Change Request form can be found under the Late Drop/Add Requests section of the [Graduate Policies, Procedures and Forms](#) webpage.

Continuous Enrollment

Once admitted to a graduate degree or certificate program, students must register for a minimum of one credit each fall and spring (and sometimes summer) of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, writing, exams, or other work beyond the completion of coursework requirements or are in any way utilizing university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, or graduating from the degree program.

Grades of "W" (withdrawal) or "X" (audit) are not considered valid registration for continuous enrollment purposes. "W" grades are received when students officially withdraw from a course after the course drop deadline. "X" grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of "I" (incomplete) must maintain continuous enrollment as defined previously.

Leave of Absence

Graduate students planning to discontinue registration for a semester or more must submit a Leave of Absence request via their Interactive Plan of Student (iPOS). This request must be

submitted and approved before the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Having an approved Leave of Absence by the Graduate College will enable students to reenter their program without re-applying to the university.

A student on leave is not required to pay fees, but in turn is not permitted to place any demands on university faculty or use any university resources. Examples of utilizing university resources can be found in the [Graduate College's Policies and Procedures Handbook](#).

Students who do not enroll for a fall or spring semester without an approved leave of absence by Graduate College have “broken enrollment” and are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program in a later cohort; the application will be considered along with all other new applications to the degree program. Although a student who has broken enrollment might be able to register for the next semester without reapplying, the Registrar’s Office will discover the lapse in continuous enrollment no later than graduation. A student who has broken enrollment cannot graduate without reapplying, being readmitted, and possibly repeating classes due to the ASU pre-admission credit policy, found in the [Graduate College Policies and Procedures Handbook](#).

If a student has an approved interactive plan of study (iPOS) on file, then they submit the leave request through the iPOS system’s petition section. If the student does not have an approved iPOS on file, then a paper [Request to Maintain Continuous Enrollment](#) form is required to request the leave. Students should submit the form at least two weeks before the start of the term in which they plan to be on leave and notify the graduate coordinator. Failure to meet this deadline may result in a denied request or one that is not processed in time. The student’s alternative is to register for the IGD 795 Continuing Registration placeholder class, which is one credit hour, and will keep the student actively enrolled for the semester. Tuition is required for Continuing Registration but there is no course work required.

Grades

Students must reach out to their instructors for any classes where grades have not been entered or where they do not match the passing grades listed below. Incorrect grades can delay or prevent conferral of a degree. Any “NR” (not recorded) grade on a transcript will prevent a student from graduating.

A “Z” grade for Research and Dissertation means work is still in progress. “Z” grades are often used for these classes until the student is about to graduate and has finished the culminating experience requirements and is no longer “in progress” of completing the degree.

When a student takes Research or Dissertation in multiple semesters instead of one semester for six credits, then the grade may appear as “Z” instead of a final “Y” grade until after the student has passed the dissertation defense. After the graduate coordinator receives all culminating experience items required of the student, the final grades for Research and Dissertation credits will be processed. Note that items received after the deadline may result in delayed graduation.

Incomplete Grades

Incompletes are given at the discretion of the instructor of a course and should not be expected. Students granted an incomplete must complete a contract with the instructor, outlining the work required and the timeline for completion. The completed [incomplete grade contract](#) must be sent to the Assistant Director of Academic and Curriculum Services who will obtain the graduate director's signature and keep an electronic record of the contract in the student's file. The timeline cannot exceed one calendar year, but the instructor may choose an earlier completion date.

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

In the case that the instructor gives the student the full calendar year within which to complete the course, and the course is not complete within that time, then the incomplete will become permanent and the student will have to re-take the course if it is a required course.

SFIS upholds rigorous academic standards, essential for the integrity and reputation of our academic community. In line with this commitment, it is our policy to allow a maximum of ONLY TWO incompletes on a student's transcript. Exceeding this limit by having more than two incompletes is a significant deviation from school's academic expectations and will necessitate academic probation.

Furthermore, the presence of more than two permanent incompletes on a student's transcript is viewed with concern and may constitute grounds for dismissal from the program. This policy underscores our dedication to academic excellence and the importance of timely progression and completion within our academic programs. Students are urged to prioritize their coursework and seek support if facing challenges to avoid jeopardizing their academic standing.

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 protocols. 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.

Academic Probation and Dismissal Policy

A student may be subject to **ACADEMIC PROBATION** under any of the following conditions:

1. The student's GPA or grade performance falls below the thresholds established in the satisfactory academic progress policy.
2. The student accumulates more than two incompletes on their transcript at any point since commencing the program.
3. The student fails to achieve the milestones set forth in the graduate handbook within the specified deadlines.
4. The student does not complete the program within the designated time frame as outlined in the graduate handbook.

These criteria are in place to ensure that students maintain the high standards of academic achievement and progress that are integral to the integrity of our academic programs.

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 from their program effective immediately, the school's program chair 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.

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 two permanent incompletes since starting the program;
- The student fails to meet milestones specified in the graduate handbook;
- The student fails to meet conditions stipulated in their probation letter; or
- The student violates terms of the [Student Code of Conduct](#).

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, Sharon Hall (sharonjhall@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.

Student Rights and Responsibilities

It is the responsibility of each student to understand and observe all procedures and requirements specified by the ASU Graduate College and SFIS. All students are required to read and understand the Graduate Handbook and ASU's [Graduate Policies and Procedures](#) and to adhere to the [Student Code of Conduct](#). Faculty and staff provide academic advice and assistance, but the ultimate responsibility for meeting degree and other requirements remains with the student. Students should frequently check their MyASU page for notifications about enrollment, billing and financial aid, and other reminders.

ASU Email

All ASU students are required to have an active ASU email address. Students may forward their ASU email to another preferred account. It is important that students check their ASU email frequently, so they do not miss important notices. Arizona State University and SFIS conduct their business via ASU email only.

Culture of Respect

ASU is a community and a professional work environment. Graduate students are expected to treat peers, teachers, students, staff, and members of the ASU community with respect and to work with them in a professional manner, both in person and online. SFIS expects its students to be good representatives who recognize that poor behavior by one student impacts others by creating a negative perception of the school.

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. This commitment requires our faculty, staff, and students to learn from the diverse perspectives and engage in the advancement of knowledge with the most inclusive understanding of the issues through our scholarly activities.

Diversity is defined in terms of both 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, caste, and age. These aspects of identity belong to all members of our community and make us richer in our thinking and outlook.

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

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

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

Title IX and Sexual Harassment

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 Code of Conduct

The [Arizona Board of Regents \(ABOR\) Student Code of Conduct](#) sets forth the standards of conduct expected of students who join the university community. Students who violate such standards will be subject to disciplinary sanctions in order to promote personal development, protect the university community, and maintain order and stability on campus and in associated learning environments.

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 MyASU 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.

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

Resources

Arizona State University and SFIS provide numerous resources to assist students. The following list includes some of the [many resources](#) that may be beneficial for graduate students while pursuing a degree. This information is subject to change.

Graduate Advising

SFIS Graduate Advising Offices are located on the 3rd floor of ISTBX and strive to provide quality academic advising and support services to promote student success. Find office hours and schedule an appointment on the [Graduate Advising](#) webpage.

My ASU Portal

[My ASU](#) is an interactive, customized portal to a diverse range of student services, from financial aid to academic advising and course registration. Through the site, students can access their ASU email account and online course materials. My ASU also serves as a portal to the ASU Library and the source for downloadable software.

Sun Card

The [Sun Card](#) is Arizona State University's official photo ID card. Students may upload a photo and either pick up the Sun Card in the Sun Devil Card Services Office or have the Sun Card delivered by mail. Students will be charged \$25 for the card. A Sun Card is required to access some locations on campus, particularly the Graduate Lounge/Kitchen in ISTB X.

Housing

There is some housing available at the Tempe campus for graduate students, which can be found under [Upper Division Housing](#) on the University Housing site. However, most graduate students live off campus and the [Off-Campus Housing](#) webpage has helpful information for students seeking housing options.

Health Services and Insurance

ASU [Health Services](#) provides a number of services focused on the health and well-being of students, including [student health insurance](#). International students are automatically enrolled in the ASU student health insurance plan. All other students must take steps to enroll in an insurance plan (if desired). Students can register through the Campus Services section of their My ASU page.

ASU Parking and Transit Services

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

Campus Amenities

The hub of student life at the Tempe campus is the [Memorial Union](#) (MU). Students can find restaurants, live music, a gaming lounge, bank automated teller machines (ATM), and much more.

Graduate College Policies and Procedures Manual

The Graduate College oversees all graduate programs at ASU and upholds university and graduate program rules and policies. All graduate students are responsible for familiarizing

themselves with Graduate College's [Policies and Procedures Manual](#) in addition to those specific to the academic unit.

TA/RA Handbook

The [TA/RA Handbook](#) provides an overview of ASU policies and support services pertinent to teaching and research assistants and associates. It includes information relating to:

- Conditions of appointment
- Types of appointment
- Benefits
- University policies

The teaching (TA) and research (RA) assistant/associate role is an important one to the ASU community. It provides graduate students with professional development opportunities that are unique to academia while supporting the university's teaching, research, and service missions.

While many of the general policies and expectations also apply to graduate service assistants (GSA) and graduate interns, GSAs and interns are not bound by the same eligibility requirements as TAs and RAs and do not receive the same benefits as TAs and RAs (e.g., tuition remission).

Canvas

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

SFIS Grad Representatives

Grad reps are student leaders elected by their peers. They serve for one academic year (Fall to Spring or Spring to Fall). They are also liaisons between the graduate student community and the faculty and administration of SFIS. They communicate feedback from the student body, attend faculty and high-level department meetings, and are invited to represent the graduate student community at special guest events. Grad reps also assist in planning graduate student events and communicate with prospective and new graduate students.

Current students interested in becoming a future rep can discuss their interest with a current grad rep and ask to be included in the next election. Voting takes place at the end of each fall and spring semester, as one (of the two) reps from each program is always transitioning off as a new representative is elected.

Academic Success Network

ASU provides free assistance with writing and offers tutoring in a variety of subjects, including statistics. For complete details, please visit [Academic Success Network](#). Students are strongly encouraged to meet with a graduate writing tutor while drafting major deliverables such as proposals, presentations, and papers to ensure they meet the standards expected of graduate students.

ASU Libraries

ASU has several libraries and hosts impressive online and hardcopy collections. The Tempe campus is home to [Hayden Library](#), the main library on campus, as well as the [Design and the Arts Library](#), the [Music Library](#), and the [Noble Science Library](#). Students can research past theses and dissertations through the ProQuest database, request documents from other libraries

around the world, or search online article databases. Hayden Library also provides free creative equipment and tools through [makerspace](#). Online access is available through [My ASU](#).

The ASU [Digital Repository](#) is home to scholarly papers and theses in addition to cultural heritage materials, historical photographs, and music performances.

Study Abroad

There are several exciting [study abroad](#) opportunities that may be of interest to graduate students. New opportunities are posted regularly.

ASU Mobile App

The [ASU Mobile App](#) provides access to features such as My ASU, email, maps, and library resources. Students can also access maps and find out about campus events and athletics. Students can download the app from the Apple app store or from Google Play.

Technical Support

Students can use ASU's IT Knowledge Base and find answers to frequently asked questions through the Service tab on My ASU. Students also have access to 24/7 technical support via chat, and [getprotected.asu.edu](#) provides information to reduce online vulnerability to viruses, malware, and phishing attacks.

Software

ASU students can access and use powerful software applications for free through [MyApps](#), which can be accessed online or through My ASU. All students may get a free license to Microsoft Office for use on a personal computer. Students also have access to cloud storage on Google Drive, Dropbox for Education and OneDrive for Business through their ASU account. Software and technical requirements may vary for individual courses.

Student Accounts

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

Student Accessibility and Inclusive Learning Services (SAILS)

Student Accessibility and Inclusive Learning Services (SAILS) provides services to qualified students with disabilities on all ASU campuses. Eligibility is based on qualifying disability documentation and assessment of individual need. Every effort is made to provide reasonable accommodations for qualified students with disabilities. Qualified students who wish to request an accommodation for a disability should contact [SAILS](#).

Counseling Services

ASU [Counseling Services](#) offers professional counseling and referrals for all members of the ASU community, regardless of race, gender, sexual orientation, age, student status, religion, ability, size, or financial situation, personal concern, or previous counseling. Support is available

24/7 and no appointment is necessary. First appointments are free, and fee waivers are available for ongoing services.

During business hours (Mon-Fri, 8:00am-5:00 pm, Arizona time):

- Visit or call any of the [four campus locations](#)
- 24/7 Open Call, Open Chat and telehealth individual sessions for Sun Devils anywhere in the world, at any time of day or night. To learn more, visit [Open Call and Open Chat](#) and [Where to Start](#).

Outside of business hours:

- Call EMPACT's 24-hour ASU-dedicated crisis hotline at (480) 921-1006

For life-threatening emergencies:

- Dial 9-1-1

To search for community mental health providers:

- Use the [ASU Community Link](#)

Wellness

ASU and SFIS are committed to the health and wellness of our graduate students. The Graduate and Professional Students Association (GPSA) has compiled a one-page guide to [Graduate Wellness Resources](#) that includes information about financial, social, emotional, and physical health and wellness resources available to ASU students. The ASU Graduate College has also compiled a list of [10 Best Practices in Graduate Student Wellbeing](#) to help you care for yourself through increasing academic rigor and demands.

Alumni Network

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

Veterans Services

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

International Student and Scholars Center

[The International Student and Scholars Center](#) (ISSC) provides a variety of services for ASU's international population of students, scholars and faculty, including support with immigration documents, CPT and Post-OPT, and questions about employment and student statuses. International students should reach out directly to the ISSC for the most current and accurate advising on issues related to international status.

Graduate Student Government

The [Graduate Student Government](#) (GSG) is ASU's student government. GSG is a great way for students to get involved on campus and serve the campus community. GSG has several grants for which students may apply at different times of the year. GPSA's "GradAd" email listserv is a way for students to buy and sell items, look for roommates, promote or find volunteer opportunities, etc.

Career Services and Internships

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

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

Contacts

Students may sometimes need to contact other offices on campus for assistance. This is a partial list of offices that provide useful resources for students.

[Emergency Services](#)

To report an emergency, dial 911

To reach ASU Police, dial 480-965-3456; press 1 for dispatch

ASU Emergency Information line 1-844-864-8327

[Graduate College](#)

Interdisciplinary B, Suite 285

480-965-3521

Grad-gps@asu.edu

[Graduate and Professional Student Association](#) (GPSA)

Center for Family Studies (CFS) Building

480-727-9870

gpsa@asu.edu

[Office of the University Provost](#)

Fulton Center, Suite 420

[Contact Form](#)

[University Technology Office](#)

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

<https://uto.asu.edu/services>