ASU School of
Sustainability
Arizona State University

GRADUATE HANDBOOK
2018-2019

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Master of Sustainability Leadership (MSL)

School of Sustainability
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Purpose of the Handbook

This handbook is designed to serve as a guide for graduate students admitted to this degree program in the School of Sustainability (SOS) at Arizona State University (ASU). It provides information about degree requirements, resources, and policies and procedures essential to successful completion of the program.

While the handbook serves as an initial resource for answers to common questions, it is not all-inclusive of every university policy. When necessary, it provides links to review full details about policies outside the School. Students are also encouraged to consult key faculty and staff when they have questions.

In addition to this handbook, primary references for graduate students are the ASU Academic Catalog, Graduate College's Policies and Procedures Manual and the School of Sustainability's Graduate Policies, Procedures and Forms webpage, where an updated version of this handbook is posted each year.

Program Overview and Admissions

The program overview can be found on the School of Sustainability Graduate Degrees and Programs webpage. Application and admission information can be found on the School of Sustainability Graduate How to Apply webpage.

Students who have transfer work or courses taken prior to admission and want to apply those to their degree can find policy information in the Pre-Admission and Transfer Credits section of this handbook.

Role of Faculty and Staff in Advising

Faculty, Instructors, and Sustainability Scientists and Scholars

A list of the school's faculty and instructors as well as ASU's Sustainability Scientists and Scholars can be found online. An overlap in these two lists may exist. Instructors of this program are leading practitioners who provide students with a balance of perspectives between seasoned academics and proven and respected application. Each instructor in the program will also include a personal introduction in their online course materials.

SOS Graduate Academic Success Coordinator

The Graduate Coordinator is available to students to help explain school and university policies and procedures and serves as the school's program advisor. Any question about paperwork, university policies or services should be addressed first to the Graduate Coordinator, who will answer the question or make a referral to the appropriate university office or personnel.

The Graduate Coordinator maintains and updates the students' individual check sheets after each semester. When students need general advising, they can set up an appointment with the Graduate Coordinator through the online appointment system, which can be accessed through the SOS Graduate Advising webpage.

Students can contact the Graduate Coordinator by email at OnlineMSL@asu.edu.

ASU Success Coach

ASU Online assigns a success coach to every online student. Upon registration for the first credit bearing class, the student will receive an email and phone call from a success coach. The coach will be with the student throughout their program until graduation. The coach will collaborate with the student to overcome obstacles, discuss work, school, and life balance, and set long and short-term goals.

Each student's experience with their coach will be unique and tailored to the evolving needs of the student as they progress through their program. Success Coaches often set goals with graduate students on time management, life balance, skim reading, career development, repayment of loans and self-care.

If a major life event happens or if a student thinks they may need to change their enrollment (drop a class or withdrawal from one or more classes or from the program or university), then they need to contact the SOS Graduate Coordinator before making any changes.

SOS Graduate Committee

The School of Sustainability's Graduate Committee is comprised of several faculty who oversee the policies and procedures related to all graduate programs and certificates within the school. Led by the SOS Graduate Director, the committee reviews various forms and requests. If a situation arises where a student is put on probation or the situation escalates to the point of recommending the student be dismissed, the Graduate Committee oversees these cases including the issuing of the letters to the student and the appeal process.

Curriculum Summary

The program of study will comprise a minimum of 35 credit hours. In summary:

	Credit Hours
Foundational Course	1
Core Courses	24
Focus Area Elective Courses	6
Capstone Courses	4
Total Credit Hours Required	**35**

Foundational Course

SOS 501 is required in the first semester of the MSL program and is a pre-requisite or co-requisite to the four topic threads in the program: EMS 502, 503, 504 and 505.

Course	Title
SOS 501	Perspectives on Sustainability

Core Courses

The MSL program consists of four main threads: global context, strategic sustainability, communication and sustainability, and sustainability leadership. Each thread has three levels: I, II, and III. The program design is for students to learn about each thread in one semester; the global context and strategic sustainability threads are offered in session A, the first-half of the full semester; the communication and sustainability and

sustainability leadership threads are offered in session B, the second-half of the full semester. Students will build upon their knowledge as they move through the three levels of the threads.

Course	Title
EMS 502	Global Context I
EMS 503	Strategic Sustainability I
EMS 504	Communication and Sustainability I
EMS 505	Sustainability Leadership I
EMS 506	Global Context II
EMS 507	Strategic Sustainability II
EMS 509	Communication and Sustainability II
EMS 510	Sustainability Leadership II
EMS 511	Global Context III
EMS 512	Strategic Sustainability III
EMS 513	Communication and Sustainability III
EMS 514	Sustainability Leadership III

Focus Area Elective Courses

MSL students must complete 6 credits of appropriate elective credits as part of the degree program. Appropriate classes are those that relate to the student's capstone project, career development, or sustainability.

Contact the Graduate Coordinator for a current list of courses taken by current and past MSL students to see examples of popular elective courses. Students can take classes not on the list but must obtain prior approval from the Graduate Coordinator.

Students receiving student loans may wish to pair one or more elective classes with the final capstone class, EMS 588, to meet enrollment requirements (minimum of 5 credits) for the final semester.

Capstone Courses

Students design, implement, and complete their capstone project over three full semesters. Students cannot take the first capstone class, EMS 586, until successfully completing SOS 501 and all level I threads (EMS 502, 503, 504 and 505).

See the Culminating Experience section of the handbook for more details.

Course	Title
EMS 586	Introduction to MSL Capstone
EMS 587	MSL Capstone Prep
EMS 588	MSL Capstone

Provisional Admission

Students admitted on a provisional basis must successfully complete at least 5 credit in the first semester:

Students must take

- SOS 501;

AND at least two additional courses from the list below:

- EMS 502 AND/OR EMS 503
- EMS 504 AND/OR EMS 505

The passing grade for SOS 501 is "Y". The other courses grades must result in a cumulative grade point average of 3.00, with no grades below "C".

Provisional admits who fail to fulfill the requirement will be dismissed from the university automatically after the first semester. Those who do fulfill the requirement will be upgraded to "regular" status after the first semester.

Culminating Experience

Capstone

Every student must complete a capstone project that meets department requires for fulfillment of a sustainability master's degree. The capstone is designed to help students go from a place of theory to hands-on implementation. The capstone is the student's theory in action, meaning they will connect, network, leverage, test, adapt, and finally implement their discovered area of change. The capstone is broken out over three full semesters in three courses: EMS 586, 587 and 588.

In EMS 586 Introduction to Capstone, students will learn how to do the following:

- Use project management strategy and systems to implement the initial phases of their capstone project including: Capstone Proposal, Capstone Feasibility Study (draft), and Capstone Gantt and WBS Charts;
- Collectively apply the learning objectives from Global Context I & II, Sustainability Strategy I & II, Communication I & II, and Leadership I & II into a personal avenue of desired change; and
- Discover necessary stakeholders, integrate them into a project team, and apply applicable roles and responsibilities.

In EMS 587 Capstone Prep, students will learn how to do the following:

- Use project management strategy and systems to implement the initial phases of their capstone project including: Capstone Feasibility Study, Capstone Recorded Presentation (draft), and Capstone (draft);
- Collectively apply the learning objectives from Global Context I-III, Sustainability Strategy I-III, Communication I-III, and Leadership I-III into a professional and personally connected process to enact positive desired change; and
- Discover necessary stakeholders and integrate them into a project team. Apply applicable leadership abilities to create urgency, accountability, and responsibility.

In EMS 588 Capstone, students will learn how to do the following:

- Use project management strategy and systems to implement the final phases of their capstone project including: Capstone Feasibility Study, Capstone Recorded Presentation, and Capstone; and
- Complete and fully implement their capstone projects.

Sharing Final Results

MSL students must submit a final copy of all deliverables and a completed SOS Repository and SustainabilityConnect form, which indicates how the documents can be shared, when, and to what extent. Students submit the deliverables and form to OnlineMSL@asu.edu no later than the last day of classes (around late November for fall graduates; late April for spring graduates). These items are required in order for the student to graduate, even if the documents cannot be shared for some reason.

The documents will be archived in the student's file in the school, on the SustainabilityConnect website, and in the SOS Graduate Culminating Experience Collection repository on the ASU library's website. SustainabilityConnect and the repository serve as knowledge databases and a source of project ideas for future students and project partners.

Unique Opportunities

Concurrent Degrees

Additional information about pursuing a concurrent master's degree with a program in the School of Sustainability along with a list of formal concurrent degree arrangements can be found here. Students must meet eligibility requirements, apply to, be admitted to, and receive approval from both units to pursue the two programs simultaneously. Approval must also be received from ASU's Graduate College. The main benefit of pursuing concurrent degrees is the opportunity to share a percentage of credit hours between the two programs, allowing students to earn two master's degrees in two to three years. The Graduate College's Policies and Procedures Manual outlines the many details associated with pursuing two degrees simultaneously. Students considering this option should take time to read through these details carefully and consult an advisor in both academic units. Some degrees have different tuition and program fees.

Graduate Certificates

The Graduate College's Policies and Procedures Manual outlines the many details associated with pursuing a certificate at the same time as a graduate degree. Students can explore possibilities using Degree Search.

Students must meet eligibility requirements, apply to, and be admitted to the certificate program. Students considering this option should take time to read through these details carefully and consult an advisor in both the unit that offers the degree program and the certificate program. Some certificates have additional course and program fees.

Study Abroad

There are a number of exciting study abroad opportunities and a Global Development Research program with the United States Agency for International Development (USAID) that may be of interest to graduate students.

SustainabilityConnect

SustainabilityConnect, a service provided by the School of Sustainability and the Julie Ann Wrigley Global Institute of Sustainability, facilitates collaboration between ASU and the community that educate students and contribute to sustainability solutions. The platform hosts information about hands-on projects,

internships, and other community-based opportunities for students to enhance their professional and academic experience by applying their knowledge and skills to real sustainability challenges. Students may use the site to find or propose a project or internship, connect to other students with similar interests, get advice and assistance, or learn more about successfully completed projects.

Curriculum Tools and Milestones

Check Sheet

The check sheet is an Excel spreadsheet that contains the student's specific curriculum requirements and contains fields for students to list specific classes they wish to take each semester to complete the degree. The Graduate Coordinator sends a customized check sheet to each student prior to the first semester of the program. Students can use the check sheet to map out all classes they plan to take and discuss with the Graduate Coordinator and their committee chair, if applicable, to ensure it is accurate before submitting the official plan of study (iPOS). After the student submits their iPOS, the Graduate Coordinator will attach a screenshot of it into the student's check sheet.

The Graduate Coordinator updates each student's check sheet periodically and uses it to track certain details, such as advising appointment notes. The milestones for the student's program are also listed in the spreadsheet to help remind students of the major milestones and their deadlines.

The student can see their grades in MyASU and their current iPOS in the iPOS system and should not rely on the check sheet as the most accurate record.

Interactive Plan of Study (iPOS)

The [interactive plan of study](#) (iPOS) is the student's official contract between the department and the university. It lists all the classes the student plans to take to complete the degree Students are encouraged to use their check sheet as a rough draft before submitting the official iPOS. Students who wish to use coursework done prior to the start of the program must adhere to ASU's [preadmission credit policy](#).

SOS requires the iPOS be submitted before the end of the second semester in the program. The Graduate Coordinator will input most of the course information in the iPOS for the student and prompt the student when the iPOS needs to be submitted. The Graduate College states that the deadline is when the student has completed 50 percent of their coursework; however, SOS intent   ionally has a much earlier deadline in place. Failure to submit the iPOS before the end of the second semester could result in academic probation for the student for violation of department policies.

Upon approval, students are expected to keep the iPOS up-to-date by checking it at the start of each semester and making changes as needed. Typically, the initial elective classes listed are placeholders and not real classes. These must be updated on the iPOS when the student takes one or both of their electives.

Milestones

The SOS graduate committee has developed a list of milestones and deadlines to keep students on track with meeting university and department requirements for pursuit of this degree. The table below lists the major milestones. The student's capstone instructors may have additional items for the individual student to complete.

Major Milestones

Milestone	Deadline
Start program	Fall or Spring
Submit signed acknowledgement form	In SOS 501, the first class of the program
Submit complete iPOS	Before the end of the second semester – wait for prompt from the SOS Graduate Coordinator
Identify possible elective courses; get approval from Graduate Coordinator before taking them (unless they're on the preapproved elective list – classes taken by past MSL students)	Before registering for elective classes
Apply for Graduation	By February 15 for spring graduates; by June 15 for summer graduates; by October 1 for fall graduates
Complete capstone deliverables and other requirements	In EMS 588, the last class of the program
Submit final paper and Sustainability Connect and Repository form to the Graduate Coordinator	Due the last day of classes (around late April for spring; late November or early December for fall)

Complete details on milestones are listed throughout the handbook in related sections. For questions or clarification, students can contact the Graduate Coordinator at OnlineMSL@asu.edu.

Suggested, Continuous Actions for Success

- Register for core classes and pass with "C" or better and have a cumulative GPA of 3.00 or higher every semester.

- Consider taking a study abroad class or doing an internship.

- Maintain an updated LinkedIn account and curriculum vita or resume at all times. The SOS career advisor can help with both items.

Policies

Academic Calendar and Time Zone

Students should pay careful attention to dates outlined in ASU's Academic Calendar. Start and end dates for each of the sessions are included in this calendar. Assignments and assessments will not be due on observed holidays; however, due to the accelerated nature of online courses, students should not count on taking time off from studying and working on coursework due to holidays. Also, all time frames used in class follow Arizona Mountain Standard Time (MST).

Arizona does not observe daylight saving time (DST) from March through November; therefore, the time in Arizona will not align with other places that are on MST for half the year.

Time Limit

Students should complete the master's degree program within two years. In some instances, students may need some additional time to complete the culminating experience and required revisions. If this happens, students should not exceed a total of three years for completing the master's degree.

Any exception to the time limit policy must be approved by the unit and the Graduate College. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

Enrollment and Leave Policies

The academic unit and the university have firm policies related to students needing to enroll each semester (including summer sometimes) and paperwork needed for requesting a leave. Below are the most common enrollment issues or questions SOS graduate students have. Additional information can be found in Graduate College's Policies and Procedures Manual.

Registration Enrollment

Students register for classes through MyASU. If a student cannot register, then they may have a registration hold on their account, which would be noted in MyASU. If a student has a hold, they can click on the hold title and a box with additional information will appear, including contact information for resolving that specific hold.

Drop/Add Deadline

The Academic Calendar lists specific dates and deadlines for each semester. The School of Sustainability does not allow requests to drop courses past the drop/add deadline. Instead, the student would need to withdraw from the course if they no longer wished to take it. A withdrawal will result in a "W" grade on the student's transcript. A "W" grade may negatively impact students receiving student loans. A "W" grade lowers the student's pace rate, which is a measurement of 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. However, student can fill out an Enrollment Change Request (see Late Drop/Add Requests) to add a class after the deadline but would need to collect all the appropriate signatures. The Enrollment Change form can be picked up at the SOS Student Services front desk, Monday – Friday, 9am – 4pm.

Continuous Enrollment

Once admitted to a graduate degree program or graduate certificate 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. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, or in any other 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

Having an approved leave of absence by Graduate College will enable students to re-enter their program without re-applying to the university. Students may request a leave of absence for a maximum of two semesters during their entire program. This request must be filed and approved before the start of the semester in which the student wants to do the leave, e.g., before the first day of the fall semester.

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 on the Graduate College's Continuous Enrollment webpage

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.

If a student has an approved interactive plan of study (iPOS) on file, then they submit the leave request through the iPOS system's petition section. If the student does not have an approved iPOS on file, then a paper Request to Maintain Continuous Enrollment form is required to request the leave. Students should submit the form at least two weeks before the start of the term in which they plan to be on leave and notify the Graduate Coordinator. Failure to meet this deadline may result in a denied request or one that is not processed in time. The student's alternative is to register for the SOS 595 or 795 Continuing Registration placeholder class, which is one credit hour, and will keep the student actively enrolled for the semester. Tuition is required for Continuing Registration but there is no course work required.

Pre-Admission and Transfer Credits

Graduate students are allowed to bring in up to 12 credits hours taken at another institution or taken prior to admission ("pre-admission") to their current graduate program. The combination of pre-admission and transfer credits cannot exceed 12 credit hours. The school has the right to not accept all credits.

The Graduate College also requires the coursework be graduate-level, have a letter grade of "B" or higher and have been completed within three years of starting the program. For more details, review Graduate College's Policies and Procedures Manual.

Petition Process

Students who wish to request special permission of the School of Sustainability may do so by completing a SOS Graduate Petition form. The form is typically used for general appeal requests.

Students must fill out their section, list a justification that clearly states what they are requesting and why they think it should be considered, and attach documentation to the request. The student then submits the form and documentation to the Graduate Coordinator at OnlineMSL@asu.edu. The Graduate Coordinator will route materials for the final review and inform the student of the decision soon after.

Grade Appeal and Academic Grievance Process

If students feel there is an issue with their grade or they have an academic grievance, they should follow the university policy for grade appeals and make every attempt to resolve the grade dispute or grievance informally, as outlined in steps A through C. If a formal grade appeal or grievance is warranted, students may submit a SOS Graduate Petition for review by the School of Sustainability Graduate Director. Students should enter all pertinent information about the situation, which may include the course number, instructor of the course, and the semester and year. Student should explain the rationale for their appeal and attach any relevant supporting documentation they would like the Graduate Director to see. Students should be aware that the Graduate Director will seek instructor feedback, and the appeal may be shared with the instructor.

If an additional review is needed, it will be sent to the School of Sustainability Dean. The Dean's decision will be final, and no additional appeals will be considered beyond that point. Additional information about the process can be found on the SOS Graduate Policies, Procedures and Forms webpage.

Satisfactory Academic Progress Policy

Academic excellence is expected of students doing graduate work. Failure to adhere to the policies below may result in academic probation or a recommendation to the Graduate College for withdrawal from the degree program.

The following policies pertain to MSL students in the School of Sustainability:

- Minimum GPA: To be eligible for the degree and to remain in good academic standing. SOS MSL students must achieve and maintain a 3.00 minimum grade-point average (GPA).Students must maintain a 3.00 cumulative GPA in the following areas:

  1) all courses numbered 500 or higher that appear on the transcript, and
  2) all courses that appear on the plan of study.

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

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

- Capstone Grade: Per Graduate College policy, students must earn a "B" or higher in EMS 588. If a student fails to receive this grade, they must retake the credits.

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

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

In the case that the professor gives the student the full calendar year within which to complete the course, and the course is not complete within that time, then the incomplete will become permanent and the student will have to re-take the course if it is a required course. The School of Sustainability permits only two incompletes on a student's transcript at any time. More than two incompletes is cause for academic probation. More than two permanent incompletes is grounds for dismissal from the program.

- <u>Time Limit for Submitting a Proposal for the Capstone</u>: Students will begin preparing for the capstone during the Introduction to Capstone course, and will submit their capstone proposal as part of their coursework before the start of their third semester, but no later than one full semester before they plan to begin their culminating experience.

- <u>Time Limit for Completing the Master's Degree</u>: The university allows up to six years for students to complete a master's degree. However, students are encouraged to finish in two years and should take no more than three years to complete the MSL program.

Academic Probation Policy

A student may be placed on academic probation if:

1. The student's cumulative GPA in all courses numbered 500 and above and in all work specifically included in the plan of study falls below the 3.00 GPA requirement as outlined in the Satisfactory Academic Progress Policy section;
2. The student's cumulative GPA for all post-baccalaureate courses taken at ASU falls below 3.00;
3. The student receives a "D" or lower in a course on their plan of study;
4. The student receives anything lower than a "B" in a capstone course;
5. The student has more than two incompletes on their transcript since starting the program; or
6. The student fails to complete the program within specified time guidelines and does not meet milestones specified in the graduate handbook.

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

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

1. The student is on academic probation because his or her GPA has fallen below the 3.00 GPA as outlined in the Satisfactory Academic Progress Policy section or below 3.00 for all post-baccalaureate courses taken at ASU, and the student fails to bring the GPA to required levels by the deadline specified in the Probation Agreement;
2. The student receives a "D" or lower grade while on academic probation for any reason;
3. The student has more than two permanent incompletes since starting the program;
4. The student fails to meet milestones specified in the graduate handbook; or
5. The student fails to meet conditions stipulated in their Probation Agreement; or
6. The student fails to adhere to the Student Code of Conduct.

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

A student may appeal any action concerning academic probation and withdrawal by petitioning the Graduate Committee within 10 business days, using the SOS Graduate Petition form. Approval of petitions is not guaranteed.

Student Responsibility

It is the responsibility of each student to understand and observe all procedures and requirements specified by the ASU Graduate College and the School of sustainability. It is a requirement for all students to read and understand the Graduate Handbook and the ASU Academic Catalog 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 account.

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 the School of Sustainability 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. Sustainability graduate students are representatives of the School of Sustainability and the university. SOS expects its students to be good representatives who recognize that poor behavior by one student impacts others by creating a negative perception of the school.

Sexual Harassment

The university prohibits sexual harassment by employees and students and will not tolerate sexual harassment that interferes with an individual's work or educational performance or creates an intimidating, hostile, or offensive working, learning, or residential environment. Please visit ASU's Sexual Violence Awareness and Response site to learn more about rights and responsibilities, how to report an incident and how to get immediate assistance and confidential support.

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

Academic integrity is a fundamental value because violations of it cause harm to students and their peers, the university, and future employers, clients, or patients. ASU School of Sustainability students are expected to be ethical in their multiple roles as students, researchers, and representatives of the university. When in doubt about appropriate conduct, students should review ASU Academic Integrity Policies and Resources and consult an instructor or advisor to seek clarification as needed.

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.

As outlined by ASU policy, a student may be found to have engaged in academic dishonesty if, in connection with any Academic Evaluation or academic or research assignment (including a paid research position), he or she:

1. Engages in any form of academic deceit, such as fabricating data or information;

2. Refers to materials or sources or uses devices (e.g., memory cards or drives, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment;

3. Possesses, reviews, buys, sells, obtains, or uses, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration;

4. Acts as a substitute for another person in any Academic Evaluation or assignment;

5. Uses a substitute in any Academic Evaluation or assignment;

6. Depends on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student's abilities;

7. Provides inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials used or intended for Academic Evaluation;

8. Engages in any form of plagiarism, including self-plagiarism (the act of taking work or ideas, passing them off as one's own and/or not giving credit to the source);

9. Uses materials from the Internet or any other source without full and appropriate attribution;

10. Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization;

11. Claims credit for or submits work done by another;

12. Signs an attendance sheet for another student, allows another student to sign on the student's behalf, or otherwise participates in gaining credit for attendance for oneself or another without actually attending;

13. Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity; or

14. Attempts to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement.

Academic honesty is expected of all students in all examinations, papers, academic transactions and records. Possible sanctions for academic dishonesty include, but are not limited to the following: appropriate grade penalties, loss of registration privileges, disqualification, and dismissal.

Students have the responsibility to understand and uphold the highest standards of academic integrity. The School of Sustainability has a zero-tolerance policy for any form of academic dishonesty and follows the university's policies and procedures when responding to an academic integrity complaint and determining sanctions.

Tuition, Fees and Financial Support

Tuition and Fees

Students can estimate tuition and fee costs online. In addition to tuition, enrolled students are responsible for paying a number of required student fees. Tuition and fees are set by the Arizona Board of Regents and are subject to change. Some courses have additional course fees and courses offered by other departments may charge a different tuition rate. Tuition and fees are set by the Arizona Board of Regents and are subject to change.

Additional expenses not covered by tuition and fees include the admissions application fee, textbooks, any equipment needed to access course materials, convocation regalia and the graduation application fee.

Financial Support

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

Students are encouraged to visit the ASU Online Financial Aid website to identify student funding resources that may be available to ASU Online students. The site includes information about multiple forms of support, including scholarships.

Student Loans and Need-Based Grants

Students who require funding assistance are encouraged to apply for federal financial aid if they are eligible (US Citizens or Permanent Residents) and need funding assistance. The required form is called the Free Application for Federal Student Aid (FAFSA) and is free to submit. When students fill out a FAFSA, they are also automatically considered for need-based grant awards. Any questions related to student loans should be addressed to the ASU Financial Aid office. Please note that graduate-level student loans are all unsubsidized, which means students pay interest on the loans while they are enrolled in school.

SAP Review

Also, to remain eligible for student loans, students must meet specific GPA requirements and make satisfactory academic progress (pace rate) toward degree completion. A course withdrawal "W" on a transcript, even if it is a medical or compassionate withdrawal, will negatively impact the pace rate.

Any student who receives a financial aid hold (seen in MyASU) for GPA or pace rate violations will be instructed to contact their program to fill out a Satisfactory Academic Progress (SAP) Review. The Graduate Coordinator will work with a student who must complete a SAP review form prior to the next term. Submitting the form after the semester begins may result in delays in receiving funds or receiving a lesser amount. The Financial Aid Office must approve the SAP form; therefore, the Graduate Coordinator cannot guarantee the SAP plan will grant the student another loan disbursement.

Satisfactory Academic Progress is reviewed on an annual basis after the spring semester. A student who is still in violation may have to fill out another SAP form with the Graduate Coordinator.

Employer Reimbursement/Tuition Assistance

Students are encouraged to speak to their employers about eligibility for tuition assistance or reimbursement. If assistance is available, important questions to ask include:

- Does the employer pay tuition up front or after grades are posted?
- If grades are required, what percentage of the course is covered for each grade (A, B, C, etc.)? Is there a minimum grade required for reimbursement?
- How soon will the employer reimburse the student after grades are posted?
- Is there a maximum amount the employer will pay for tuition per year?
- If there is a cap, is it calculated on a calendar or fiscal year?
- If the cap is per fiscal year, when does that year begin and end?
- Will the employer pay for additional fees or expenses such as books?
- What documentation is required after the course is complete?

ASU Employment

Some students seek employment at ASU to help pay for their education expenses or they may already be employed by ASU. Not all employment positions provide a tuition benefit, so students should ask questions as needed. ASU offers a qualified tuition reduction program for certain types of positions. Additionally, students can explore employment through the Career's at ASU page.

Graduation

Apply to Graduate

Every student is required to apply for graduation in the semester in which they plan to complete their degree or certificate. The university lists the graduation application deadline on the Academic Calendar. Students can apply after the deadline but will have to pay a late fee in addition to the graduation application fee. A separate application is required for each degree or certificate program. It's important for students to make sure their mailing address is correct prior to applying for graduation so the diploma gets mailed to the correct address.

Commencement and Convocation

There are two main ceremonies during graduation week, each requiring separate RSVPs. Diplomas are sent to the student's mailing address (the one listed when applying to graduate) after the degree has been conferred, which may take up to six weeks after the end of the semester. The doctoral diploma cover is distributed at commencement; the master's diploma cover is distributed at convocation. Students do not receive the diploma at commencement or convocation.

- Commencement is the university-wide graduation ceremony (the graduate students' ceremony is separate from the undergraduates' ceremony), facilitated by the President of the University.

- Convocation is the School of Sustainability graduation ceremony. Graduates walk across the stage in front of a smaller audience.

The School of Sustainability Student Services Center will send additional information about graduation directly to graduation-eligible students. Additional information can also be found here. There are also special interest and cultural convocations in which a student can participate.

Graduation regalia (gap 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.

Diploma and Transcripts

ASU mails diplomas, shortly after the student's final semester, provided that there are no holds preventing the generation of the diploma (e.g. no pending graduation application on file, a balance on the student's account, or missing grades). Students may submit a Graduation Letter Request to obtain an official letter stating that the requirements of the program have been met. The website also includes a link for directions on completing an Enrollment Verification form if this is something required by any hiring agencies.

Students may request their unofficial or official transcripts on MyASU. Transcripts will not show that the degree is completed until the degree conferral date, which can be found on the Academic Calendar.

Resources

Arizona State University and the School of Sustainability provide numerous resources to assist students. The following list includes some of the many resources that may be beneficial for graduate students while pursuing a degree.

SOS Graduate Advising

The School of Sustainability Student Services Center is open to all sustainability students and provides quality academic advising and support services to promote student success. Find office hours and schedule an appointment on the Graduate Advising webpage.

ASU Online Success Coach

Students can find contact information for their ASU Online Success Coach in MyASU.

MyASU Portal

MyASU 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. MyASU also serves as a portal to the ASU Library and the source for downloadable software.

Sun Card

Online students are not required to have a Sun Card, but they can choose to purchase one if they would like to have a student ID to utilize campus services. 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.

SOS Graduate Student Handbook

This handbook is an important resource for students. The graduate handbook is available on the school's Graduate Policies, Procedures and Forms webpage.

SOS Policies, Procedures and Forms Webpage

The School of Sustainability's Graduate Policies, Procedures and Forms webpage contains key information about school policies, procedures, and related forms. SOS staff will often refer students to this page.

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.

Blackboard/Canvas

Arizona State University provides online courses and course material through a Learning Management System (LMS). Over the next year, the university will be transitioning from the current Blackboard LMS to Canvas. During the transition, students may have courses in both Canvas and Blackboard. Using MyASU to access courses will direct students to the correct platform. Any courses that have moved to Canvas will also be available through the Canvas Mobile app.

MSL Graduate Community Organization Site

The school's Graduate Coordinator maintains an organization site in Blackboard (Canvas in the future) where MSL students can find resources related to their program. Students are given access prior to the start of the program.

Tutoring and Writing Support

ASU provides free tutoring and writing support. Graduate students are strongly encouraged to utilize writing support services.

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 mkrservices and mkrstudio. Online access is available through MyASU.

The ASU Digital Repository is home to scholarly papers and theses in addition to cultural heritage materials, historical photographs, and music performances. The School of Sustainability Graduate Culminating Experiences collection offers open access to student capstone and applied projects.

ASU Mobile App

The ASU Mobile App provides access to features such as MyASU, 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 MyASU. 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 MyASU. 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 MyASU 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 MyASU, email sbs@asu.edu, or call 1-855-278-5080.

Disability Services

The Disability Resource Center (DRC) 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 the DRC.

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, 8:00 am to 5:00 pm, Arizona time):
- Visit or call any of the four campus locations

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

Veterans Services

The ASU Pat Tillman Veterans Center provides services specifically for all students who are current or former U.S. 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.

Graduate and Professional Student Association

The Graduate and Professional Student Association (GPSA) is ASU's student government. GPSA is a great way for students to get involved on campus and serve the campus community. GPSA 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 School of Sustainability has a career advisor dedicated to helping SOS 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. To book an appointment, please visit the Sustainability Career Advising site. Full time opportunities are communicated through the School of Sustainability's internal LinkedIn group. Additional employment, internship, career fair, and mentorship opportunities are available through ASU's career resource, Handshake.

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

Graduate students can also pursue internships, either for elective credit or no credit. Local opportunities are posted on SustainabilityConnect. Additional opportunities may be communicated in the weekly SOS graduate newsletter or on the SOS graduate listserv, SOSGrad@asu.edu.

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

Sustainability Specialist, ASU Librarians
Rene Tanner
Hayden Library
Rene.Tanner@asu.edu
480-965-7190

University Technology Office
480-965-6500 or 1-855-278-5080
Contact form