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# Applied Mathematics for the Life and Social Sciences (PhD) Program Handbook

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2019-2020



**School of Human Evolution and Social Change**

**Applied Math for the Life and Social Sciences PhD Handbook**

**Arizona State University**

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This and all previous Handbooks can be found at:

<https://shesc.asu.edu/student-life/graduate-handbooks>



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## INTRODUCTION

This guidebook outlines the graduate requirements and procedures set forth by the faculty of the School of Human Evolution and Social Change (SHESC) at Arizona State University. Our graduate degree programs are directed toward the attainment of excellence in Anthropology, Global Health, Environmental Social Science, and Applied Mathematics for the Life and Social Sciences as demonstrated by accomplishments in research, coursework, and examinations.

This guidebook is a living document and SHESC will refer to the most current version for the enforcement of policy. Any student can petition for a specific exception to the current guidebook if it puts them at a disadvantage.

The current version of this document can be found on the SHESC webpage, at: <https://shesc.asu.edu/degrees/applied-mathematics-life-and-social-sciences-phd>. All previous Handbooks can be found on SHESC's intranet, at: <https://shesc.asu.edu/student-life/graduate-handbooks>

In addition to the requirements set by SHESC in this document, students must follow the [policies and procedures](#) established by the Graduate College.

## ADMISSIONS

To be eligible for admission to SHESC's graduate programs, applicants must:

- Have earned a 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 that is officially recognized by that country.
  - Although applicants are not required to have a specific type of bachelor's degree, most admitted students have a degree related to their graduate program of interest.
- Have maintained a "B" (3.00 on a 4.00 scale) grade point average (GPA) in the last 60 semester hours or 90 quarter hours of undergraduate course work. If students do not meet the minimum GPA requirements, their application may still be considered.
- Submit general GRE scores; exam must have been taken within the last 5 years.
- Demonstrate [English proficiency](#) if the applicant's native language is not English.

## Application Information

SHESC's admissions are for the Fall semester. Graduate admission to SHESC consists of the following application dates for full consideration of funding and campus recruitment activities. Applications received after these dates will be considered at a lower priority for funding and visitation:

**December 1** – Submission of online application

**December 15** – Receipt of all application supplemental materials

All application materials are submitted online through the Graduate Admissions [electronic application](#). The application consists of two categories of materials: those required by Graduate Admissions and those required by SHESC. The application will provide instructions regarding the required materials, which include:

- Basic application and fees
- Personal statement/letter of interest
- Three letters of recommendation
- Official GRE scores
- Official TOEFL scores
- Academic Record Form
- Official transcripts from all former institutions

*International transcripts* should be issued by the registrar of the institution attended, bearing the seal of the institution and registrar's or academic official's signature, or they must be verified true copies of credentials by a responsible official of the institution or educational representative of the country's government or embassy. Each page must bear the verifying official signature and stamp. Photocopies, notarized or scanned copies are not acceptable.

English translations must be official. They can be translated by the institution or any official translation service. Translations cannot be completed by the applicant. Photocopies, notarized or scanned copies are not accepted. The English translation must be the original document with the official stamp of the institution or the translation service.

Please use the following mailing address for international transcripts:  
Graduate Admission Services

Arizona State University  
1151 S. Forest Avenue, #SSV112  
Tempe, AZ 85287-0112

More details regarding the required documents can be found at the electronic admissions application.

All applicants will be considered for financial support. Applicants not in need of financial support should notify their prospective faculty advisor(s) at the time the application is submitted. Funding resources greatly impact the admissions review process and the number of students who are admitted.

### Contact Information

#### **School of Human Evolution and Social Change**

900 S. Cady Mall, Tempe, AZ 85281

**Mailing:** P.O. Box 872402, Tempe, AZ 85287-2402

**Phone:** 480-965-6215 | **Fax:** 480-965-7671

**General Information Email:** [shescinfo@asu.edu](mailto:shescinfo@asu.edu)

#### **Graduate Studies and Graduate School Applications**

Please email [shesc.grad@asu.edu](mailto:shesc.grad@asu.edu) to request information or for questions on the admission process. One of our advisors will get back to you within two business days.

### Advising Support

For academic advising – please contact the following staff members:

- Carita Harrell, at [Carita.Harrell@asu.edu](mailto:Carita.Harrell@asu.edu) or 480-727-6137
- Genise Denoire, at [Genise.Denoire@asu.edu](mailto:Genise.Denoire@asu.edu) or 480-965-2558
- Stefanie Bobar, at [Stefanie.bobar@asu.edu](mailto:Stefanie.bobar@asu.edu) or 480-965-6215
- Wondra Lee, at [Wondra.lee@asu.edu](mailto:Wondra.lee@asu.edu) or 480-965-6215
- Kim Danielson, at [Kim.Danielson@asu.edu](mailto:Kim.Danielson@asu.edu) or 480-965-6215

As a graduate student, you need to proactively seek a faculty supervisor in your first semester to help you develop an appropriate Interactive Plan of Study (see below). Your supervisor must be a member of the graduate faculty for your program, which



you can verify in the [online listings](#). Master's and certificate students are typically advised by the head of their programs.

For assistance with the application process, orientation, funding, course registration, degree progress, various ASU administrative situations and graduation please e-mail [shesc.grad@asu](mailto:shesc.grad@asu). One of our advisors will get back to you within two business days. Faculty members who serve as the head of each approach and degree program serve on the school's Graduate and Undergraduate Committee (GUC). If you have questions about any aspect of the program, you are welcome to bring those concerns to the appropriate members of the GUC.

## STUDENT ADVISING

During **orientation, which is mandatory** and typically occurs the week of or before the Fall semester starts, each incoming graduate student will receive general information about the graduate program from the Associate Director of Graduate Studies as well as the Approach Head of their program. Students should meet individually with their research advisors for personalized guidance about the graduate program, advice in first year class selections, and discussion of other related matters.

### Research Advisor

The student must identify a faculty member (job titles are Assistant Professor, Associate Professor, Professor) of the School of Human Evolution and Social Change who agrees to serve as their research advisor and chair their Thesis/Dissertation Supervisory Committee. Co- advisors and co-chairs are allowed.

### Thesis Supervisory Committee

- The student, after consultation with their advisor, will secure the appropriate number of ASU faculty as members of their Thesis/Dissertation Supervisory Committee. These members in general will be from the [Graduate Faculty](#) — a classification defined and managed by the ASU Graduate College. All SHESC faculty members are on the Graduate Faculty, along with various researchers and lecturers. Most Graduate Faculty can be committee chairs or co- chairs.
- Additional professionals may be added to the Graduate Faculty by a request submitted by the Graduate Student Academic Success Specialist to the Graduate College, with approval from the Associate Director of Graduate Studies. Students who wish to add members to the Graduate Faculty should submit the following to

the Graduate Student Academic Success Specialist:

- If a student wishes to include non-ASU participants, they should submit the name of the proposed member and a rationale for that choice to their Supervisory Committee for evaluation. Should the Supervisory Committee concur, the outside participant should be contacted by the student and asked to provide their curriculum vitae. The student shall then submit a short memo requesting this addition and present the rationale for it along with the faculty curriculum vitae and a [committee approval request form](#) to the Graduate Student Academic Success Specialist who will present it to the Associate Director of Graduate Studies for approval. With the Associate Director's approval, the request form will then be submitted to the Graduate College. Once the Graduate College approves the outside participant, the student should adjust their Interactive Program of Study (see below) accordingly.
- If a student needs to change their chair or committee members, the process is to complete the committee change form. [committee approval request form](#)

#### **M.A. Supervisory Committee**

This three-person committee shall consist of:

- The research advisor as chair, or two research advisors as co-chairs. The chair must be from the student's degree program and be a tenured/tenure track faculty.
- Two members of the [Graduate Faculty](#) in the degree program (which includes all SHESC faculty, as well as other research staff and faculty from other ASU programs). If a student has co-chairs only one additional committee member is required.
- Additional participants (e.g., Academic Professionals or external faculty members not on the SHESC Graduate Faculty) may serve as one of the committee members, pending approval by the Supervisory Committee and the Associate Director of Graduate Studies.
- Students must have at least half of their committee consist of SHESC faculty. Exceptions can be made but must be approved first by the Supervisory Committee, Approach Head, and Associate Director of Graduate Studies.

#### **Ph.D. Supervisory Committee**

This minimum three-person committee shall consist of:

- The research advisor as chair, or two research advisors as co-chairs
- Two members of the [Graduate Faculty](#) in the degree program (which includes all SHESC faculty, as well as other research staff and faculty from other ASU degree/research programs). If a student has co-chairs, only one additional committee member is required.
- Additional participants (e.g., Academic Professionals or external faculty members not on the SHESC Graduate Faculty) may serve as one of the committee members, pending approval by the Supervisory Committee, the Associate Director of Graduate Studies, and the Graduate College.
- Students must have at least half of their committee consist of SHESC faculty. Exceptions can be made but must be approved first by the Supervisory Committee, Approach Head, and Associate Director of Graduate Studies.

If a student wishes to include non-ASU participants, they should submit the name of the proposed member and a rationale for that choice to their Supervisory Committee for evaluation. Should the Supervisory Committee concur, the outside participant should be contacted by the student and asked to provide their curriculum vitae. The student shall then submit a short memo requesting this addition and present the rationale for it along with the faculty curriculum vitae and a [committee approval request form](#) to the Graduate Student Academic Success Specialist who will present it to the Associate Director of Graduate Studies for approval. With the Associate Director's approval, the request form will then be submitted to the Graduate College. Once the Graduate College approves the outside participant, the student should adjust their Interactive Program of Study (see below) accordingly.

If you need to change your chair or committee members, the process is to complete the committee change form. [PLEASE LINK THE FORM HERE](#)

## **REGISTRATION AND ENROLLMENT**

All students are required to have proof of measles immunizations on file with [Health Services](#) prior to registration. Graduate students register through MyASU according to their enrollment appointment. Details regarding registration and tuition are provided in the [Registration and Tuition Payment Guide](#).

### **Course Load**

Graduate students employed as Research (RA) or Teaching Assistants (TA) cannot be otherwise employed and must register for a minimum of nine credit hours. SHESC graduate students are limited to a maximum of twelve credit hours per semester. Students supported on work-study, other types of financial aid, or those on a VISA may be required to take a minimum course load of more than nine credit hours but no more than twelve hours per semester.

Students should review the [registration and enrollment guidelines](#) in the Graduate College Policies and Procedures guidebook for more information.

### **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 doctoral fieldwork, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way utilizing university resources, facilities or faculty time.

Registration for every Fall and Spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting doctoral fieldwork, defending theses or dissertations, being a teaching or research assistant, or graduating from the degree program during the summer semester. To maintain continuous enrollment the credit hour(s) must:

- Appear on the student's Interactive Plan of Study, *OR*
- Be research (592, 692, 792), thesis (599), dissertation (799), or continuing registration (595, 795) hours, *OR*
- Be a graduate-level course.

Grades of "W" (withdrawal) or "X" (audit) are not valid for continuous enrollment purposes or minimum registration requirements. "W" grades are received when students officially withdraw from a course after the course-drop deadline or when they do not successfully complete an audited class. "X" grades are received when a student successfully completes audited courses.

Additionally, students completing work for a course in which they received a grade of "I" (incomplete) must maintain continuous enrollment as defined previously.

Graduate students have one year to complete work for an [incomplete grade](#); if the work is not complete and the grade changed within one year, the “I” grade becomes permanent. The [Student Services Manual](#) provides more information about incomplete grades.

If a program of study must be interrupted, the student may apply for leave status for a maximum of two semesters during their graduate program. The research advisor, Supervisory Committee, Associate Director of Graduate Studies, and the Graduate College must endorse an application for leave status. This request must be filed and approved the semester before the anticipated absence. The form and the policies related to continuous enrollment are located on the [Graduate College website](#). The student should briefly state the reason for needing leave status and the duration (not to exceed two semesters per Graduate College guidelines). This petition should be turned in to the Graduate Student Academic Success Specialist once all committee members have signed the form. A student on leave is not required to pay fees but is also not permitted to place any demands on university faculty or use any university facilities.

Failure to maintain continuous enrollment without prior approval will result in the student being discontinued from the graduate program. A student removed from a graduate program for failure to maintain continuous enrollment may re-apply for admission. The application will be considered along with all the other new applications to the degree program. There is no guarantee of admission and not all prior credits or culminating events may count.

### **Grades and Grievances**

The final passing grade for research (AML/ASB 592/792) and dissertation (AML/ASB 799) is a Y. Research grades will be assigned at the end of each semester. Thesis and dissertation grades will be assigned after the student has successfully defended. SHESC students should refer to the Academic and Research Performance Evaluations section for more information regarding GPA and letter grade expectations.

Students who are seeking to appeal a grade should refer to The College’s [Academic \(Grade\) Grievance procedures](#). Grade appeals should be addressed by the student as soon as possible after the grade in question is awarded.

### **Drop/Add and Withdrawal Deadlines**

Registration deadlines determine the last day a student is able to [add, drop or withdraw](#) from classes. Each class has its own set of registration deadlines which are based on the length of the class as well as the session in which the class is held. The drop/add/withdrawal deadlines listed on the [Academic Calendar](#) apply to classes scheduled in the regular A/B/C sessions. If a class does not follow the A/B/C session timelines, the drop/add/withdrawal deadlines are prorated. The best way for a student to determine the registration deadlines for a class in which they are registered is to sign in to MyASU and click on the calendar icon next to the class in the My Classes box. To determine the registration deadlines of a class for which the student has not yet registered, students should use the online [Class Search](#) to search for the class and click on the Dates column in the search results.

### **Medical/Compassionate Withdrawal**

If a student experiences a serious illness, injury or other significant personal situation that is preventing progress in classes or research, and the standard withdrawal options for the student are not appropriate for the situation, the student may request a [medical/compassionate withdrawal](#). All applications for the medical/compassionate withdrawal require thorough and credible documentation and must be approved by the College of Liberal Arts and Sciences Dean's Office. The student must complete all of the required steps in order to be considered for a medical/compassionate withdrawal.

Students are strongly encouraged to reach out to the Student Advocacy and Assistance (<https://eoss.asu.edu/dos/srr/StudentAdvocacyandAssistance>) if they are experiencing any kind of educational, personal or other campus impediment towards successful completion of their academic goals. Student Advocacy and Assistance links students with appropriate university and community resources, agencies, and individuals, collaborates with faculty and staff in the best interest of the students, and follows through to bring efficient closure to student concerns.

### **Voluntary Withdrawal**

Students may voluntarily withdraw from a specific degree program or from ASU at any time. Students who wish to withdraw should submit a [voluntary complete withdrawal form](#) to Graduate Admission Services. Submission of this form will not withdraw

students from course(s) for any semester. Students may choose to complete the course(s) for which they are currently enrolled. If a student needs to withdraw from course(s) currently in progress or course(s) in the upcoming semester, the student should contact the Registrar's Office.

## **PROGRAM REQUIREMENTS**

The [Interactive Program of Study \(iPOS\)](#) is an official academic plan for students that maps the requirements for degree completion. It includes coursework, the student's Thesis/Dissertation Supervisory Committee and any additional milestones.

### **Pre-admission/Transfer Credits**

Graduate-level credits taken at ASU or other accredited institutions prior to admission to a SHESC graduate degree program are considered pre-admission credits (which is the same as transfer credits). Graduate students are allowed to include a maximum of 12 graduate-level credit-hours toward an Interactive Program of Study (iPOS). Pre-admission credits must have been taken within three years of admission to the ASU degree program. Only graduate-level courses with "B" grade or higher that were not used toward a previous degree may be eligible to apply toward the current degree program. See the [Graduate College guidelines](#) for more details regarding pre-admission credits (refer to *ASU Pre- Admission Credits* section under the *Graduate Degree Requirements* section).

### **Filing the Interactive Program of Study (iPOS)**

The student is expected to meet with their Supervisory Committee shortly after the committee's formation to formulate and approve their iPOS. The iPOS must be filed before January 20<sup>th</sup>, when student Annual Progress Report is due to the Graduate Student Academic Success Specialist. Annual Evaluations should cover student progress over a calendar year. It is the student's responsibility to submit and update their iPOS (found in "My Programs" section of MyASU) as necessary and to include the iPOS requirements as noted in this guidebook depending on their degree. The student must turn in the iPOS "courses" and "approval" pages, signed by their advisor, to the Graduate Student Academic Success Specialist for approval by the Associate Director of Graduate Studies. The iPOS will then be forwarded by the Graduate Student Academic Success Specialist to the Graduate College for approval. Final approval of the iPOS by the Graduate College confirms the appointment of the

Dissertation Supervisory Committee and the approval of coursework toward degree requirements.

**iPOS coursework requirements for the Cert., M.A. and Ph.D. degrees will be listed in upcoming sections.** The iPOS coursework and/or Supervisory Committee may need to be updated as the student advances toward completion of their studies. Ph.D. students must have an approved iPOS on file before taking their oral exams. It is the student's responsibility to ensure that the information on their iPOS is accurate before the student schedules their defense. Students must notify the Graduate Student Academic Success Specialist when any changes are made to their iPOS. It is highly recommended that students meet with the Graduate Student Academic Success Specialist regularly, preferably during each semester, to ensure that their iPOS is in order.

## **ACADEMIC AND RESEARCH PERFORMANCE EVALUATIONS**

### **Annual Evaluation**

Graduate students in the Applied Mathematics for the Life and Social Sciences program are evaluated each calendar year not only to determine who will receive TA funding for the subsequent academic year, but also to provide each student with feedback on their academic performance. Students are required to submit annual progress reports during the Spring Semester (by January 20th) and are evaluated on their performance during the previous calendar year by the faculty in their Program/ Approach.

All students with one or more semesters completed are required to submit the following materials to the Graduate Student Academic Success Specialist through the Google Form named: [Graduate Annual Progress Report Form](#), by January 20th.

- The SHESC [Graduate Annual Progress Report Form](#) signed by the Supervisory Committee. Signatures can be obtained by scanning a signed hard copy, coordinating an email indicating signature by the advisor, or by using electronic signatures.
- An updated CV
- The annual mentoring plan (see below)
- An unofficial copy of the student's most recent ASU transcript
- The Courses and Approval pages of approved PhD iPOS

The student must meet with their entire Supervisory Committee (virtual presence is permitted) for an annual review of academic progress before the report is due on



January 20th. Students who defend their dissertation during the annual evaluation period are exempt from submitting a report.

After the student evaluations are completed, each faculty member must send an e-mail to each advisee summarizing the results of the evaluation (including their overall score, whether the student received an S, C, or U, comments on the student's performance -specifically what they are doing well and what they can do better-, and support for the student's next steps), including concrete recommendations for what should be accomplished in the following year.

**All evaluation e-mails should be sent to students by May 1<sup>st</sup> and copied to the Graduate Student Academic Success Specialist, to be kept on record.**

*If a student receives a "C,"* the letter must specify what the student must do to improve his/her/their status during the next calendar year (including deadlines).

*If a student receives a "U,"* they shall be placed under probation. A Probation Letter, following the guidelines of the Graduate College ([Academic Probation Letter; Sample B](#)) and outlining what the student must achieve by a specified deadline to return to Good Standing (Satisfactory), will be sent to the student by their Committee Chair and cc-ed to the Approach Head, the Graduate Director (Kostalena Michelaki; [kmichela@asu.edu](mailto:kmichela@asu.edu)), the Dean's Office contact (Kyle Rader; [kwrader@asu.edu](mailto:kwrader@asu.edu)), and the Graduate Student Academic Success Specialist (Genise Denoire; [Genise.Denoire@asu.edu](mailto:Genise.Denoire@asu.edu)).

**A student who has received a "U" shall not be considered for any funding from SHESC, until they have been reinstated to an "S" standing.**

Failure to submit an annual SHESC Progress Report will result in a meeting with the student's Supervisory Committee and/or the Approach Head to discuss the student's progress in more detail, and may also result in loss of office space, low priority for funding, or probation.

#### **End of Semester GPA Review**

Besides SHESC's requirement that all students maintain an Overall GPA of 3.2 each semester, the Graduate College requires all students (M.A. and PhD) to maintain a 3.0 GPA for each GPA to be in good academic standing. Graduate students who do not meet these GPA requirements will go on academic probation.

At the end of each semester, the Graduate Student Academic Success Specialist will conduct a review of graduate student GPAs. The purpose of this review is to identify students who do not meet the minimum GPA requirements set forth by SHESC and the Graduate College. Students will receive an academic probation letter if their Overall GPA falls below 3.2 or if their iPOS GPA and Cumulative ASU GPA fall below the minimum requirements.

- iPOS GPA is calculated on all courses that appear on your approved iPOS.
- Cumulative ASU GPA represents all courses completed at ASU. and the
- Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.

Academic probation that extends beyond two semesters will result in a recommendation to The College for termination from the graduate program.

Students with an approved iPOS can verify their GPAs in the 'My Programs' section of MyASU.

### **What Constitutes Satisfactory Performance ("S")**

To make satisfactory progress a student must:

- Maintain a 3.2 Overall GPA or better each semester. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission (degree or non-degree). This includes shared coursework if in an approved accelerated bachelor's/master's program. (Students can find their Overall GPA in the 'Programs' tab under the 'My Programs' section of MyASU.)
- Receive a grade of C+ or higher in a SHESC course.
- Successfully pass MA-paper, MA-paper presentation at MA-symposium, comprehensive exams/field statement, oral defense of proposal for dissertation.
  - When a student fails a degree requirement (i.e., MA paper, MA symposium, Comprehensive exams, Field Statement, Proposal Defense) and the concerns are judged by the student's mentoring committee to be remediable, the student may receive a "U," be placed on probation and allowed to repeat the experience once.
  - If the student fails to pass the second time, a recommendation will be made to the Graduate College that the student be withdrawn from the Program.
  - When a student fails a degree requirement (i.e., MA paper, MA symposium, Comprehensive exams, Field Statement, Proposal Defense)

and the concerns are judged by the student's mentoring committee to be non-remediable, a recommendation will be made to the Graduate College that the student be withdrawn immediately from the Program.

- Satisfy all program requirements in a timely manner (see below).
- Satisfy the [Graduate College criteria for satisfactory progress](#) as well as all the [ASU Graduate Policies and Procedures](#).
- Graduate students must **remain continuously enrolled** in their degree program. Failing to do so without a Graduate College approved request to [Maintain Continuous Enrollment](#) is considered to be lack of academic progress. In such cases students may automatically be dismissed from the program by the Graduate College.

### **What constitutes Concern about Performance ("C")**

A status of concern (C) has no effect on a student's ranking or access to funding. It is a serious warning by the student's entire approach that the student is displaying behaviors that may lead to Unsatisfactory status (U), if left unaddressed. For example, if a student is consistently falling behind in meeting their degree milestones, if they are accumulating Incomplete grades without addressing them, etc., then their approach will recommend the student receives a status of C and their chair will outline in detail what the student must do to return to a satisfactory status.

### **What Constitutes Unsatisfactory Performance ("U")**

- An Overall GPA of less than 3.2  
AND/OR
- Progress towards degree of 1 or less (7 semesters or more behind schedule),  
AND/OR
- Failure to pass a degree requirement (i.e., MA paper, MA symposium, Comprehensive exams, Field Statement, Proposal Defense) but the concerns are judged by the student's mentoring committee to be remediable  
AND/OR
- A grade lower than C+ in a SHESC course.

### **Conditions under which Dismissal is recommended without granting probation**

- Deception or falsification of statements in the admissions application process.
- Unauthorized periods of absence from the graduate program.
- Non-remediable failure of degree requirements (i.e., MA paper, MA symposium, Comprehensive exams, Field Statement, Proposal Defense).
- Seriously compromising relations of the School with the public (e.g., presentation of one's own inflammatory positions as also representing those of SHESC or any of its members; acting in culturally inappropriate ways while on SHESC/ASU related

business [e.g., drunk and disorderly behavior in public while doing fieldwork, harassment of members of the local community, etc.]).

- Breaches of ethical judgment and professional responsibility, including substantiated allegations of a Title IX violation (e.g., use of samples or information without consent or permit).
- Breaches of academic or scientific honesty (e.g., plagiarism, falsification of research data).
- Serious misuse of SHESC or ASU facilities and/or funds.

## CULMINATING EVENTS

The majority of SHESC graduate programs are PhD programs. Students without an MA/MS degree accepted into PhD programs begin in Phase I. Phase I culminates with a Master's degree (known as a "Master's-in-passing" or simply MIP) that is posted to their transcript. Pending approval of the culminating experience and MIP, such students continue into Phase II of the PhD program. Students with MA/MS degrees accepted into PhD programs begin in Phase II. All graduate students at ASU are subject to the Graduate College policies.

### PhD Phase I Procedures & Paperwork (pre-MA)

1. Students must identify their faculty advisor during the Fall semester of their first year.
2. Students must file their PhD Interactive Plan of Study (iPOS) during the Spring semester of their first year (see below for information on how to file the iPOS).
3. Students must notify the Graduate Student Academic Success Specialist via email of their intention to earn the MIP at the beginning of the semester in which they intend to earn the degree (include ID number in the email) and then identify remainder of master's committee and submit the [SHESC Committee formation](#) document to the Graduate Student Academic Success Specialist along with a memo from their chair explaining committee membership and a one-page statement from the student regarding their research interests.
  - a. Notice that an MIP committee should have 3 members total. To facilitate the process, co-chairs, external members, and 4- person committees are not recommended for the MIP. Thus, the MIP

committee may be somewhat different from the eventual PhD committee.

4. The Graduate Student Academic Success Specialist will submit an MIP request form to the Graduate College, at which point the MIP iPOS will be generated and appear in MyASU. The Graduate College will not generate an MIP iPOS unless the PhD iPOS has been approved.
5. Student must complete their MIP iPOS as soon as possible after it has been generated. A student cannot apply to graduate with the MIP until their MIP iPOS has been approved. Students can apply to graduate via MyASU.
6. Students must make sure they apply to graduate with the Master's degree, not the PhD. The deadline to apply to graduate is posted online with other [graduation deadlines](#), but occurs in early October in the Fall and early February in the Spring. There is a \$50 application fee but, if a student does not graduate in the semester for which they pay the fee, it will roll forward. Students only have to pay the fee once per degree.
7. Student must complete their research paper/portfolio and submit it to their Supervisory Committee for approval.
8. Students must present their approved MA paper/portfolio work at the SHESC MA Symposium during the Spring semester.
9. Students must turn-in the signed MA/MS culminating experience paperwork to the Graduate Student Academic Success Specialist upon successful completion of requirements.

#### **PhD Phase II Procedures & Paperwork (Post-MA)**

10. Students must identify their faculty advisor during the Fall semester of their first year.
11. Students must file their PhD iPOS during the Spring semester of their first year (see below for information on how to file your iPOS).
12. Students must identify the remainder of their doctoral committee and submit the SHESC Committee formation document to the Graduate Student Academic Success Specialist along with a memo from their chair explaining the committee membership and a one-page statement from the student regarding their research interests.
  - a) The committee must have at least three members, at least half of whom are regular

or research faculty within SHESC. Except in unusual circumstances, committees with more than four members are not recommended.

- b) The chair or co-chair must be a regular or research faculty within the School. Emeritus/a faculty normally may serve as sole chair for no more than one year after the date of their retirement. At least one other member must be a regular or research faculty within the School. The third (and possible fourth) members may be from within or outside SHESC.
- c) For external members, students must fill-out the Graduate College's [Committee Approval Request](#) form and turn it in to the Graduate Student Academic Success Specialist along with the member's most recent CV. The student's committee members' names should be typed or printed, and they should sign in the "signature" column. Students do not have to fill out section II of the form. Once section I is completed, they can turn it in to the Graduate Student Academic Success Specialist, along with the memo and statement, for circulation among the appropriate graduate committee members. Note that for Anthropology, all relevant approach heads sign the form before it goes to the Associate Director of Graduate Programs and the SHESC Director. For non-anthropology degrees, the Program head signs the form before it goes to the Associate Director of Graduate Programs and the director of SHESC. Students must update their iPOS to reflect their entire committee membership.
- d) If changes in committee membership later become necessary (after the iPOS has been filed and approved) the iPOS must be updated to reflect the new committee. It is highly recommended that students meet regularly with the Graduate Student Academic Success Specialist to ensure their iPOS is up to date and accurate. If the chair or 2 or more members of the committee change, the SHESC paperwork must be redone as well.

### ***Completing comprehensive examinations***

The student's supervisory committee must sign the [Comprehensive Exam form](#) and the student must turn it in to the Graduate Student Academic Success Specialist. The date the supervisory committee notified the student of their exam results must be added by the student in the field labeled "DATE WRITTEN COMPREHENSIVE EXAMINATION TAKEN." The Graduate Student Academic Success Specialist will get the head of the academic unit signature for the student. Once the results are entered, the student will see them in the "my programs and degree progress" box in MyASU under the iPOS tab.

### ***Defending the dissertation proposal***

Proposal defenses have a public component and may also have a private component. Generally, the student should reserve a room for 2 hours (maybe 3 so there is half an hour on either end for set up/break down). The front office staff can help reserve a room and any necessary equipment. Once the time/date/location of the student's defense is known, they must email that information to the communications program coordinator and the Graduate Student Academic Success Specialist with a list of the committee members names and roles (i.e., chair, co-chair, committee member), the dissertation title, and a one-paragraph abstract. Send this information two weeks before the defense so that an announcement can run in the weekly Graduate and Faculty Digests. The student must have their committee sign the Dissertation Proposal form and turn it in to the Graduate Student Academic Success Specialist (click [here](#) for the Archaeology Form and see below for the Bioarchaeology, Evolutionary Anthropology and Sociocultural Anthropology forms)..

The Graduate Student Academic Success Specialist will get the head of the academic unit signature for the student. Once the results are entered, the student will see them in the "my programs and degree progress" box in MyASU under the iPOS tab. They will also be able to download their candidacy letter. If a student does not download the letter and the option to do so disappears, they must contact the Graduate Student Academic Success Specialist, who can get them another copy. After defending their dissertation proposal, students should focus on conducting research for their dissertation and writing-up their dissertation thesis.

"Readers": There is no official process to have a "reader" for a dissertation. A reader will be ancillary and will not have any authority over whether a student passes or not and therefore will be an informal member. Should a student want a reader, they should have the approval of their Chair, and keep an electronic paper-trail.

Students should apply to graduate (via MyASU) by the deadline in the semester in which they anticipate defending. The deadline to apply to graduate is posted online with other [graduation deadlines](#), but occurs in early October in the Fall and early February in the Spring semester. There is a \$50 application fee but, if a student does not graduate in the semester for which they pay the fee, it will roll forward. Students only have to pay the fee once per degree.

***Students must schedule their dissertation defense at least 10 working days in advance***

Students should refer to the [Graduate College's defense page](#), which contains information on:

- Overall defense procedures
- Deadlines
- Formatting
- Submitting to ProQuest

Dissertation defenses are public and must be held during business hours on days that the university is open for business. There are some blackout days when no defenses can be held, thus students should use the defense scheduling link in the "my programs and degree progress" box in MyASU under the defense tab to make sure the day they want is available. Generally, a room should be reserved for 2 hours (maybe 3 so there is half an hour on either end for set up/break down). The front office staff can help reserve a room and any necessary equipment. Once the time/date/location of a defense is known, the student must use the defense scheduling link in MyASU to schedule their defense with the Graduate College.

Students must e-mail their defense information (time/date/location) to the communications program coordinator and the Graduate Student Academic Success Specialist along with a list of their committee members names and role (i.e., chair, co-chair, committee member), the dissertation title, and a one-page abstract. This information should be sent two weeks before the defense so that an announcement can run in the weekly Graduate and Faculty Digests. A student's committee will receive a docu-sign form about their defense. It is strongly encouraged to remind committee members to sign the document.

Once the results are entered, students will see their results in the "my programs and degree progress" box in MyASU under the defense tab. Following a student's defense, a "next steps" link will appear with instructions for the Survey of Earned Doctorates and ETD/ProQuest.

Students should review the [Absent Committee Member Procedures](#) if a member of their committee cannot be present for their dissertation defense. Note that a minimum of 50 percent of a student's committee must be physically present. The Chair (or one co-chair) must be present. If a Proxy is used for one of the committee members, they must be approved to serve on a committee for the program and the School Director and Associate Director of Graduate Studies must approve the



appointment. Approvals must be forwarded (or cc-ed) to the Graduate Student Academic Success Specialist who will inform the Graduate College of the proxy. An email should be sent to the Graduate Student Academic Success Specialist asking that any outstanding "Z" grades on a student's transcript be changed to "Y."

### **Paperwork for Special Circumstances**

**Student Committee Approval:** If one or more of a student's committee members are outside SHESC or ASU and the student is unable to add them to their iPOS, they fill out the [Student Committee Approval](#) form and turn it in to the Graduate Student Academic Success Specialist along with the proposed committee member's most recent CV. Per SHESC policy, at least 50% of the student's committee must be regular SHESC faculty. If the student has 2 external members they need a 4-person committee. The student's PhD Supervisory Committee formation documents must be correct and on-file with the Graduate Student Academic Success Specialist to add an external member.

**Request to maintain continuous enrollment (a.k.a. "leave of absence"):** There are separate versions of the form for [doctoral students](#) and [master's/certificate students](#). Graduate students planning to discontinue registration for a semester or more must request approval to maintain continuous enrollment. This request must be submitted and approved before the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program. By requesting to maintain continuous enrollment without course registration, a student affirms that they will not be making use of any University resources for the time period indicated. These resources include University Libraries, laboratories, recreation facilities or faculty time. A leave of absence does not stop a student's "time-to-degree clock." For a doctoral degree, students have 10 years total or 5 years after their written comprehensive exam, whichever is less. For a master's degree, students have 6 years total. For a certificate, students have 3 years total. Generally approved reasons for a leave of absence include illness of the student or a close family member.

**Request for an extension:** Students who need more time than the Graduate College allows for completing a PhD Degree can request an extension. To do so they must fill-out a [petition to the Graduate College](#), have it signed by their committee, and turn it in to the Graduate Student Academic Success Specialist. The Specialist will

get the signature of the academic unit head and submit the petition to the Graduate College. The petition should include:

- The reason the student has been unable to complete the degree by the deadline.
- A timeline of the work remaining until degree completion, including specific dates.
- A statement acknowledging that the student understands only one extension of time to degree may be granted. If they do not complete the remaining work and graduate according to the timeline, no further extensions will be granted, and they will be terminated from the degree program.

Generally speaking, a student must be advanced to candidacy for an extension petition to be considered. The maximum extension granted is typically one year.

**Enrollment and Degree Verification for Outside Agencies and Third Parties:**

Arizona State University has contracted with the [National Student Clearinghouse](#) to process all enrollment and degree verification requests for employers, employment agencies, background search firms, and various other businesses that offer products or services based on the individual's status as an enrolled student.

Students who need assistance should contact National Student Clearinghouse directly at 703-742-4200. If the National Student Clearinghouse can confirm the degree or enrollment, the response is immediate, and requestors will be able to print or obtain a PDF version of the verification. Enrollment verifications for each term will be available starting the first week of classes for that term. A fee will be charged for this service. To request an [Enrollment Verification](#):

- Go to MyASU and navigate to My Classes box
- Select Grades & Transcripts
- Select Transcripts & Test Scores
- Select Enrollment Verification

If a student needs special information on their enrollment verification, or if they need a specialty verification form completed, such as the Canadian or Alaskan form, they should submit an [Enrollment Verification Request Form](#) (see instructions on form) to any [registration location](#) (photo ID required for in-person visits.)

**Verification of Full-Time/Half-Time Status:** If a student has advanced to candidacy, will be registered for fewer than 6 credit hours in a given semester, and has student

loans they would like to keep "in school," they must fill-out [this form](#) and submit it to the Graduate Student Academic Success Specialist so that they may get the appropriate signatures and submit to the Registrar. This form does not permit new borrowing.

### **Resources for the interactive Plan of Study (iPOS)**

The iPOS is a list of all coursework and credits taken that will be counted toward the degree. It must be filed by the time 50% of the credits for the degree have been earned. If it is not filed by that point, the student's registration will be cut-off until their iPOS is complete. A student's iPOS must be complete, updated, and approved at the time of all milestones, including the MIP, comprehensive exams, dissertation proposal, and dissertation defense. For a walk-through of the iPOS process that includes screen shots, see the [iPOS Training Manual](#).

**Access the iPOS:** Students can access their iPOS via *myASU* → *Programs* → *iPOS*

- Select the appropriate degree. For the PhD, the next screen should state that the requirements are: 84 credit-hours, a Written Comprehensive Exam, and a Dissertation.
- Reminder: Pop-ups must be allowed on your internet browser when filing your iPOS!

**Apply previous Master's degree from another institution:** Students who were awarded a Master's degree from a previous university, can elect to apply a blanket 30 credit-hours from the degree to their doctoral iPOS.

- Students must select "yes" when asked whether they want to apply a previously awarded Master's.
- Students must select the appropriate Master's degree to apply. It should list the university and the year awarded.
- If a student does not see a link at the top of the page saying Previous Degree, they must contact the Graduate Student Academic Success Specialist.
- If a student applies the blanket 30 hours from their previous Master's degree, they should not explicitly list any courses that were counted toward the Master's program of study/degree (i.e., they cannot count credits twice). However, if there are any courses that are required by a student's degree, which the student has already taken previously as part of their previous MA, then, with approval from the student's chair, the student may substitute

those required courses for a different course. Students should check with the Graduate Student Academic Success Specialist for details.

- Students do not have to apply the blanket 30 hours from their previous Master's degree. They can transfer select courses, but no more than 9-hour credits.

**Master's in Passing (MiP) from ASU.** If a student is awarded a Master's in Passing from ASU as part of their movement through the PhD program, they **should not** apply the blanket 30 credit hours from the degree to their doctoral iPOS.

- They should select "no" when asked whether they want to apply a previously awarded Master's.
- They should import all the courses that they want to count toward their PhD off of their transcript (see "select courses" below).

**Select courses.** The easiest way for a student to do this is to pull directly from their transcript, then delete any excess courses.

- Reminder: A student needs to list a minimum of 54 hours of credit if they have applied a previously awarded Master's. If they are not applying a previous Master's, they must list 84 credits. If they list an extra hour or two because of a 4 credit-hour class, that is fine. However, they cannot submit with less and should not submit with more.
- Acceptable courses to list on the iPOS include all 500-level and above courses (except 595 Continuing Registration). With permission from their chair students can have up to 6 relevant 400- level credits on their iPOS.
- Students should not list more than 12 hours of 792 Research; however, they can list fewer. They can list 592 Research hours in addition to 792 Research.
- Students are required to list 12 hours *exactly* of 799 Dissertation work (no more, no less). *Students should be aware of this when registering, and always register in increments that will add up to exactly 12.*
- Students can list courses that are in progress and do not have a grade yet. If they are adding courses from the current semester after the semester has begun, they will appear on the student's transcript (not as future courses).
- To add courses that will occur in the future (not including the current semester), students must select the "Future Courses" button then fill-in the anticipated course and semester/year during which they would like to take it.

### Select transfer courses.

- Many students may not need this option as their coursework will have been completed here at ASU or will have been applied via the previously awarded Master's.
- Students cannot list more than 9 hours of transfer work from another institution.

### Select an advisor.

- Students have the option to list their entire committee or just their advisor/chair. SHESC prefers that they list their committee in its entirety. If a student has co-chairs, the system will not allow them to submit unless they list their committee in its entirety.
- A student's committee must match the committee that is listed on their PhD Committee Approval form, which should be on file with the Graduate Student Academic Success Specialist.
- If a student does not have a [PhD Committee Approval](#) signature form yet on file, they will need to complete one and submit it to the Graduate Student Academic Success Specialist before their iPOS can be approved.
- If one of their committee members is from outside SHESC or ASU and comes up as "not found" during the search, students must fill out the [Committee Approval Request](#) form and turn it-in to the Graduate Student Academic Success Specialist along with the individual's most recent CV. External members cannot be the sole chair, but can co-chair.

**Submit the iPOS.** Once submitted, it should say "pending in the academic unit."

**Print off the summary pages.** Students will want to print off both the "Courses" page and the "Approval" page links found on the right side of the page.

- After a student prints off both pages they must have them signed by their chair.
- If they have co-chairs they only need the signature of one person, though they will want to let their other co-chair and the members of their committee look at their iPOS pages to confirm that they also approve. (Note: a docu-sign process can be used if available.)

**Hand-in the papers to the Graduate Student Academic Success Specialist.**

- Once a student has obtained their chair's signature on both pages, they must submit them to the Graduate Student Academic Success Specialist, who will obtain the head of the academic unit's signature and electronically approve their iPOS.

**Update the iPOS as necessary.**

- Projections do not always match reality. If a student does not register for courses they projected during the semester they said you would, or if the prefix/number/title or number of credits do not match, a "course not found" error will be generated.
- Students are strongly advised to regularly check their iPOS (certainly before degree milestones) to ensure their committee and all coursework are correct.
- If there are errors or outdated information, students can submit a committee or course change to correct them.
- Once a student has corrected the information, they must submit the changes so they are "pending in the academic unit."

**STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY****Academic Integrity**

Academic dishonesty will not be tolerated, and if uncovered, appropriate actions will be taken. Students are expected to familiarize themselves with what constitutes violations to the [academic integrity policy](#). Briefly, violations include but are not limited to: cheating on exams and assignments, plagiarizing, fabricating data or information, submitting the same work in different classes, etc. Students are encouraged to pay special attention to the definition of plagiarism to avoid unintentional mistakes and to discuss the topic further with their advisors and instructors if they are unclear on whether a particular action constitutes plagiarism.

Students are also strongly encouraged to reach out to The College's [Academic Integrity Officer](#) and to familiarize themselves with all potential resources the university provides to educate themselves about academic integrity (e.g., <https://provost.asu.edu/academic-integrity/resources/students>).

Allegations of academic dishonesty will be reported to Amanda Smith, The College's [Academic Integrity Officer](#). Before it comes to that, however, students

### **Student Code of Conduct**

Integrity is a character-driven commitment to honesty, doing what is right, and guiding others to do what is right. Arizona State University students and faculty are expected to act with integrity in their educational pursuits. The following links can assist in understanding academic integrity, student code of conduct, the policies surrounding these topics, and the impact and resources available to you.

### **Understanding Academic Integrity**

<https://provost.asu.edu/academic-integrity>

### **Policy surrounding Academic Integrity**

<https://provost.asu.edu/academic-integrity/policy>

### **Protecting the ASU Community**

<https://provost.asu.edu/academic-integrity/impact>

### **Resources for students, faculty, staff and teaching assistants to help avoid academic integrity violations**

<https://provost.asu.edu/academic-integrity/resources/students>

## **FINANCIAL ASSISTANCE POLICIES AND PROCEDURES**

### **Financial Aid Policy and Procedures**

ASU has many forms of financial aid available, including scholarships, grants, federal work-study and loans. Students should check out these [options](#) to get started and get an idea of some of the financial awards for which they could be eligible.

In addition to financial aid packages with federal grants and loans, students can apply for scholarships specific to the university and The College to help pay for college costs. The School of Human Evolution and Social Change also offers a [collection of awards and fellowships for graduate students](#).

The Financial Aid office is available 24 hours/day, 7 days/week. Students can call toll free at: 855-278-5080.

For additional questions regarding financial aid, student should check-out the answers to these frequently asked questions:

<https://students.asu.edu/financialaid/faq>

### **Graduate Fellowships and Assistantships**

The School of Human Evolution and Social Change provides a variety of financial resources and awards to graduate students. The awards, their requirements, and due dates are announced each semester through the Graduate Student Digest, sent to all SHESC graduate students via email. Students must make sure they are reliably receiving the weekly Student Digest e-mails. If they are not, they should reach-out to the Graduate student Academic Success Specialist immediately! The following awards, grants and fellowships are available to graduate students, assuming there are funds available in the Block Grant:

*Travel Awards:* Doctoral students can apply for Travel Awards up to \$1,000 to use towards travel to a conference. Within a year of receiving this award, students must submit a one-paragraph report of their use of the funds and the experience they gained. This award is offered at least once each Fall and Spring Semester, and if there are funds, it is also offered during the Summer.

*Research Grants:* Doctoral students can apply for research grants up to \$3,000 (in exceptional circumstances a small number of grants above \$3,000, but not exceeding \$6,000, may be funded.) Students must be enrolled in at least six credits during the semester the award is offered. Awards may cover any research needs, including in-state, out-of-state and international travel.

*One-Credit Tuition/Insurance Coverage:* Doctoral students who have advanced to candidacy may apply for Tuition/Insurance Coverage, to cover one-credit of tuition and insurance (if needed) to maintain continuous enrollment while they are in the field, collecting data or writing their dissertation.

*Summer Writing Fellowships:* Doctoral students who have advanced to candidacy may apply for a \$7,000 stipend and one-credit of tuition coverage as a summer award. This award is meant to allow students to focus their summer solely on writing and completing their dissertation. This award is offered when sufficient funds remain in the Block Grant by the end of the Spring semester.



*Completion Fellowships:* Students in the final academic year of a PhD program can apply for this fellowship which covers one credit of tuition and insurance (if needed) and a stipend of \$9,000 for both Fall and Spring semesters. This award can only be received once. After receiving a Completion Fellowship a student is no longer eligible for school funding, even if they do not graduate during the term of the fellowship.

*Graduate Teaching Award:* This \$500 annual award honors the school's top teaching assistant or associate. Students must be in satisfactory academic standing for the three consecutive semesters prior to the award. The selection is determined by the members of the school's Graduate and Undergraduate Committee. Winners are announced at the Spring graduation awards reception at the School.

### **Assistantships and Apprenticeships**

The Teaching and Research Assistant role is an important one to the ASU community. A TA/RA appointment provides graduate students with professional development opportunities that are unique to academia while also supporting the university's teaching, research and service missions. See the [Graduate College TA/RA Handbook](#) for more information.

There are two kinds of assistantships at ASU; teaching assistantships (TAs) and research assistantships (RAs).

**Teaching assistantships (TAships).** The teaching assistant is an enrolled student appointed part-time by the university whose primary responsibility is in an instructional capacity. Teaching assistants may lecture, lead discussion groups, serve as an assistant to laboratory classes, tutor students, proctor examinations, grade tests and papers, and provide general assistance in the instructional process under the direct supervision of a faculty member.

**Research assistantships (RAships).** The research assistant is an enrolled student appointed part-time by the university whose primary responsibilities are research related. Graduate research assistants may assist faculty members in research and creative activities, perform administrative or editorial duties directly connected to research and creative activities, develop and evaluate instructional materials and/or curricula, or assume responsibilities for a designated research area under the direct supervision of a faculty member.

### **Absence and Leave Policies for TAs/RAs**

A TA/RA should notify their supervisor in advance of an absence and, when possible, assist in obtaining a replacement or rearrangement of the duties. Excessive absences, regardless of the reason, are cause for termination before the end of the appointment period. TAs/RAs should consult with the supervising faculty member about specific policies regarding absence from service.

A supervising faculty member or academic unit can terminate a TA/RA who has abandoned their position. A TA/RA who has not reported for their assignment for three or more, consecutive business days (or 3/5 of a regular week's workload) has abandoned their position. The supervising faculty member should send a letter via mail (return receipt requested) or e-mail (read receipt requested) outlining the details in the original appointment letter, including the start date of the appointment and the length of time the TA/RA has failed reporting for duty. The letter should at a minimum – outline the TA/RA responsibilities and the length of time in which they were not in communication with the faculty advisor, as well as any other difficulties or conflicts the faculty member experienced. The TA/RA then has two days (or 2/5 of a normal workweek) to reply and address the concern. After the two days, the appointing unit should send a confirming letter or email terminating the TA/RA appointment due to the abandonment.

Appointing units have the right to rescind or modify TA/RA offers prior to the beginning of the appointment term, given reasonable cause. Reasons for the rescinding or modification of offers may include, but are not limited to the following: change in academic unit's financial situation; student misconduct; change in student's academic discipline or enrollment status; failure of student to accept offer by deadline indicated in offer letter; and failure of student to complete required orientations or trainings as indicated in offer letter. Appointing units must issue a formal letter outlining causes for rescinding or modifying an offer.

## **DEPARTMENT AND UNIVERSITY RESOURCES**

### **School of Human Evolution and Social Change Resources**

The School of Human Evolution and Social Change has a variety of resources to help students succeed in their program. A fulfilling academic career includes a sense of

community and opportunities to help shape the School's future, as well as that of individual students. That is why SHESC sponsors an award-winning graduate student club and offers facilities and prospects promoting student collegiality and advancement.

***Association of All Graduate Students (AAGS):*** This student-led association provides a number of activities on the student's behalf and serves both as a forum where all students can voice their concerns, as well as a direct link with the School's faculty and administration and with other ASU graduate student associations.

***Graduates in Integrative Society + Environment Research (GISER):*** GISER is an ASU-wide graduate student organization that provides opportunities for graduate students to engage in short-term, student-driven interdisciplinary research related to society and environment. This is accomplished through monthly plenary meetings for students and faculty, which often include panel discussions on interdisciplinary topics such as objectivity in science. Often these are product-oriented projects, typically receiving funding and academic credit for participation.

***Graduate Lounge:*** Located in the School of Human Evolution and Social Change Building, Room 111, this room provides a space where graduate students can socialize or study while on campus. The lounge has tables and chairs for studying, couches for relaxing and refrigerators for food. In addition, informal collaborative meetings are conducted here.

***Graduate Town Halls:*** Each semester, SHESC holds Graduate Town Halls, which serve a dual purpose. They provide an open forum for graduate students to ask questions or raise concerns directly to the school's directorate, while also providing the opportunity for the directorate to update graduate students on important trends, policies and issues affecting their academic career, research and teaching. AAGS approach representatives are another resource for students. They can address concerns and help bring them directly to the appropriate individuals.

### **Academic and Professional Resources**

There are many academic services available to graduate students in the School of Human Evolution and Social Change. Below is a list of resources that can help guide students through their academic journey either by providing guidance, or by providing opportunities.

### ***Advising***

*Faculty advisor/chair:* Graduate students must proactively seek a faculty supervisor in their first semester to help them develop an appropriate interactive Plan of Study (see below). The advisor must be a member of the [graduate faculty](#) in the student's degree program. Master's and certificate students are typically advised by their approach/program head.

*Staff advisor:* SHESC's Graduate Student Academic Success Specialist can guide students through the application process, orientation, funding, course registration, degree progress, various ASU administrative situations and graduation.

**Interactive Plan of Study (iPOS):** Students are required to file an interactive Plan of Study prior to completion of half of the credits toward their degree, or sooner. We recommend filing by the end of the first year with approvals by the School and the Graduate College. The iPOS will include specific degree requirements, such as courses and a culminating experience. SHESC's Graduate Student Academic Success Specialist should be the initial contact for all students regarding these requirements.

Once the iPOS has been approved at all levels, students can log into MyASU to complete or alter information about their committee or courses, file a petition, and track degree milestones (such as comprehensive examinations, dissertation proposals and graduation deadlines). Links to information appropriate to your stage in the program will also be available via MyASU. More information is available at <https://graduate.asu.edu/current-students/completing-your-degree/your-plan-study-ipos>.

**Graduate and Undergraduate Committee (GUC):** Faculty members who serve as the head of each approach and degree program serve on the school's graduate and undergraduate committee, along with the Associate Directors of Graduate and Undergraduate Studies. If you have questions about any aspect of the program, you are welcome to bring those concerns to the appropriate member of the Graduate and Undergraduate Committee.

### ***Collections***

Our school and its Center for Archaeology and Society manage extensive archaeological, ethnographic and evolutionary anthropology [collections](#), primarily from Arizona but also representing Mesoamerica, Africa and Asia. Of the more than

250,000 individual and bulk specimens available for research, teaching and exhibitions, about 200,000 are digitized. Type and comparative collections are also available in a variety of materials: ceramics, fauna, pollen, seeds, non-human primates, fossil hominid, and dental casts. Individual faculty members also maintain artifacts, human remains and/or related digital materials relevant to their teaching and research. See individual faculty members and the curator of collections. [Dr. Melissa Powell](#), for more info.

### ***Field Schools***

Several faculty members across Anthropology conduct field schools around the world providing hands-on experience and unique learning opportunities. Specific program dates and registration deadlines are posted on SHESC's [Field Schools pages](#).

### ***Graduate Computing Lab***

ASU's identification card will allow SHESC graduate students 24/7 access to Room 146 of the School of Human Evolution and Social Change Building, a computing lab equipped specifically for graduate student needs. Students can bring their own laptop or use the School's computers, peripherals and wireless access. Additional software is also available from MyASU's "my apps." Use the My Help/Help Desk area on MyASU to submit a request for technical assistance.

### ***Proposal Writing***

ASM 579 – Proposal Writing is offered each Fall semester for advanced graduate students. Proposal writing and reviewing are covered, with a focus on the National Science Foundation Dissertation Improvement Grant format, along with a number of professional development topics.

### ***Subject Librarian***

The Social Sciences Librarian, [Mimmo Bonanni](#), serves as the main library contact for SHESC, handling Anthropology, Global Health, Museum Studies, and Equity, Justice, and Sustainability. He is available to help students with their research needs by assisting in locating specialized resources, using citation software to manage citations and create custom bibliographies, and by providing consultations for theses and dissertations, as well as research/teaching assistant duties. We strongly encourage students to reach-out to Mimmo and get acquainted with all the resources he has prepared, tailored to specific fields.

## **Student Support Services**

### ***International Students***

International students who have been admitted to ASU must go to the International Scholars and Students Office (<http://students.asu.edu/international/issc>) located inside the 1<sup>st</sup> floor of the Student Services Building in Room #170, with their passport and immigration documents as soon as they arrive on campus. During the first week or so, international students must carry a few photocopies of their passport's photo page, since various offices will need a copy of it. International students must be enrolled full-time throughout their academic year (9 credit hours). Their passport and I-20 or DS-2019 must be kept valid at all times. International students will also need to ask the International Scholars and Students Office about how to obtain a social security card. Their website is a great source for information (<https://global.asu.edu>). International students must also attend the [mandatory international student orientation](#).

### ***Disability Services***

The [ASU Disability Resource Center](#) (DRC) provides services to qualified students on all ASU campuses: Downtown, Polytechnic, Tempe, and West.

All new students who need to register with the DRC must log into [DRC Connect](#) to get started. If a student is already registered, they must sign-in to [DRC Connect](#) to start requesting their accommodations. If they have any questions or experience any difficulties with this process, they should contact the Graduate Student Academic Success Specialist for assistance. SHESC seeks to establish equal access for all students and looks forward to working with them.

### ***Veterans' Services***

[Career and Professional Development Services](#) is proud to offer assistance for veterans on resumé writing, interviewing preparation, job search strategies and employment services. In partnership with the Pat Tillman Veterans Center, CPDS supports veterans in their professional development and career exploration and offers the following services:

- Career Advising
- Career Events
- Major and Career Exploration
- Resumé and Cover Letter Reviews

- Interviewing Techniques and Practice
- Career Assessments
- Career Workshops and Webinars
- Hands-on Learning Opportunities
- Job and Internship Search Strategies
- Employer Information Sessions
- On-campus Interviews
- Job and Internship Postings
- Test Preparation for Grad School Applications
- Personal Statement Assistance
- Connection to Service Opportunities
- Networking Tips
- Virtual Services and Resources
- Professional Mentoring

Many veteran friendly employers actively recruit in [Handshake](#), ASU's online career and internship portal. In addition to the resources below, this office is available to assist you virtually and in-person with a variety of career-related topics, including job and internship search strategies, resumé writing, interviewing and career exploration. To meet with a Career Advisor, students can log into [Handshake](#) to schedule an in-person or virtual appointment.

### **Business Services**

#### ***Student Accounts***

Upon admission, students receive an ASURITE UserID, an activation code and instructions to go to <http://www.asu.edu/asurite> to activate their account. This site allows students to activate their ASURITE User ID from an off-campus computer and create their own password. After asking the student to review the policy and security information, the system verifies the student's identity by requesting their date of birth. Students must then select their password. It is highly recommended to use letters in upper and lower case, numbers and symbols in the password, for security reasons.

The system will then ask if the student has an e-mail account. If a student wants to continue using their existing email system, they should select "Yes, I have an e-mail account" and then enter the address of their personal e-mail mailbox. This will ensure

that they get all correspondence ASU sends them. All official university business and announcements take place on official university e-mail addresses. It is the student's responsibility to arrange so that messages sent to their official ASU e-mail account reach them.

If a student wants to use the ASU email as their primary email, they have two options. First, ASU has partnered with Google to provide ASU email via a gmail interface. More information can be found at <http://www.asu.edu/emailsignup/>. Some students love this interface, whereas others prefer to use another client program. In this case, ASU Gmail can be configured for IMAP. You can also set up ASU email on your smartphone and use email forwarding. More info at <http://help.asu.edu>.

### ***ID Card/Sun Card***

The ASU student ID card, often referred to as the Sun Card – will be issued after a student registers for classes. This card is a student's student identification card, library card, copy card, and sometimes their building and elevator key. Students can also use it as a credit card for things like vending machines, charging items to their student account, and paying for phone calls, if they sign-up for this service. The Sun Card gets students into the Student Recreation Complex (i.e., the gym) and, when validated, gets them into some ASU athletic and cultural events for free or at a reduced rate. Validation for the current semester can be obtained at the Gammage Center or University Athletic Center ticket offices.

The ASU Sun Card can be obtained at the beginning of the semester after a student registers for classes. The Sun Card office is in the Lower Level of the Memorial Union (south end) inside Union Station, MU 59 (during the first couple weeks of classes, the Sun Card office offers their services on the 2<sup>nd</sup> floor of the MU). Students will be asked to fill out a card with their name, ASU ID number, and classification (Student, Faculty/Staff, or Other). Students pay \$25 for their card with cash, check, Visa, or MasterCard, or they can have the charge posted to their University Student Account. A valid photo ID, such as a U.S. Driver's License, Passport, or high school ID, is required so the student's identity can be verified before their Sun Card is created. Afterward, their picture is taken and the card is produced on the spot. The process takes about three to five minutes (without lines). More information is available at <http://cfo.asu.edu/cardservices>.

### ***Bus and Light Rail Passes***



ASU offers the U-Pass, an annual transit pass that grants unlimited access on all Valley Metro bus routes and the METRO light rail. With the U-Pass, students can travel between the Tempe and Downtown Phoenix campuses, hitch a ride to the airport, or arrive at nearly any destination in the greater-Phoenix area. Many students park at light rail stations and ride the light rail into campus. These passes can be obtained from the Parking and Transit Services office in the University Towers by the Sun Devil stadium at any time, or a few other locations at the beginning of each semester (look for emails about locations). Bus schedules can be found at <http://www.valleymetro.org/bus/>. For more information about transit services at ASU, visit <https://cfo.asu.edu/transit>.

### ***Parking and Biking***

As on many large campuses, parking is an expensive hassle. The best alternative is for a student to live near campus and ride their bike. Tempe is, however, a very busy city so it is essential to be highly alert for bad drivers, wear a helmet, and obey all bike laws –expensive tickets are given for violations (e.g., for riding on the sidewalk against vehicle traffic or not having a front light on at night.) Safe bike riding, bussing or walking, if a student lives near campus, are strongly recommended.

If a student must drive, they can purchase parking decals for the year (August 16th through August 15<sup>th</sup> of next year) from the Parking and Transit Services Office (<http://www.asu.edu/parking/>) in the University Towers by the Sun Devil stadium. The price of parking decals ranges from \$210 (lot 59E, open air parking about 15-20 minutes walk from main campus) to \$780 (for several covered parking structures). For daily use, it is best to obtain the sticker as soon as possible after a student arrives on campus to get as close to the Life Sciences buildings as possible (Structure 2 or 3). Proof of current emissions certificate, registration (out-of-state is fine) and ID are required. Check <http://uabf.asu.edu/parking> for more details.

For quick loading and unloading trips, students can park for 20 minutes in one of the two loading zone spaces behind the SHESC building (turn South on Forest from University).

### ***Other Transit Options***

ASU provides free on-campus shuttles at the Tempe Campus that transport students from outlying parking areas and campus buildings to other on-campus destinations, as well as free intercampus shuttles that connect all four ASU campuses. Bike racks

are located around campus and accommodate thousands of bikes each day for those who choose biking as a transportation option. And, the City of Tempe's Orbit Shuttle system is a free neighborhood circulator that makes stops at the Tempe campus as well as nearby restaurants, shopping centers and other local points of interest. The City of Phoenix operates a similar free shuttle called the DASH. For further information, students can call (480) 727-7053 or visit <http://cfo.asu.edu/pts>

## Curriculum for Ph.D. in Applied Mathematics for the Life and Social Sciences

Admitted With A Bachelor's	Semester Hours	
Required Core Courses	15	Phase I
Master's in Passing Elective Hours*	15	
<b>Complete Phase I (for students w/o Master's)</b>		
Required Numerical Analysis Course	3	Phase II
Elective Hours*	27	
<b>Present Comprehensive Exams and Defend Dissertation Proposal</b>		
Required Research Hours	12	Dissertation
Required Dissertation Hours	12	
<b>Total Semester Hours Required</b>	<b>84</b>	

\*All courses should be in consultation with student's advisor or chair.

All students admitted with a bachelor's degree to the Ph.D. in Applied Mathematics in the Life and Social Sciences program are automatically admitted into Phase I and must complete the following:

- I. **Phase I: Required Core Courses**
  - a. AML 610 Topics in AMLSS (3 credits)
  - b. AML 612 AMLSS Modeling Seminar(3 credits)
- II. **Phase I: Other Requirements and Research Courses**
  - a. ASM, AML or BIO: courses in evolution, ecology or social sciences (400 level or above) (3 credits)
  - b. one graduate-level course in biostatistics (3 credits)
  - c. one graduate-level School of Mathematical and Statistical Sciences course approved by graduate chair (3 credits)
  - d. APM, AML, MAT 590 or 790 Reading and Conference (6 credits)
  - e. Student must complete 30 credit hours before passing to Phase II
  - f. Student needs two completed research papers for portfolio
- III. **Complete Master's in Passing** (Masters Degree Granted)
  - a. Present master's research at Graduate Symposium (in April or May of second year)
  - b. Present portfolio to be reviewed by a subcommittee appointed by the graduate committee
- IV. **Phase II: Elective Hours** (39 credits)
  - a. Elective hours in consultation with student's chair (39 credits)
    - i. At least 6 credits must be in the Life Sciences, and
    - ii. At least 6 credits from the Social Sciences
- V. **Comprehensive Exams and Dissertation Proposal Defense**
- VI. **Dissertation and Research Credits** (24 credit hours)

- a. AML 592 or 792 Dissertation Research (*maximum of 12 credits*)
- b. AML 799 Dissertation (*12 credits*)

**VII. Completion of Program**

- a. Present dissertation orally in an open forum

## Curriculum for Ph.D. in Applied Mathematics for the Life and Social Sciences

Admitted with a Master's		Semester Hours
Required Core Courses	18	Phase II
Elective Hours*	12	
Present Comprehensive Exams and Defend Dissertation Proposal		
Required Research Hours	12	Dissertation
Required Dissertation Hours	12	
<b>Total Semester Hours Required</b>	<b>54</b>	

\*All courses should be in consultation with student's advisor or chair.

All students admitted with a master's degree to the Ph.D. in Applied Mathematics for the Life and Social Sciences program are automatically placed into Phase II and must complete the following:

- I. **Phase I: Required Core Courses**
  - a. AML 610 Topics in AMLSS (3 credits)
  - b. AML 612 AMLSS Modeling Seminar (3 credits)
- II. **Phase I: Other Requirements**
  - a. ASM, AML or BIO courses in evolution, ecology or social sciences (400 level or above) (3 credits)
  - b. One course in Biostatistics (3 credits)
  - c. One course from the School of Mathematical and Statistical Sciences approved by graduate chair (3 credits)
  - d. APM, AML, MAT 590 or 790 Reading and Conference (6 credits)
- III. **Phase II: Elective Hours**
  - a. Elective hours in consultation with student's chair (39 credits)
    - i. At least 6 credits hour must be in the Life Sciences, and
    - ii. At least 6 credit hours from the Social Sciences
- IV. **Comprehensive Exams and Dissertation Proposal Defense**
- V. **Dissertation and Research Credits**
  - a. AML 792 Dissertation Research (maximum of 12 credits)
  - b. AML 799 Dissertation (12 credits)
- VI. **Completion of Program**
  - a. Present dissertation orally in an open forum

## **COURSE OFFERINGS IN APPLIED MATHEMATICS FOR AMLSS PHD STUDENTS**

Additional courses may be applied with prior approval. Students are also encouraged to check each semester for Topics courses in Applied Mathematics and related fields (not listed below due to rotating topics and instructors).

### **Applied Biological Sciences (ABS):**

ABS 560-Ecological Modeling (offered at Polytechnic Campus)

### **Applied Mathematics for the Life and Social Sciences (AML):**

AML 520-Agent-Based Modeling (cross-listed ASM 520)

AML 610-Topics in Applied Mathematics for the Life and Social Sciences

AML 612-Applied Mathematics for the Life and Social Sciences Modeling Seminar

### **Applied Mathematics (APM):**

APM 503-Applied Analysis

APM 504-Applied Probability and Stochastic Processes

APM 505-Applied Linear Algebra

APM 530-Mathematical Cell Physiology

APM 531-Mathematical Neuroscience I

APM 532-Mathematical Neuroscience II

APM 533-Mathematical Population Biology I

APM 534-Mathematical Population Biology II

APM 535-Mathematical Models in Medicine

APM 541-Stochastic Modeling in Biology

APM 560-Applied Dynamical Systems

APM 570-Applied Linear Operators

APM 575-Perturbation Methods in Applied Mathematics

**Following list was compiled by Complex Adaptive Systems Initiative (CASI) as graduate course offerings in Complexity at ASU. Note some courses overlap with above listings. Please contact CASI regarding applying these courses towards the newly-approved Graduate Concentration in Complex Adaptive System Science.**

ABS 560 Ecological Modeling  
AML 520 Agent Based Modeling  
AML 591 Modeling in Game Theory  
AML 591 Probability Theory  
AML 610 Topics in Applied Mathematics for the Life and Social Sciences  
AML 612 Applied Mathematics for the Life and Social Sciences Modeling Seminar  
ANB 602 Current Issues in Animal Behavior  
APM 598 Mathematical Methods for Complex Adaptive Systems  
ASM 591 Dynamic Modeling in Social and Ecological Systems  
ASM 591/BIO591 Readings in Complexity  
ASM/BIO/SOS 570 Fundamentals of Complex Adaptive Systems Science  
BIO 522 Populations: Evolutionary Ecology  
BIO 545 Populations: Evolutionary Genetics  
BIO 591 Topics in Mathematics for Life and Sustainability Science  
CSE 561 Modeling and Simulation Theory & Application  
GIS 598 Local Statistical Modeling  
GLG 495/598 Environmental Systems Biology  
PAF 591 Complexity in Public Policy & Management  
PAF 591 Introduction to Policy Informatics  
PAF 691 Social Dynamics and Policy Informatics  
PSY 576 Dynamics in Psychology  
PSY 598 Dynamics in Perception, Action and Cognition  
PUP 598 Modeling and Simulating Urban Environments  
SES 494/591 Fundamentals of Complexity  
SES 591 The Origins of Life  
SES 598 Environmental Systems Biology  
SES 598 Fundamentals of Complexity  
SOS 591 Adaptation Resilience Transformation  
SOS 591 Agent-Based Modeling for Sustainability  
SOS 591 Applied Robustness Analysis in Social-Ecological Systems  
SOS 591/AML 591/BIO 591 Ecological Modeling  
SOS 598 Social Network Analysis

## **COURSE OFFERINGS IN LIFE/SOCIAL SCIENCES FOR AMLSS PHD STUDENTS**

Recommendations for coursework in specific focus areas. Additional courses may be applied with prior approval.

Note: Most courses do not have specific pre-requisites, but students are highly encouraged to contact instructors prior to enrollment to determine the extent of Life/Social Sciences background necessary.

### **Anatomy and Physiology:**

BIO 506-Clinical Gross Anatomy  
BIO 561-Comparative Animal  
Comparative Animal  
Physiology BIO  
563-Environmental  
Physiology  
BIO 564-Cellular Physiology and Signaling

### **Biochemistry:**

BCH 501-Current  
Topics in  
Biochemistry BCH  
561-Advanced  
Topics in  
Biochemistry BCH  
564-  
Bionanotechnology  
PLB 540-Plant Biochemistry

### **Cellular/Molecular Biology and Biophysics:**

BIO 550-Advanced Cell Biology  
MCB 555-Advanced  
Molecular and Cellular  
Sciences MCB 556-Advanced  
Molecular and Cellular  
Biology II PHY 542-Topics in  
Biophysics

### **Ecology:**

BIO 521-Landscape Ecology  
BIO 522-  
Populations:  
Evolutionary  
Ecology BIO 524-  
Ecosystems  
EVO 520-Evolution and Ecology of Emerging Infectious Diseases



**Evolutionary Biology and Genetics:**

BIO 543-Molecular Genetics  
BIO 545- Populations: Evolutionary Genetics  
BIO 546-Principles of Human Genetics  
BIO 549-Phylogenetic Biology and Analysis  
BIO 552-Developmental Genetics

**Neuroscience:**

BIO 568-Stress and the Brain  
BME 521-Neuromuscular Control Systems  
BME 524-Fundamentals of  
Applied Neural Control MIC  
527-Neuroimmunology  
PSY 526-Neuroanatomy

**Sustainability:**

SOS 511-Methodology of Sustainability Research and Problem Solving  
SOS 513-Science for Sustainability  
SOS 515-Industrial Ecology and  
Design for Sustainability SOS  
530-International Development  
and Sustainability SOS 532-  
Sustainable Urban Dynamics  
SOS 535-Sustainable Ecosystems  
SOS 540-Statistical Modeling for Sustainability