Environmental Social Science (PhD) Program Handbook

2024-2025

ASU School of Human Evolution and Social Change
Arizona State University

School of Human Evolution and Social Change

Environmental Social Science PhD Handbook

Arizona State University

Last Revision: May 2024

Prepared by:
SHESC Committee of faculty, staff, and students

Table of Contents

INTRODUCTION

This handbook 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, andEnvironmental Social Science as demonstrated by accomplishments in research, coursework, and examinations.

This handbook 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 handbook if there are any discrepancies.

The current version of this document can be found on the SHESC webpage, at: https://shesc.asu.edu/student-life/graduate-handbooks. All previous Handbooks can be found at this link as well.

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

ADMISSIONS REQUIREMENTS

- 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.
- The application standards for international students are the same as for domestic students, with the exception of submitting proof of English proficiency (for students whose native language is not English). After admission, international students are also required to obtain a U.S. visa, which includes submitting a graduate financial guarantee.
- All **international** transcripts must be submitted in the original language accompanied by an official English translation from an approved translating agency. Translations must be literal, complete versions of the originals and must be translated by a university, government official or official translation service. The English translation must be the original document with the official stamp of the institution or the translation service. Students should review all transcript requirements on the Admissions website. You may not complete your own translation. **Photocopies and**

notarized transcripts are not acceptable. SHESC does not accept or review international transcripts. All transcripts must be sent directly to ASU Admission Services.

Application Information

SHESC's admissions are for the **Fall** semester only. 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.

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 fee (Domestic $70 and International $115)
    - Graduate Admissions
- Personal statement/letter of interest
- Three letters of recommendation
- Current curriculum vitae or resume
- English Proficiency
- Official transcripts from all former institutions

Deadlines

December 1 – Submission of online application
December 15 – Receipt of all application supplemental materials

Submission of the application by December 1, includes submitting the online application, with the Personal Statement/Letter of Interest, CV, providing the contact information for the recommenders, and paying the application fee. On the application, students have the opportunity to attach unofficial transcripts from the institutes they have attended combined into one file. We highly recommend attaching unofficial transcripts. As long as transcripts are included and legible, official transcripts will only be required if admitted. If unofficial transcripts are not combined into one file and uploaded to the application, students will be required to send ASU Admissions official transcripts. Unofficial transcripts cannot be accepted after the application is submitted.

After submitting the application, students then have until December 15th to complete the application. To complete the application, the ASU admissions team must receive the three recommender responses, proof of English Proficiency, and any official transcripts required. Students who do not attach unofficial transcripts to the application or the attached transcripts are illegible will be required to send official transcripts to complete the application. Students will be notified of all requested application materials on their myASU. Unofficial transcripts cannot be accepted after the application is submitted.

Detailed instructions and mailing addresses for international transcripts can be found here: [Transcripts for Admission to ASU](#)

All domestic 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: shesc@asu.edu

Graduate Studies and Graduate School Applications

Please email shesc.grad@asu.edu to request information or for questions on the admission process. An advisor will get back to you within two business days.

Advising Support

For academic advising – please contact the following staff members:

- Carita Harrell, Associate Director of Academic Services, at Carita.Harrell@asu.edu or 480-727-6137
- James Randall, Manager, Graduate Academic Advising, at shesc.grad@asu.edu or 480-965-6215
- Stefanie Bobar, Academic Success Coordinator, Sr., at shesc.undergrad@asu.edu or 480-965-6215
- Wondra Lee, Academic Success Advisor, Sr., at shesc.undergrad@asu.edu or 480-965-6215
- Elissa Shapiro, Academic Success Advisor, at shesc.undergrad@asu.edu or 480-965-6215
- Maureen Towne, Academic Success Advisor, at shesc.undergrad@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. Your supervisor must be a member of the graduate faculty for your program, which you can verify in the [online listings](#). 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

Mandatory Orientation

Mandatory orientation typically occurs the week of or before the Fall Semester. 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 and Phd Committee Chair/ Co-Chairs

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.

Ph.D. Supervisory Committee

The student will need to secure the appropriate number of ASU faculty as members of their Thesis/Dissertation Supervisory Committee after consultation with their research advisor. 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. 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.
- **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 Director of Graduate Studies.
- 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 Director of Graduate Studies, and the Graduate College.
  - Students who wish to add an affiliate as a committee member to their committee should submit the following to the Graduate Student Advisor:
    - Signed Committee Appointment Form by the entire committee.
    - The rationale- brief 1-2 sentence justification for the skills the individual will bring to the committee written by the student.
    - The requested member's curriculum vitae.
    - If the individual is associated with ASU, provide their ID number,

        if outside ASU then the individual's birthdate will need to be provided.
- If a student needs to change their chair or committee members, the process is to complete the committee change form.

Students are required to have a formal meeting with their committee every year. Students and their Research Advisor/ Chair should meet more frequently to ensure satisfactory academic progress.

Academic Advising
Students should meet with the Graduate Student Academic Advisor each semester, to discuss progress, funding, and policies. Students can set up appointments 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) must register for a minimum of nine credit hours. Students supported on work-study, other types of financial aid; or those on a U.S. Visa may be required to take a minimum course load of more than nine credit hours. If you have advanced to PhD candidacy and are an RA or TA, 6 credits of enrollment is the required minimum.
Students should review the registration and enrollment guidelines in the Graduate College Policies and Procedures handbook for more information.

Continuous Enrollment

Once admitted to the graduate degree program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. 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. Check your advisor if you have questions about summer registration.

Registration for every Fall and Spring semester is required. **Summer registration is required for students in which they are taking examinations, completing culminating experiences, defending a thesis or dissertation, are a TA/RA, or graduating during the summer semester**. Any other questions please check with your advisor.

To maintain continuous enrollment the credit hour(s) must be one of the following:

- Appear on the student's Interactive Plan of Study
- Registered in Research (592, 692, 792), Thesis (599), Dissertation (799) or Continuing registration (595, 795)
- Any graduate-level course

Leave of Absence

If a program of study must be interrupted, the student may apply for a Leave of Absence for a maximum of two semesters during their graduate program. The research advisor, Supervisory Committee, 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. Students must submit a Leave of Absence request via their Interactive Plan of Student (iPOS). The student should briefly state the reason for needing a leave of absence and the duration (not to exceed two semesters per Graduate College guidelines). This petition will be submitted to an advisor and a docusign form will be submitted to the Committee.

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.
Please see **Grades and Grievances** below for more information on grades and continued enrollment.

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.

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 the "I" grade becomes permanent. The Student Services Manual provides more information about incomplete grades.

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. To determine the registration deadlines for a class in which a student is registered in 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 in which a student has not yet registered, use the online Class Search to search for the class and hover over the dates on the class 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 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). A previously awarded master's degree can be used to satisfy 30 credit hours toward the PhD. 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](#) website for more details regarding pre-admission credits (refer to the Handbook section: *ASU Pre- Admission Credits* under the *Graduate Degree Requirements*).

Filing the Interactive Program of Study (iPOS)

The student is expected to meet with their Faculty Chair shortly after the committee's formation to formulate and approve their iPOS. It is the student's responsibility to submit and update their iPOS (found in "My Programs" section of MyASU) yearly and to include the iPOS requirements as noted in this handbook depending on their degree. This will be submitted to an advisor and be approved for this initial submission. Please see the iPOS [How-to guides](#) to help with clarification on how to submit these. You will submit a M.A. iPOS and Ph.D. iPOS. The iPOS is required to be submitted in the first year of the program.

The iPOS is required to be submitted and approved by the end of the first semester in the program.

iPOS coursework requirements will be listed in upcoming sections of this handbook. The iPOS coursework and/or Supervisory Committee will 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 Advisor when any changes are made to their iPOS. It is highly recommended that students meet with the Graduate Student Advisor regularly, preferably during each semester, to ensure that their iPOS is in order.

ACADEMIC AND RESEARCH PERFORMANCE EVALUATIONS

Annual Evaluation

Graduate students in the Anthropology program are evaluated each calendar year to provide each student with feedback on their academic performance. Students are evaluated on their academic progress and performance during the previous calendar year by the faculty in their Program/ Approach. Additionally, each Spring semester before the final day grades are due, the student must meet with their entire Supervisory Committee (virtual meetings are permitted). During this meeting, the student and committee members must complete the Mentoring Plan, which is to be submitted with the annual evaluation and progress reports due on January 20th. Students who defend their dissertation during the annual evaluation period are exempt from submitting a report.

All students with **one or more semesters completed** are required to submit the following materials to the Graduate Student Advisor by January 20th. The SHESC Annual Progress report is submitted with the documents below. Faculty will review, and then letters will be sent to the students. The mentoring plan is reviewed during the student meetings and signatures are obtained at that time.

- An updated CV
- The annual mentoring plan (Meet with your Faculty Advisor to come up with plan)
- An unofficial copy of the student's most recent ASU transcript (Can be found in MyASU)
- The Courses and Summary/Submit Approval pages of approved PhD iPOS (Screenshot the Summary/Submit page paste in a word document with approved signatures) Please see the iPOS How-to guides to help with clarification on how to submit these.

Submit all documents through the SHESC Annual Progress Report. 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.

After the student evaluations are completed, each faculty member must send an email 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 emails should be sent to students by May 1ˢᵗ and copied to the Graduate Student Advisor, 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 and Dismissal Policies) 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 (Abigail York: Abigail.York@asu.edu), the Dean's Office contact (Kyle Rader; kwrader@asu.edu), and the SHESC Graduate Student Advisor.

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

SHESC requires all students to 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 each semester 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 Advisor 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.
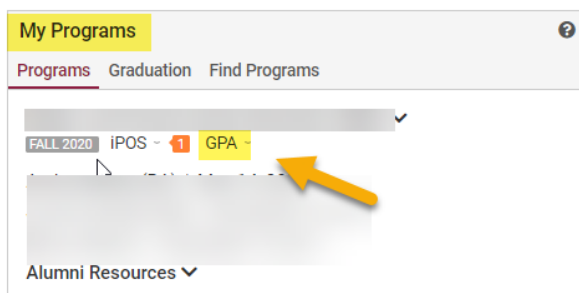
Graduate students must carry a minimum of 3.00 in all GPAs

Cumulative GPA:
Cumulative ASU GPA represents all courses completed in the graduate career at ASU.

Overall Graduate GPA:
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.
Updated as of June 10, 2020

Plan of Study (iPOS) GPA:
The Plan of Study GPA is based on all courses that appear on the iPOS (with the exception of Law & transfer coursework)
Updated as of June 10, 2020

What Constitutes Satisfactory Performance ("S"):

- 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](#).
- 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 a 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, with poor TA or RA evaluations indicating a lack of professionalism, etc., then their approach will recommend the student receive 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"), any of the following:

- An Overall GPA of less than 3.2
- Progress towards degree of 1 or less (7 semesters or more behind schedule)
- 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
- Failure to fulfill TA or RA obligations as assigned by faculty resulting in termination of appointment.
- A grade lower than C+ in a SHESC course.
- Violation of professional or ethical norms in research or practice but the concerns are judged by the student's advisory committee to be remediable.

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 are required to complete ASB 501 Professionalism during the first semester of their program.
3. Students must file their PhD Interactive Plan of Study (iPOS) prior to the end of their first semester in the program (see below for information on how to file the iPOS). Students should meet with the Graduate Academic Advisor during the first semester of the program to review the iPOS and program requirements.
4. Students must identify the remainder of their doctoral committee in the first year of their program and submit the [SHESC Committee formation](#) document to the Graduate Student Advisor.

   a) The committee must have at least three members, 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 Director of Graduate Studies. 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 work with the Graduate Student Academic Advisor to have them approved by the Graduate College. Students who wish to add an affiliate as a committee member to their committee should submit the following to the Graduate Student Advisor:
      i. Signed [Committee Appointment Form](#) by the entire committee.
      ii. The rationale- brief 1-2 sentence justification for the skills

the individual will bring to the committee written by the student.
iii. The requested member's curriculum vitae.
iv. If the individual is associated with ASU, provide their ID number, if outside ASU then the individual's birthdate will need to be provided.

5. Students should work with their faculty committee to finalize their research skills portfolio topic and paper format during their first year of the program.
6. Students must notify the Graduate Student Advisor 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 the remainder of the master's committee and submit the SHESC Committee formation document to the Graduate Student Advisor.
   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.
7. The Graduate Student Advisor will submit a 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.
8. Students 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.
9. 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 $75 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.
10. Students should complete the first draft of their master papers to their faculty chair by February 1 of the year they intend to complete the MIP. They then work with their faculty advisor to revise the paper, before turning in the completed paper to their entire committee no later than April 1.
11. Students must present their approved MA paperwork at the SHESC Research Symposium during the Spring semester. This is generally held in early April.
12. Students must turn-in the signed MA/MS culminating experience paperwork to the Graduate Student Advisor upon successful completion of requirements.

> a. [Deadlines of culminating experiences](#)
> 13. Once the MA culminating experience is passed the student advances to phase II.

PhD Phase II Procedures & Paperwork (Post-MA)

1) Students must identify their faculty advisor during the Fall semester of their first year.
2) Students must file their PhD iPOS prior to the end of the first semester in the program(see below for information on how to file your iPOS).
3) Students must identify the remainder of their doctoral committee and submit the [SHESC Committee formation](#) document to the Graduate Student Advisor.

   a) The committee must have at least three members, 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 Director of Graduate Studies. 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 work with the Graduate Student Academic Advisor to have them approved by the Graduate College. Students who wish to add an affiliate as a committee member to their committee should submit the following to the Graduate Student Advisor:
      i. Signed [Committee Appointment Form](#) by the entire committee.
      ii. The rationale- brief 1-2 sentence justification for the skills the individual will bring to the committee written by the student.
      iii. The requested member's curriculum vitae.
      iv. If the individual is associated with ASU, provide their ID number, if outside ASU then the individual's birthdate will need to be provided.
   b) 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. Students will need to complete the [Committee Change Form](#) in order for the change to be approved. It is highly recommended that students meet regularly with the Graduate Student Advisor to ensure their iPOS is up to date and accurate.

Completing the Doctoral Examinations

During Phase II, the student completes a written doctoral examination and prepares and orally defends a dissertation proposal (oral examination). These two steps are formally considered to constitute the written and oral doctoral examination, respectively, required by the Graduate College.

Completing comprehensive examinations

The student's supervisory committee must sign the [Comprehensive Exam form](#) and the student must turn it into the Graduate Student Advisor. The date the supervisory committee notified the student of their exam results must be imputed in the field labeled "DATE of COMPREHENSIVE EXAMINATION/FIELD STATEMENT." The Graduate Student Advisor will get the head of the academic unit's signature for the student. The results will show in the "My Programs" box in MyASU.

Defending the dissertation proposal/prospectus

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 by phone 480-965-6215 or shesc.grad@asu.edu and acquire 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 Advisor and include:

- Prospectus title
- Student's name
- List of the committee members names and roles (i.e., chair, co-chair, committee member)
- Date, time, and location of the defense
- One-paragraph abstract.

Send this information two weeks before the defense so that an announcement can run in the weekly Graduate and Faculty Digests. After the proposal defense, the student must have their committee sign the [Dissertation Proposal form](#) and turn it in to the Graduate Student Advisor.

The Graduate Student Advisor will get the Graduate Director signature for the student. The results will be visible in the "My Programs" box in MyASU under the iPOS tab. Students 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 Advisor, 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.

Doctoral Dissertation Defense

The dissertation research experience culminates in a final oral exam, commonly known as the "dissertation defense." A final public dissertation defense is required. The defense must be scheduled officially with the Graduate College. Defenses that are held without being scheduled with the Graduate College are considered invalid. At least 50% of the committee must be physically present at the oral defense.

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 mid October in the Fall and mid February in the Spring semester. There is a $75 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 for each degree.

Students must schedule their dissertation defense at least 10 working days in advance. THis must be officially scheduled through the iPOS.

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" box in MyASU under the defense tab to make sure the day they want is available.

The front office staff can help reserve a room by phone 480-965-6215 or shesc.grad@asu.edu and acquire 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 Advisor and include:
- Dissertation title
- Student's name
- List of the committee members names and roles (i.e., chair, co-chair, committee member)
- Date, time, and location of the defense
- One-paragraph 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 7 days prior to the scheduled date. 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" 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.

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

Paperwork for Special Circumstances

Student Committee Approval
Once a student has finalized their faculty committee or if they wish to make changes to an already approved faculty committee they will need to submit a Committee Appointment Form to SHESC.Grad@asu.edu.
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 until they are approved by the Graduate College. Students must work with the Graduate Student Academic Advisor to have them approved by the Graduate College.   Students who wish to add an affiliate as a committee member to their committee should submit the following to the Graduate Student Advisor:
  i. Signed Committee Appointment Form by the entire committee.
  ii. The rationale- brief 1-2 sentence justification for the skills the individual will bring to the committee written by the student.
  iii. The requested member's curriculum vitae.
  iv. If the individual is associated with ASU, provide their ID number, if outside ASU then the individual's birthdate will need to be provided.

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 Advisor to add an external member.

Request to maintain continuous enrollment (Leave of absence)
Please see Leave of Absence. 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. 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 the committee must approve in writing of a timeline to include all future deliverables (see below) and must be approved by the Graduate Director, and then the student must fill-out a petition to the Graduate College, have it signed by their committee, and turn it in to the Graduate Academic Success Coordinator. The Coordinator will 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 the 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) OR to any registration location (photo ID required for in-person visits.)

Enrollment 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 will need to contact the ASU Financial Aid Department with questions. You can contact them at 1-855-278-1080 or at the following website.

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, yearly annual evaluations, dissertation proposal, and dissertation defense. For a walk-through of the iPOS process that includes screenshots, see the iPOS Training Manual.

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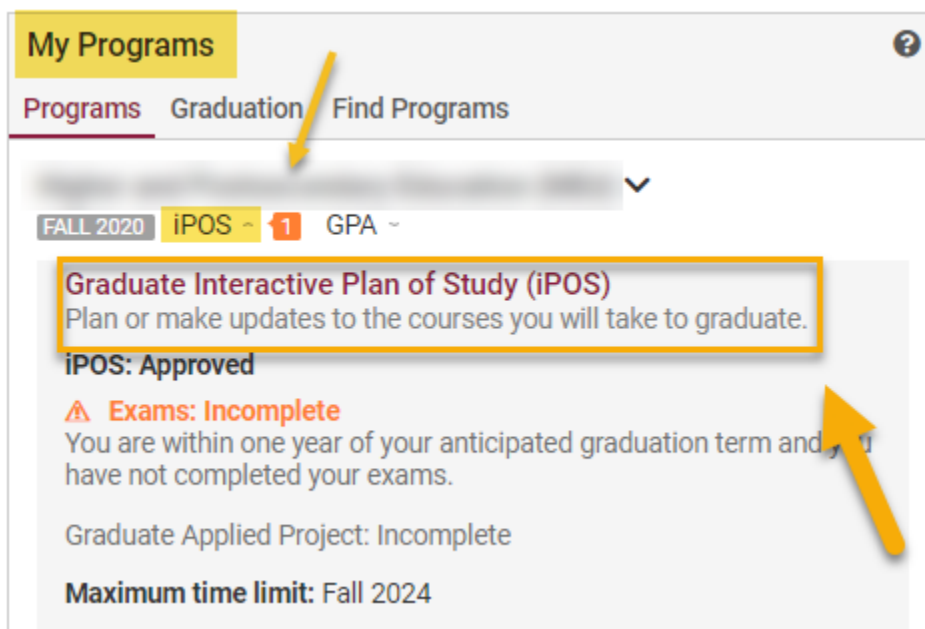
- Select the appropriate degree. For the PhD, the next screen should state that the requirements are: 84 credit-hours, a Written Comprehensive Exam, and a Dissertation.
- *Reminder: Pop-ups must be allowed on your internet browser when filing your iPOS!*

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 have the Approach of the department signoff on the 30 credits.
- 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 Advisor.
- 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 Advisor 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 credit hours.

Master's in Passing (MP) 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.
- Acceptable courses to list on the iPOS include levels 500 and above (except 595 Continuing Registration). They may have up to 6 credit hours of relevant 400 level courses on their iPOS with permission from their chair.
- Students should have a minimum of 12 hours of 792 Research or 592 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 Advisor.
- If a student does not have a PhD Committee Approval form on file, they will need to complete one and submit it to the Graduate Student Advisor 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 will need to get permission to add the faculty as an affiliate. Students must work with the Graduate Student Academic Advisor to have them approved by the Graduate College. Students who wish to add an affiliate as a committee member to their committee should submit the following to the Graduate Student Advisor:
    i. Signed Committee Appointment Form by the entire committee.
    ii. The rationale- brief 1-2 sentence justification for the skills the individual will bring to the committee written by the student.
    iii. The requested member's curriculum vitae.
    iv. If the individual is associated with ASU, provide their ID number, if outside
    v. External members cannot be the sole chair, but can be a co-chair

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

Screenshot the summary pages.

- Students will want to take a screenshot of the Course Summary page.
- Students must have their chair sign off on the iPOS Course Summary page.
- 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 to confirm that they also approve. (Note: a docu-sign process can be used if available.)

Submit papers to the Graduate Student Advisor.
- Once a student has obtained their chair's signature, they must submit the signed Course Summary page to the Graduate Student Advisor, who will obtain the head of the academic unit's signature and electronically approve the 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 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 to ensure their committee and all coursework are correct.
- If there are errors or outdated information, students can edit the iPOS and resubmit so that it is "pending in the academic unit."

STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

Academic Integrity

At Arizona State University academic honesty is expected of all students in all examinations, papers, academic transactions and records. The possible sanctions include, but are not limited to: appropriate grade penalties, loss of registration privileges, disqualification and dismissal. ASU strictly adheres to the academic integrity policy. This policy sets forth the ASU Student Academic Integrity Policy and appeal procedures. You can view the Student Policy at https://provost.asu.edu/academic-integrity/policy.

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.

Allegations of academic dishonesty will be reported to Amanda Smith, The College's Academic Integrity Officer.

Understanding Academic Integrity
Academic Integrity

Policy surrounding Academic Integrity
Student Policy

Protecting the ASU Community
Why is Academic Integrity Important?

Resources for students to help avoid academic integrity violations
Student Resources

Resources for faculty, staff and teaching assistants to help avoid academic integrity violations
Faculty resources

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 link can assist in understanding academic integrity, student code of conduct, the policies surrounding these topics, and the impact and resources available to you.
Student Code of Conduct | Arizona State University (asu.edu)

Title IX

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

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

Our Commitment to Diversity, Equity and Inclusion

Arizona State University is deeply committed to positioning itself as one of the great new universities by seeking to build excellence, enhance access and have an impact on our community, state, nation and the world. **Learn about ASU's diversity philosophy.** The School of Human Evolution and Social Change affirms the urgent need for action to advance diversity, equity and inclusion as part of our academic mission and vision. We acknowledge the long history of exclusion, discrimination and erasure within the U.S. system of higher education, as well as the historical collusion of our own scholarly disciplines in perpetuating these inequalities and injustices. We further acknowledge the 22 tribal nations in Arizona, and that our campus is built on the indigenous homelands of the Akimel O'odham, Piipaash and other groups. We acknowledge these peoples, their ancestors, their descendants and the land itself. Accordingly, our school strives to embrace diversity, and enact justice and equity not only in teaching and research, but also in administrative decisions, leadership positions and hiring practices.

As a transdisciplinary unit designed to explore the human story more fully, our school is deeply committed to cultivating, with intention, an educational and working environment that is welcoming to historically marginalized students, faculty and staff with various intersecting dimensions of identity—including but not limited to, BIPOC; differently abled; first generation; international; LGBTQIA+; nontraditional; racially, ethnically, religiously, and linguistically diverse; undocumented/DACAmented; veteran; women; and working class. By extension, we are committed to engaging with, listening to, and

honoring the cultural practices, intellectual traditions and unique knowledge of the diverse local and global communities with and among whom we work; and to creating opportunities and spaces for people to exchange perspectives within and beyond the classroom.

As such, our students, staff, and faculty strive to create a collaborative, collegial, and productive working environment that respects the dignity inherent in each of us.

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: Financial Aid FAQs | ASU Students | ASU

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 receiving the weekly Student Digest emails. If they are not, they should reach-out to the Graduate Student Advisor 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 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 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 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.

Reappointments

TA/RA appointments are, by definition, term appointments. TAs/RAs should not assume reappointment merely because they did not receive a termination notification at the end of a term. Reappointments are subject to and contingent upon the continuing availability of funds, satisfactory academic progress and performance as determined by SHESC and/or the appointing unit. In considering reappointments, the appointing unit or project director must consider the TA's/RA's contribution to the objectives of the unit or project along with the assistant's/associate's academic progress.

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 email (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.

Evaluation for TAs/RAs

Students in TA or RA roles will be evaluated by their advising faculty member each term (A and B or C sessions) and may request to see copies of their evaluations. Students

failing to meet benchmarks or satisfactory performance in their employment roles are at risk of losing funding, including loss of multi-year funding packages. Students failing to meet benchmarks or satisfactory performance in their employment roles will be provided a remediation plan developed by the Director of Graduate Studies and Graduate faculty (including Approach faculty or students' committee members). To regain eligibility for TA or RA funding, students must successfully complete the remediation plan. Completion of the remediation plan may not lead to reinstatement of a multi-year funding offer. Special circumstances may make it difficult for certain students to reach these benchmarks and exceptions may be made on a case-by-case basis.

Termination before End of Appointment Period

The head of the appointing unit may make TA/RA assignments and re-assignments whenever warranted. TA/RAs are responsible and required to fulfill their assignment throughout the semester as outlined in an appointment letter until they receive a revised letter by the appointing unit. There are both voluntary and involuntary reasons that a unit may terminate a position before the end of the appointment period.

Appointing units have the right to rescind or modify TA/RA offers prior to the beginning of the appointment term or end of the appointment period, 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.

In those cases, where the job performance of a TA/RA is not meeting expectations, the supervising faculty member should advise the student, both orally and in writing. The supervising faculty should attempt to help the TA/RA improve their performance before terminating the appointment. Additionally, a supervising faculty member, Director of Graduate Studies, or head of the academic unit should document the reasons for the actions to terminate prior to the end of the appointment term. The Dean of The College of Liberal Arts and Sciences and the Dean of Graduate College should receive a copy of the letter outlining cause for termination prior to the end of the original appointment. Within 10 days of the receipt of the notice of termination, the TA/RA may appeal the decision at the unit and college level. The Dean of Graduate College should receive a copy of the appeal. Dismissal procedures found in the following attachment

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.

Graduate Lounge/Workroom*:* Located in the School of Human Evolution and Social Change Building in Room 112, 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.

All Graduate Student and Leadership Meetings*:* At least once a year SHESC holds All Graduate Student and Leadership Meetings, which serve a dual purpose. They provide an opportunity 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.

New Student Orientation Series*:* Throughout the fall semester, the Director of Graduate Studies and the Graduate Academic Success Coordinator host a workshop series providing new SHESC graduate students information about navigating SHESC and ASU, successfully obtaining funding, submitting their iPOS, developing strong mentoring relationships, and finding the holistic support needed to sustain them through through graduate training journey.

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 and Mentoring
SHESC has adopted a mosaic mentoring model where students draw support from many mentors and advisors to support their diverse training goals, backgrounds, and lived identities. No single advisor or mentor is able to support a graduate student fully during their training. Instead, we encourage students to

Faculty advisor/chair: PhD 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.

Committee members: In addition to your advisor/chair, your committee helps determine your training curriculum and whether you pass major milestones in the degree program. Students are encouraged to proactively work with their committee to set expectations on curriculum, milestones, and dissertation projects. Committee members provide additional expertise and insights that can strengthen your training in SHESC.

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

Approach Head: The Approach Head can help guide students through the curriculum guidelines for the approach and also serves as one of the primary leadership contacts for students regarding policy changes approved by the approach, faculty, and GUC.

Director of Graduate Studies: The Director of Graduate Studies can provide advice about SHESC policy including curriculum and funding, as well as coaching and support for students navigating opportunities and challenges with faculty and staff.

External advising/mentoring resources: Students are encouraged to cultivate relationships with additional mentors and advisors beyond those above that enhance their training experience and sustain their well-being.

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 approval 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 Advisor 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.

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 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 hominids, and dental casts. Individual faculty members also maintain artifacts, human remains and/or related digital materials relevant to their teaching and research.

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 section at the bottom of SHESC's Study Abroad page.

Graduate Computing Lab

SHESC graduate students will have 24/7 access via key code to Room 112 of the School of Human Evolution and Social Change Building, a state-of-the-art computing lab equipped specifically for our 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 (ISSC) located inside the 1st 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. Upon returning to the U.S. for continued study or employment international students must obtain a [travel signature.](#) International students will also need to ask the ISSC about how to obtain a social security card. Their website is a great source for information ([Global@ASU](#)). International students must also attend the **mandatory** [international student orientation](#).

Student Accessibility and Inclusive Learning Services
The [Student Accessibility and Inclusive Learning Services](#) (SAILS) 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 [SAILS Connect](#) to get started. If a student is already registered, they must sign-in to [SAILS Connect](#) to start requesting their accommodations. If they have any questions or experience any difficulties with this process, they should contact the Graduate Student Advisor 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.

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

[Graduate Wellness Resources](#) is a guide to Financial, Social, Emotional, and Physical Health and Wellness Resources for ASU Graduate Students.

> For more information please visit [Wellness@ASU | Live Well @ ASU](#)

Business Services

Student Accounts
Upon admission, students receive an ASURITE UserID, an activation code and instructions to activate [their myASU 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 email account. If a student wants to continue using their existing email system, they should select "Yes, I have an email account" and then enter the address of their personal email. This will ensure that they get all correspondence ASU sends them. All official university business and announcements take place on official university email addresses. It is the student's responsibility to arrange so that messages sent to their official ASU email 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 [Sign-In](#). 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 [ASU Help](#).

ID Card/Sun Card
The ASU student ID card, often referred to as the Sun Card or Pitchfork ID 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), MU 58 (during the first couple weeks of classes, the Sun Card office offers their services on the 2nd 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. Valid proof of identity 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. You may also upload a photo at the website and have a card mailed to you.

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 Valley Metro Bus Accessibility.

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 15th of next year) from the Parking and Transit Services Office 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 SHESC buildings as possible (Structure 2 or 3). Proof of current emissions certificate, registration (out-of-state is fine) and ID are required.

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 Ave from University Dr).

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.

CURRICULUM PLAN FOR THE DOCTORAL DEGREE IN ENVIRONMENTAL SOCIAL SCIENCE

SCHOOL OF HUMAN EVOLUTION AND SOCIAL CHANGE
ARIZONA STATE UNIVERSITY
Fall 2019 Revised

Mission and Overview

The Graduate Program in Environmental Social Science (ESS) offers graduate students rigorous interdisciplinary training in social science approaches to investigating human-environment processes and issues. It spans a number of disciplinary and transdisciplinary approaches including but not limited to political ecology, environmental justice studies, environmental anthropology, archaeology, environmental sociology, diverse approaches in human geography, political science, sustainability studies, and others. To facilitate this interdisciplinarity, ESS currently lists more than thirty graduate faculty in ten different units at ASU. While ESS is housed in SHESC, and core faculty from SHESC, the inclusion of select faculty from other units gives it the unique ability to advance robust and critical social science training in environmental studies. ESS is one of the few programs nation-wide (see Section III.B.2, below) to focus on the social dynamics of environmental issues from interdisciplinary and transdisciplinary social science approaches.

This document sets forth the requirements for all students pursuing a PhD in ESS. This includes students entering without an MA (who are accepted into the MA/PhD program and begin in Phase I) and students entering with an MA (who are accepted into the PhD program and begin in Phase II). The ESS Graduate Committee, in consultation with other ESS graduate faculty, governs the curriculum for ESS, consistent with other degrees in SHESC, and in compliance with the requirements of the Graduate College at Arizona State University.

The baseline curriculum is outlined in section II A below. Within this context (i.e., meeting the baseline requirements) and working in close consultation with faculty advisors, each student designs a Plan of Study (iPOS) to meet her or his educational needs. This is typically accomplished by taking advantage of the flexibility intrinsic to the ESS curriculum in consultation with the ESS Director and the student's committee chair. In this way students can tailor the plan of study to promote the interdisciplinary research focus of their dissertation projects.

General Requirements for Graduate Students

Organization of the ESS Curriculum
The following curriculum structure applies to all students entering the ESS graduate program.

Curricular Structure		
Category	*Content / Specific courses*	*Credits*
1) Previously awarded master's degree or 30 hrs. of approved course work.	Topics relevant to environmental social science (these may include Core I and Core II classes in consultation with your advisor.	Up to 30 credit hours
2) Conceptual Domains (Core I): There is a 2-course survey of the conceptual domains of ESS. NOTE: ESS 501(ASB/SOS 530) is required for all students and ESS 502 is optional.	ESS 501/ASB 530*:* Changing Human-Nature Relationships (3) (REQUIRED) ESS 502*:* Political Ecology: Theory and Research (3) (OPTIONAL)	3
3) Topical Foci (Core II): Three courses covering the methods and theories of the topical foci of ESS. Students choose among a range of options in consultation with their advisor. Some possibilities are listed in column 2. *R&C classes are an option in this category.*	ESS 513: Institutions SOS 532: Organizations, Sustainability and Public Policy (3) SOS 591: Dynamic Modeling of Social-Ecological Systems CHM 501: Science Policy for Scientists and Engineers BIO 517: Uncertainty and Decision-Making GPH 591: Climate Change and Health BIO 527: Environmental Ethics and Policy Goals	9
4) Professionalism and Research Design and Proposal Writing:	ASB 501 required; Either GCU 585 or ASM 579 required. One proposal writing course is required; with the specific course (SHESC or other units) determined based on the student's interests and research plans.	6
5) Technical Expertise: Two courses that provide intensive methodological background in some area of science relevant to the student's research interests.	A wide range of courses can satisfy this requirement, depending on the student's interests and committee approval. Examples include course in mathematical modeling, physical geography, ecology, social science research methods, Geographic Information Systems. Examples include: ASB 500: Ethnographic Research ASB 500: Social Survey Research AML/SOS 591: Modeling with Game Theory	6

	AML 520: Agent-based Modeling ASB 500: Social Networks	
6) Electives: At least two courses relevant to the student's research interests and educational needs and approved by their Chair.	Electives include courses in many fields. Students should discuss possible courses with the ESS director and their committee chairs.	6
7) Research/Dissertation Hours	ESS 792, 799	24
TOTAL		84

The ESS curriculum is organized around cross-cutting *conceptual domains* and *topical foci*. The general curriculum is outlined below. Students who enter without an MA (Phase 1) may begin taking conceptual domain and topical foci courses after first consulting with the ESS graduate director and their committee chair. A normal course load is 9 hours a semester. Fewer than 9 hours per semester prior to advancement to candidacy will result in a lower score for progress to degree in the annual evaluations.

Phase I (30 hours)
Students who enter the program without an MA begin in Phase I. Receipt of an MA in Passing (MIP) is the culmination of Phase I and marks the transition to Phase II.

Program objectives
Students in Phase I begin to develop skills and background necessary to identify significant research problems regarding topics relevant to ESS. Students are expected to develop or expand their areas of expertise, build broad knowledge of disciplinary and interdisciplinary approaches to socio-environmental issues and problems. Students should also develop methodological expertise to promote their dissertation research.

Phase I supervisor and committee
Students select a Phase I faculty advisor (chair) in their first semester, who helps the student develop an appropriate Plan of Study (iPOS) and prepare a Research Skills Portfolio (Sections III C and D). *The faculty advisor must be a member in good standing of the ESS Graduate Faculty. The chair does not have to be SHESC graduate faculty as long as he or she is ESS Graduate Faculty approved to chair committees.* By the end of the first year, the student selects another two faculty members to serve on their MA committee (3 total). The chair writes a memo to the SHESC Graduate Committee explaining how she or he is appropriate to guide the student and supervise the student's research for an MIP in ESS. The memo should also provide justification for other committee members. The Graduate Committee then approves the faculty advisor and

committee. Any subsequent change to the student's Phase I committee must be approved by the SHESC Graduate Committee.

Plan of Study

By the end of the first semester, the student, in close consultation with their Phase I chair, develops an individual Plan of Study (iPOS) for Phase I that addresses the course requirements listed in Figure I, and the research skills portfolio requirements described below. In accordance with Graduate College policies, the iPOS must include at least 30 hours (which may consist of formal courses as well as readings and conference courses (ESS 790). The iPOS is formally filed with Graduate Education and must be approved by the student's Phase I chair. Subsequent changes to the plan of study may be made by filing appropriate paperwork with the Graduate Coordinator, and must be approved by the student's Phase I chair.

Research skills portfolio

The student writes two research papers that demonstrate the ability to systematically gather, analyze, and interpret relevant information; and to use that information to address a question of interdisciplinary environmental research interest. Such papers are normally written in the context of courses taken to meet the Phase I requirements, but papers written in other contexts are also encouraged. The papers must meet the following requirements:

- The papers are normally written in a form that *could be* published in a professional book or journal.
- The student must be a major contributor on both papers, and must be the sole author of at least one.
- At least one of the papers must receive comments and be revised based on those comments. In the case of papers written for a course, the comments are normally from the professor who taught the course. With Phase I chair approval, comments from other professionals (e.g., book or journal editors) are also acceptable.
- One of the papers is presented in a School-wide research symposium in the student's fourth semester. This paper should be completed by the end of the student's third semester.
- The second paper must be completed no later than four weeks prior to the last day of classes in the fourth semester.
- The research portfolio is documented with the *Documentation of the Research Skills Portfolio for an MA in ESS* form. The portfolio and accompanying form must be submitted by the student to her/his Phase I chair upon completion of the second paper, and no later than four weeks prior to the last day of classes in the student's fourth semester.
- The student's Phase I chair must complete (i.e., approve or disapprove) the *Documentation of the Research Skills Portfolio for an MA in ESS* form located from the Graduate Academic Advisor please turn it in no later than one week prior to the last day of classes in the student's fourth semester.
- In order to meet the above deadlines and have the research skills portfolio approved on time, students who are completing their second research portfolio

paper in their fourth semester should be in close contact with their chairs regarding that paper.
- Students are, of course, encouraged to write many papers, but they should select only two for the research portfolio.

Presentation of Research
Students present one of the research papers in a School-wide research symposium, held in the latter part of each Spring semester.

Timeline
The MA should be completed within four semesters. Detailed deadlines regarding the research portfolio are outlined above. Taking 9 hours per semester, you will have 36 graduate hours at the time your MIP is awarded.

Award of MA
Upon completion of the Phase I Program of Study with a grade point average of at least 3.2, the research skills portfolio (documented with the *Documentation of the Research Skills Portfolio for an MA in ESS*), and presentation of research at the School-wide research symposium, the student is granted a Master's degree.

Transition from Phase I to Phase II
Continuation into Phase II of the PhD program follows the completion of all documentation relevant to Phase I outlined above. The transition is contingent on:
- The student's coursework and grades.
- The research portfolio and accompanying *Documentation of the Research Skills Portfolio* for an MA in ESS form.
- A memo, one page or less in length, to the Director of ESS, from a faculty member (normally the student's Phase I chair), approving the transition to Phase II. This must be submitted no fewer than two weeks before the last day of classes in the student's fourth semester.

The evaluation is done by the ESS Graduate Committee and the ESS Graduate Director upon receipt of relevant documentation noted above.

Phase II (30 hours coursework, 24 hours research or dissertation)

Students who enter the ESS program with an MA in a relevant field begin in Phase II. Students who earn their MIP in ESS move from Phase I into Phase II. Receipt of the PhD in Environmental Social Sciences is the culmination of Phase II.

Program objectives
Phase II of the program trains students to become expert scholars able to contribute to their ESS research focus; to advance knowledge and understanding of critical socio-environmental issues across a range of scales and sites. Students develop in-depth expertise that will allow them to: carry out research on a problem of significance in interdisciplinary socio-environmental studies; learn research methods

most relevant to their research focus; receive interdisciplinary training compatible with the research focus; and develop the skills to train students at a college/university level or to work in applied fields.

Supervisory Committee

Within the first year in Phase II, the student selects a dissertation committee. The PhD supervisory committee consists of three or more faculty members who agree to serve on the student's committee. The majority of the committee must be members of the ESS graduate faculty, whether in SHESC or in other units. *The chair or co-chairs of the student's PhD dissertation committee must be an ESS graduate faculty member who has been approved to chair doctoral committees by the ESS Graduate Committee and ASU Graduate Education.* If the student completed the MIP in SHESC the chair of their Phase I committee may or may not be their Phase II chair. The proposed committee chair writes a memo to the SHESC Graduate Committee explaining how the committee membership is appropriate to guide the student and supervise the student's research for a PhD in ESS. The SHESC Graduate Committee and ASU Graduate Education then approve the supervisory committee. Subsequent changes to the student's committee must be approved by the student's committee chair/co-chair and the SHESC Graduate Committee, and reported to ASU Graduate Education. The supervisory committee helps the student develop an appropriate Phase II (doctoral) Plan of Study.

Plan of Study

By the end of the first year in Phase II, the student develops, with the consultation and approval of their committee chair a Plan of Study (iPOS) for Phase II that addresses the course requirements listed in Figure I that have not been fulfilled during Phase I (MA) course work at ASU, as well as ASU Graduate College requirements as follows. In accordance with ASU Graduate Education policies, the POS must include at least 54 post-MA hours, including (a) 30 hours of coursework or R&Cs prior to candidacy, (b) 12 research hours (ESS 792), and (c) 12 dissertation hours (ESS 799). The iPOS is formally filed with the ASU Graduate Education unit. Subsequent changes to the iPOS must be approved by the student's chair and formally reported to Graduate Education in an approved manner.

Doctoral Examination

During Phase II, the student prepares for and submits a proposal, which serves (in most cases) as the written part of a comprehensive exam. In other cases, also in consultation with the student's chair, a student may instead prepare one or two papers (typically a theory paper and a methods paper which directly contribute to the proposal) for the written component of the comprehensive exam. The oral component of the examination is the defense of the dissertation proposal. These two steps are formally considered to constitute the written and oral doctoral examination, as required by Graduate Education. Whether the proposal is used as the written component of the examination or not, the student is required to take an approved proposal writing class to prepare the proposal. The dissertation proposal will be presented publicly. Then, the actual defense of the proposal will take place with only the student's committee present. A proposal should

not go forward to a defense unless the student's chair has previously secured agreement with all committee members that the proposal is suitable and defensible.

Advancement to Candidacy
Upon completion of 30 hours of coursework, successful completion of the written and oral components of the comprehensive exam, the student is advanced to candidacy.

Timeline
The doctoral examination (written and oral components) should be completed by the end of the student's fifth semester in Phase II of the program, although some students complete at the end of their 4th semester. Once the student has advanced to candidacy, a timeline for the dissertation work is set by the student and her or his dissertation committee consistent with Graduate Education policy. Annual evaluations regarding satisfactory progress are based on this timeline.

Dissertation
Students write a dissertation, which must be approved by their supervisory committee. The format of the dissertation must be in accordance with ASU Graduate education guidelines. While the ASU Graduate College will accept either three published papers or a dissertation format.

The culmination of Phase II is the public presentation and discussion of dissertation, including answering questions from both the student's committee and the public in attendance. Generally, the public presentation will comprise a 20-25 minute summary of the dissertation and key findings, followed by questions from the committee and the audience, with no more than 2 hours allotted to the proceedings.

Teaching Experience
Phase II students are encouraged to develop skills and experience teaching at the college/university level if it is relevant to their particular career goals.

Because some students will be moving into applied, governmental, or NGO careers, teaching experience is not always necessary for their professional goals. Those students seeking a career in colleges and universities should participate in training opportunities offered by the school and university, and/or by other post-secondary teaching opportunities in the course of their studies.

Award of the PhD
Upon completion of the 24 research hours and satisfactory defense of the dissertation, students are awarded a PhD in Environmental Social Sciences.

Faculty Review of Critical Documents

In order for students to complete their degree requirements in a timely manner, it is very important that Phase I and Phase II Chairs and committees review critical documents and return them to students with comments promptly. During the regular Fall or Spring semesters, advisors and committee members should return short documents (including portfolio papers, documents for the doctoral written exams, and doctoral proposals) to

students with comments within two weeks of receiving them. Dissertations should be returned with comments by faculty within three weeks of receiving them from students. This should be irrespective of how many documents the faculty member receives. Prompt turnaround is necessary to help students move through the program in a timely manner.

Faculty are not obligated to review these academic documents outside of the regular Academic Year (i.e. in the summer). If documents are not received during the semester or not sufficiently prior to the end of a regular semester to allow for two to three weeks of review, students and advisors/committee members should jointly agree on a review period. Faculty may give priority to student work submitted on time, and in accordance with any timeline agreed to by the student and her/his advisor.

Self-Reporting and Evaluation

Early every Spring semester, graduate students at all levels submit a progress report and vita to the Graduate Coordinator. These reports represent student activity for the previous calendar year (i.e., January through December). These reports are solicited, and deadlines specified, by the Graduate Coordinator. The student's progress report is then evaluated by the ESS Graduate Committee in consultation with the student's Committee Chair.

Before the end of the Spring semester, the student will receive a letter from their Committee Chair informing her or him of the results of the evaluation and expectations for the future.

The evaluation is determined to be satisfactory, concerned, or unsatisfactory. In cases where the evaluation deems the student's progress to be "concerned" or "unsatisfactory," the letter specifies what the student must do (including a timeline) to improve their status. Failure to follow what is specified in that letter (i.e., continual unsatisfactory status) results in dismissal from the program. Normally, a student who receives an unsatisfactory evaluation two years in a row is dismissed from the program.

ENVIRONMENTAL SOCIAL SCIENCE ROADMAP
Chronological Chart of Doctoral Degree Program Requirements
October 2014

PHASE I (two years until receipt of Masters- in-passing degree)

Coursework Requirements 30 credit hours of coursework or Reading & Conferences (R & Cs) (equivalent to 10 three credit hour courses)	Other Academic Requirements (See "Phase I Paper trail" on Blackboard)
First year: ASB 501 Professionalism ESS 501 (offered alternate years) Should be taken **before** ESS 502 unless the ESS Graduate Director approves the reverse sequence. You should take **9 hours of courses** per semester- i.e. 6 graduate courses per academic year. Consult with your advisor as to which courses might be most appropriate as you move through your first year. There are numerous courses in Geography, Anthropology, Justice studies, Life Sciences, Sustainability, Global health, and related programs that may be useful to your plan of study. Developing knowledge in social theory and research methods will assist you greatly as you move through the program. Always have your advisor or the ESS director review your schedule to ensure that courses are appropriate for the ESS program. ***Second year:*** Take six more courses (or R&Cs) appropriate to developing your research interests in ESS.	***First year:*** Choose an <u>advisor </u>(preferably during Fall Semester), who will serve as your mentor and supervisor during Phase I, and a <u>MA supervisory committee</u> (which consists of your advisor and two other ESS graduate faculty). (See the ESS graduate director for further information). Advisor writes memo to SHESC Graduate Committee. Students submit the memo and the *MA Supervisory Committee Approval* form to the Graduate Coordinator. Be sure to *submit an application for receiving a TA or an RA* (see "TA Information" folder or contact Graduate Academic Advisor) when the call goes out in the Spring; if no application is submitted, you will not be considered for one**, even if you have a funding package!!!** ***Second year:*** (See "Research Skills & Phase I Deadlines" on Blackboard) Assemble the <u>MA Research Skills Portfolio</u> consisting of one research paper (revised in response to faculty

	comments), recommended by March 1st of year 2.
Coursework suggestions: ESS 502 (offered alternating years, **if** you were able to take 501 in your first year). Other courses as per year one. Be sure to consult the ESS Graduate Program Guide as you select courses, with an eye toward satisfying requirements	Submit the MA Portfolio, your transcript, and a brief 1 page statement of research interests for Phase II to your advisor no later than 4 weeks before the last day of classes for Spring Semester (the SOP should also be submitted to the Graduate Coordinator). Your advisor should submit a memo to the Graduate Coordinator supporting your advancement to Phase II at this time (see below). An MA supervisory committee evaluates the above MA materials.

PHASE II (ca. 2-3 years until advancement to Ph.D. candidacy and 1-2 additional years until receipt of Ph.D.)

Coursework Requirements At least 54 credit hours (30 hours of coursework or R&C hours, 12 Research and 12 Dissertation hours)	**Other Academic Requirements** (See "Phase II Paper trail" on Blackboard)
First year (Third year overall): Work towards obtaining the 30 credit hours of coursework or Reading & Conference hours that are required for advancement to candidacy. *Coursework suggestions:* 1. ASB 501 Professionalism is required to be taken in the first semester of the program. 2. Your advisor/Ph.D. supervisory committee may recommend/require	***First year (Third year overall):*** Choose an advisor (preferably during Fall Semester), who may or may not be your Phase I advisor, and a **Ph.D. supervisory committee** (See "SHESC Ph.D. committee formation instructions" on Blackboard). ● Advisor (chair of your committee) writes a memo to the SHESC ESS Graduate Committee. ● Student submits the memo, a brief statement describing his/her dissertation research, and the *Ph.D.*

that you take certain courses in addition to Core I and Core II required courses. **Phase II students are not required to take ESS 501 before ESS 502**, although the sequence is recommended. Your advisor must approve your Plan of Study (iPOS) for you to be advanced to candidacy.

3. You should take one or more research methods courses appropriate to the kind of research you will undertake for your dissertation. GIS is also recommended for most ESS students. Consult with your chair. As with other courses that satisfy ESS requirements there are a number of units on campus which offer appropriate methods courses.

Supervisory Committee Approval form to the Graduate Coordinator. To make subsequent changes to committee membership, complete the *Graduate Supervisory Committee Change* form (available from the Graduate College). See Graduate Coordinator for details.

Develop a **Plan of Study (iPOS)** for Phase II in consultation with your advisor/supervisory committee (by ***the end of Spring Semester***).

- Fill out and submit the iPOS online, obtain your advisor's signature, and submit to the Graduate Coordinator. This needs to be done prior to the doctoral examinations (see below).

- Subsequent changes to the iPOS should all be entered at the beginning of the semester you plan to graduate.

- **Warning**: The Graduate College ***will not*** process proposal defense paperwork if your iPOS is not on file by the time you have accrued 42 graduate credit hours here at ASU – i.e., by the Spring semester of year 1 in Phase II!

Second year (Fourth year overall):

Continue working towards obtaining the 30 credit hours of coursework or R&C hours that are required for advancement to candidacy. **ESS generally recommends that you take GCU 585, ASM 579, or similar proposal writing course. in your second year post MA. In most instances your proposal will be the written part of your doctoral examination. Starting on developing a proposal early will speed your**

Second year (Fourth year overall):

By Spring semester of your second year Phase II you should be developing a **draft dissertation proposal** This proposal is normally presented and defended at the end of your second year or in the Fall semester of your third year depending on the level of development of your proposal. If you are taking 9 hours per semester you will have completed your course work hours in your 4th

advancement to candidacy by your third year. Consult with your advisor.

semester of Phase 2. Using ESS 792 and ESS 799 hours will fill in the rest of your 54 hour requirement for the PhD.

Third Year (Fifth year overall):

Complete the coursework required for advancement to candidacy, including: *Proposal Writing* GCU 585 or ASM 579 *if you have not taken it previously.* By the fall **semester** of your third year you should be **finalizing your dissertation proposal for submission to your committee for approval.**

Upon successful defense of your proposal, your dissertation research should commence. In optimal circumstances you will begin field work or other data gathering by Spring of your third year Phase II.

Third Year (Fifth year overall):

Once completed and approved by your chair, you should have the remainder of your committee review and comment on your proposal for further revisions. **When all of your committee agrees** then you are ready for your oral defense. Schedule an **oral defense of your dissertation proposal, which constitutes the *oral* portion of the doctoral examination necessary for advancement to Ph.D. candidacy**.

The oral defense will normally consist of a **20-25 minute public presentation followed by a closed meeting with your committee.**

- After you have passed both the written (proposal) and oral examinations, have your committee members sign the *Report of Doctoral Comprehensive Examinations and Approval of the Ph.D. Dissertation Prospectus* form and submit it to the Graduate Coordinator.

Advance to Ph.D. candidacy and become ABD ("All-But-Dissertation").

Fourth and Fifth Years (Sixth and Seventh year overall):
Register for 12 hours of ESS 792 Research and 12 hours of ESS 799 Dissertation as needed to fulfill your credit hour requirements.

Fourth Year (Sixth year overall):
Continue on dissertation research, analysis and write up. At this point you should be working closely with your chair and submitting chapters to her or him as they are completed.

Notes:
It is possible to register for Research/Dissertation hours before you are advanced to candidacy.
Your doctoral iPOS must contain *exactly* 12 hours of Dissertation (799) even if you register for more.

Please register for Dissertation hours in 3 or 6 hour increments to ensure that they will add up to exactly 12.
You may have more than 12 hours of ESS 792 Research on your doctoral iPOS, but should not have fewer.
The Graduate College recommends taking ESS 792 Research until you have accumulated 12 hours, then taking ESS 799 Dissertation until you have accumulated 12 hours, and then reverting back to taking ESS 792 Research until you graduate.

Fifth Year (Seventh year overall):
Complete your dissertation
● Completed dissertations must be read and approved by all committee members prior to your defense.
● Final corrections to your iPOS must be submitted online at the beginning of the semester you plan to graduate. Submit the Application for Graduation form at http://students.asu.edu/forms/application-graduation (two months before graduation).
Schedule a public **dissertation defense.**

● Submit the *Ph.D. Defense Announcement* form to the Graduate Coordinator and the *Doctoral Defense Recommendation and Format Review* forms to the Graduate College **at least 2 weeks before your defense**.
● Defenses must be held during normal business hours when classes are in session **(not during semester/summer breaks).**
● After you pass your dissertation defense, your committee signs the *Announcement and Report for Doctoral Dissertation Defense* form.

Congrats, you are awarded the Ph.D. in ESS

Concentrations

Students in this program may include the following optional concentration in their coursework and should consult the graduate advisor for more information.

Complex Adaptive Systems Science

This concentration trains the next generation of scientists in advanced concepts and methods needed for approaching diverse phenomena in the social and life sciences. The program is tightly integrated with diverse, ongoing, university-wide research on complex adaptive systems science and emphasizes the value of this perspective to give better insight and a more active role in seeking solutions to a broad array of critical issues facing our society today. Students will be fluent in the common language of complexity while also receiving a solid foundation in the domain knowledge of existing academic disciplines.

Curriculum
The required core courses will bring students together in an integrated learning environment to form a cadre of diverse backgrounds. The core courses are designed to provide students with methods and theory appropriate to the study of complex adaptive system science. They will explore the link between concepts of sustainability and systems approaches to knowledge, and will develop the integrative methods needed to work on sustainability problems.

Choose one from the following foundational courses (3 credits):
- ASM/BIO/SOS 570 Fundamentals of Complex Adaptive Systems Science (Fall)
- SES 494/591 Fundamentals of Complexity (Spring)

Choose one from the following mathematics courses (3 credits):
- AML 591 Probability Theory
- AML 610 Topics in Applied Mathematics for the Life and Social Sciences
- APM 598 Mathematical Methods for Complex Adaptive Systems (Spring)
- ASM 591 Dynamic Modeling in Social and Ecological Systems

Choose one from the following modeling courses (3 credits):
- ABS 560 Ecological Modeling (Spring)
- AML 520 Agent Based Modeling
- AML 591 Modeling in Game Theory (Spring)
- AML 612 Applied Mathematics for the Life and Social Sciences Modeling Seminar (Spring)
- ASM 591 Dynamic Modeling in Social and Ecological Systems
- CSE 561 Modeling and Simulation Theory & Application (Spring)
- GIS 598 Local Statistical Modeling (Fall)
- PAF 591 Introduction to Policy Informatics
- PUP 598 Modeling and Simulating Urban Environments
- SOS 591 Agent-Based Modeling for Sustainability (Fall)

- SOS 591/AML 591/BIO 591 Ecological Modeling

One course in applying CASS approaches as approved by committee (3 credits) For example:
- ANB 602 Current Issues in Animal Behavior (Spring)
- ASM 591/BIO591 Readings in Complexity (Spring)
- BIO 522 Populations: Evolutionary Ecology
- BIO 545 Populations: Evolutionary Genetics
- BIO 591 Topics in Mathematics for Life and Sustainability Science
- GLG 495/598 Environmental Systems Biology (Spring)
- PAF 591 Complexity in Public Policy & Management (Spring)
- PAF 691 Social Dynamics and Policy Informatics (Fall)
- PSY 576 Dynamics in Psychology
- PSY 598 Dynamics in Perception, Action and Cognition (Spring)
- SES 494/591 Fundamentals of Complexity (Spring)
- SES 591 The Origins of Life (Spring)
- SES 598 Environmental Systems Biology
- SES 598 Fundamentals of Complexity (Spring)
- SOS 591 Adaptation Resilience Transformation
- SOS 591 Applied Robustness Analysis in Social-Ecological Systems
- SOS 598 Social Network Analysis

Research or reading and conference with a CASS faculty member (3 credits)

Urbanism

84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation. Students entering with a master's degree in a related field may be granted up to 30 credit hours toward the 84 credit hour total required for the doctorate. This leaves 30 credit hours of coursework, 12 hours of research credit and 12 hours of dissertation credit (54 credit hours total) to be earned post-admission. Students entering without a master's degree must earn an additional 30 hours of graduate credit, produce a research portfolio which is formally evaluated by a faculty committee, and present that research in a public forum before continuing on in the later stage of the doctorate.

All students must maintain an average GPA of 3.20 (scale is 4.00 = "A") in their courses and complete degree requirements per the program's satisfactory progress policy.