School of Human Evolution and Social Change
Environmental Social Science PhD Handbook Arizona State University

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INTRODUCTION

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

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

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

ADMISSIONS INFORMATION

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

- Have earned a bachelor’s degree or higher from a regionally accredited institution in the U.S. or the equivalent of a U.S. bachelor’s degree from an international institution that is officially recognized by that country. Although applicants are not required to have a specific type of bachelor’s degree, most admitted students have a degree related to their graduate program of interest.

- Have maintained a “B” (3.00 on a 4.00 scale) grade point average (GPA) in the last 60 semester hours or 90 quarter hours of undergraduate course work. If students do not meet the minimum GPA requirements, their application may still be considered.

- Submit general GRE scores; exam must have been taken within the last 5 years.

- Demonstrate English proficiency if the applicant’s native language is not English.

Application Information

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

December 1 – Submission of online application

December 15 – Receipt of all application supplemental materials
All application materials are submitted online through the Graduate Admissions electronic application. The application consists of two categories of materials: those required by Graduate Admissions and those required by SHESC. The application will provide instructions regarding the required materials, which include:

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

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

All applicants will be considered for financial support. Applicants not in need of financial support should notify the 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.

**STUDENT ADVISING**

During Orientation, which is mandatory and typically occurs the week of or before the fall semester starts, each incoming graduate student will receive general information about the graduate program from the Associate Director of Graduate Studies as well as the Approach Head of their program. Students should meet individually with their research advisors for personalized guidance about the graduate program, advice in first year class selections, and discussion of other related matters. The Associate Director of Graduate Studies is available to assist in advising graduate students at any time, but particularly during this period.

**Research Advisor**

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

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

**M.A. Supervisory Committee**

This 3 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 programs). If a student has co-chairs only one additional committee member is required.
- Additional participants (e.g., academic professionals, adjunct faculty, affiliated faculty, or non-ASU faculty members not on the SHESC Graduate Faculty) may serve only in addition to the 3 Graduate Faculty members upon approval of the Graduate Committee

**Ph.D. Supervisory Committee**

This 3 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 members are required.
- Additional participants (e.g., Academic Professionals or external faculty members not on the SHESC Graduate Faculty) may serve as one of the committee members pending approval of the Supervisory Committee, the Associate Director of Graduate Studies, and the Graduate College.
- Students must have at least half of their committee consist of SHESC faculty, exceptions can be made, but must be approved by the supervisory committee, Approach Head, and Associate Director of Graduate Studies.
If a student wishes to include non-ASU participants, he/she should submit the name of the proposed member and a rationale for that choice to the Supervisory Committee for evaluation. Should the Supervisory Committee concur, the outside participant should be contacted by the student and asked to provide their curriculum vitae. The student submits a short memo requesting this addition and presenting the rationale for it along with their curriculum vitae and a committee approval request form to the Associate Director of Graduate Studies through the Graduate Student Support Specialist. With the Associate Director’s approval, the request form is submitted to the Graduate College. Once the Graduate College approves the outside participant, the student should adjust their Program of Study (see below) accordingly.

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

Students should review the registration and enrollment guidelines in the Graduate College Policies and Procedures guidebook for more information.

Continuous Enrollment

Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way utilizing university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, or graduating from the degree program.
To maintain continuous enrollment the credit hour(s) must:

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

Grades of “W” (withdrawal) or “X” (audit) are not valid for continuous enrollment purposes or minimum registration requirements. “W” grades are received when students officially withdraw from a course after the course drop deadline or they do not successfully complete an audited class. “X” grades are received when a student successfully completes audited courses. Additionally, students completing work for a course in which they received a grade of “I” (incomplete) must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an incomplete grade; if the work is not complete and the grade changed within one year, the “I” grade becomes permanent. The Student Services Manual provides more information about incomplete grades.

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

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

**Grades and Grievances**

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

Students who are seeking to appeal a grade should refer to the College of Liberal Arts and Sciences Academic (Grade) Grievance procedures. Grade appeals should be addressed by the student as soon as possible after the grade in question is awarded.
**Drop/Add and Withdrawal Deadlines**

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

**Medical/Compassionate Withdrawal**

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

**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 OF STUDY**

The [Program of Study (POS)](#) is an official academic plan for students that maps the requirements for degree completion. It includes coursework, the student’s 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 semester hours of pre-admission credit toward a Program of Study (POS) per approval by the student’s advisor. Such courses must be acceptable for inclusion in graduate degree programs at that institution. Pre-admission courses must have been taken within three years of admission to the ASU degree program. Only graduate-level courses with “B” grade or higher that were not used toward a
previous degree may be eligible to apply toward the current degree program. See the Graduate College guidelines for more details regarding pre-admission credits (refer to ASU pre-admission section under graduate degree requirements section).

**Filing the Program of Study**

The student is expected to meet with their Supervisory Committee shortly after its appointment to formulate and approve their POS. The POS must be filed before their Annual Self-Evaluation is due. Annual Evaluations should cover student progress over a calendar year. It is the student’s responsibility to submit and update a POS (found in “My Programs” section of My ASU) as necessary and to include the POS requirements as noted in this guidebook depending on their degree. The student must turn in the POS “courses” and “approval” pages signed by their advisor to the Graduate Student Support Specialist for approval by the Associate Director for Graduate Education. The POS will then be forwarded to the Graduate College for approval. Final approval of the POS by the Graduate College confirms the appointment of the Dissertation Supervisory Committee and the approval of coursework toward degree requirements.

POS coursework requirements for the Cert., M.A. and Ph.D. degrees will be listed in upcoming sections. The POS coursework and/or Supervisory Committee may need to be updated as the student advances toward completion of their studies. Ph.D. students must have an approved POS on file before taking comprehensive oral exams. It is the student’s responsibility to ensure that the information on the POS is accurate before the student schedules the defense. Students must notify the Graduate Student Support Specialist when any changes are made to the POS.

**ACADEMIC AND RESEARCH PERFORMANCE EVALUATIONS**

A graduate student is considered to be performing satisfactorily when:

- Student maintains a “B” average (3.0 GPA) or better in graduate coursework approved by the Graduate Committee or the student’s Supervisory Committee, excluding research, thesis or dissertation credits. The minimum must be maintained on all GPA’s: Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA. The iPOS GPA is calculated on all courses that appear on the student’s approved iPOS (with the exception of LAW and Transfer credits). Cumulative ASU GPA represents all courses completed at ASU during the graduate career. Students have a “career” for each admission (degree or non-degree). The cumulative GPA is the GPA within each “career”. 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 all three GPAs in the ‘Programs’ tab under the ‘My Programs’ section of My ASU.
- Student research is progressing satisfactorily as determined through the annual report process.
- The performance of duties related to any appointment the student may hold (e.g., teaching or research assistantship) is satisfactory. Students in a TA position will be evaluated by the faculty instructor of the assigned course(s). Students in an RA position will be evaluated by the faculty member funding the assistantship.
• Requirements and responsibilities outlined in the following sections for examinations, technical reviews, and defense of dissertation are completed within the allowed time period.

**Annual Review**

The Graduate Committee of SHESC reviews the progress of all graduate students annually. All students with one or more semesters completed are required to submit the following materials to the Graduate Committee through the SHESC Graduate Student Blackboard by January 20 (details of the submission process will be sent in advance of the due date):

• The SHESC Progress Report form (found at the end of this document) signed by the Supervisory Committee. Signatures can be obtained by scanning a signed hard copy, coordinating an email indicating signature by the advisor, or by using electronic signatures.
• An updated CV.
• An unofficial copy of your most recent ASU transcript
• The Courses and Approval pages of your approved PhD iPOS

The student must meet with their Supervisory Committee (as many members as possible; virtual presence is permitted) for an annual review of academic progress before the report is due on January 20. Students who defended their dissertation during the annual period are exempt from submitting a report. After reviewing all student submitted Progress Report Forms, Faculty will return an Evaluation Letter to the student and Graduate Student Support Specialist informing the student of their ‘satisfactory’ or ‘unsatisfactory’ status within their program.

Failure to submit an annual research report will result in a meeting with the Graduate Committee to discuss the student’s progress in more detail, and may also result in loss of office space, low priority for funding, or termination from the graduate program.

**End of Semester GPA Review**

The Graduate College requires all students (M.A. and PhD) to maintain a 3.0 GPA in order 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, SHESC 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 the Graduate College. Students will receive an academic probation letter if any of their GPAs fall below the minimum requirements.

Students who are on academic probation will not be allowed to complete any major milestones until their GPAs meet these minimum requirements. These milestones include but are not limited to: comprehensive exams, technical reviews, defenses and graduation.

Continuing academic probation beyond two semesters, students may result in loss of office space, low priority for funding, or termination from the graduate program.

Students with an approved iPOS can verify their GPAs in the ‘My Programs’ section of My ASU.
Satisfactory Academic Progress

Satisfactory academic progress is evaluated through the annual report process. During the annual review process, the student’s advisor or the Program Approach Head will review all reports. Students will receive an approval letter if they are progressing satisfactorily. Students with situations of concern will receive a detailed letter addressing the concerns. The letter will outline the basis for the decision regarding satisfactory progress in the program. For a student whose performance is deemed unsatisfactory, the following actions may be proposed to the Associate Director of Graduate Studies:

- Termination as a graduate student in the graduate program at the end of the semester in which the student is currently enrolled.
- Probationary continuation of enrollment in the graduate program. Following a meeting with the Supervisory Committee, the student will be given a specific set of requirements to achieve in a specified period of time. The requirements and timeline will be documented in a memo and kept in the student’s file. Failure to meet these requirements will result in the recommendation above.

Copies of letters recommending probation, suspension, or dismissal will be forwarded to the dean of the Graduate College. The student may appeal in writing to the Associate Director of Graduate Studies if he/she feels there are extenuating circumstances that should be considered. Unsatisfactory performances in research, academics, and/or assistantship assignments are grounds for discontinuation of financial support from the School of Human Evolution and Social Change.

Academic Integrity

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

Allegations of academic dishonesty will be reviewed by the Graduate Committee who will decide on the appropriate actions. This may include reporting the student to the Graduate College with a recommendation of dismissal from the program.

PROCEDURES & PAPERWORK

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 the transcript. Pending approval of the culminating experience and receipt of the 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 Office of Graduate Education policies.

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

Identify your faculty advisor during fall of year 1. File PhD interactive Plan of Student (iPOS) during spring of year 1 (see below for information on how to file your iPOS). Notify the graduate specialist via email of your intention to earn the MIP at the beginning of the semester in which you intend to earn the degree (include your ID number in the email) and then identify remainder of master’s committee and submit the [SHESC Committee formation](#) document to the graduate specialist along with a memo from your chair explaining committee membership and a one-page statement from you regarding your research interests. Notice that your 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, your MIP committee may be somewhat different from your eventual PhD committee.

The graduate specialist submits an MIP request form to Graduate Education, at which point the MIP iPOS is generated and appears in MyASU. Graduate Education will not generate an MIP iPOS unless the PhD iPOS has been approved. Complete the MIP iPOS as soon as possible after it has been generated. You cannot apply to graduate with the MIP until your MIP iPOS has been approved. You can apply to graduate (via MyASU). Be sure you 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 fall and early February in spring. There is a $50 application fee, but if you do not graduate in the semester you pay the fee it will roll forward; you only have to pay the fee once per degree.

**Complete research paper/portfolio and present at MA Symposium.**

Turn in the signed [MA/MS culminating experience](#) paperwork to the graduate specialist upon successful completion of requirements.

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

Identify faculty advisor during fall of year 1. File PhD iPOS during spring of year 1 (see below for information on how to file your iPOS). Identify remainder of doctoral committee and submit the [SHESC Committee formation](#) document to the graduate specialist along with a memo from your chair explaining committee membership and a one-page statement from you regarding your research interests. The committee must have at least three members, at least half of whom are regular or research faculty within the School. Except in unusual circumstances, committees with more than four members are not recommended. The chair or co-chair must be a regular or research faculty within the School. Emeritus 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 the School. For external members, fill out Graduate Education’s [Committee Approval Request](#) form and turn it in to the
graduate specialist (SHESC 218) along with the member’s most recent CV. Your committee members’ names should be typed or printed and they sign in the "signature" column. You do not have to fill out section II of the form, but once section I is completed turn it in to the graduate specialist, along with the memo and statement, for circulation among the appropriate graduate committee members. Note that for anthropology, all approach conveners sign the form before it goes to the head of the grad committee and the director of SHESC. For non-anthropology degrees, the degree director signs the form before it goes to the head of the grad committee and the director of SHESC. Update the iPOS to reflect the entire committee membership.

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. If the chair or 2 or more members of the committee change, the SHESC paperwork must be redone as well.

Per degree requirements for your program, complete comprehensive examinations.
Have your committee sign the Comprehensive Exam form and turn it in to the graduate specialist. Put the date your committee notified you of your exam results in the field labeled "DATE WRITTEN COMPREHENSIVE EXAMINATION TAKEN." The graduate specialist will get the head of academic unit signature for you. Once the results are entered, you will see your results in the "my programs and degree progress" box in MyASU under the iPOS tab.

Per the requirements of your degree program, defend dissertation proposal (sometimes also called prospectus). Proposal defenses have a public component and may also have a private component. Generally you want to 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 you reserve a room and any equipment you might need. Once you know the time/date/location of your defense, email that information to the communications assistant and the graduate specialist with a list of your committee members, a title, and a one-paragraph abstract. Send this information two weeks before the defense so that an announcement can run in the weekly Graduate Digest. Have your committee sign the Dissertation Proposal form and turn it in to the graduate specialist.

The graduate specialist will get the head of academic unit signature for you. Once the results are entered, you will see your results in the "my programs and degree progress" box in MyASU under the iPOS tab. You will also be able to download your candidacy letter. If you do not download the letter and the option to do so disappears, contact the graduate specialist, who can get you another copy.

Conduct research for dissertation and write up dissertation. "Readers". There is no official process to have a "reader" for your dissertation. A reader will be ancillary and will not have any authority over whether you pass or not and therefore will be an informal member. Your Chair, however, should approve of the reader and you should keep an electronic paper trail.

3-Paper Dissertation Option. ASU policies. SHESC policies.

Apply to graduate (via MyASU) by the deadline in the semester in which you anticipate defending. The deadline to apply to graduate is posted online with other graduation deadlines, but occurs in early October in fall and early February in spring. There is a $50 application fee, but if you do not
graduate in the semester you pay the fee it will roll forward; you only have to pay the fee once per degree.

**Schedule defense** (at least 10 working days in advance).

Please refer to the Graduate Education'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, so use the defense scheduling link in the "my programs and degree progress" box in MyASU under the defense tab to make sure the day you want is available. Generally you want to 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 you reserve a room and any equipment you might need. Once you know the time/date/location of your defense, use the defense scheduling link in MyASU to schedule your defense with Graduate Education. Email your defense information to the communications assistant and the graduate specialist along with a list of your committee members, a title, and a one-page abstract. Send this information two weeks before the defense so that an announcement can run in the weekly Graduate Digest. Your committee will bring the pass/fail form to the defense. If they forget, the graduate specialist can print a copy. Have your committee fill out the form turn it in to the graduate specialist. PAY ATTENTION, as the form can be confusing and signatures in incorrect places can delay processing.

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

Please review the **Absent Committee Member Procedures** if a member of your committee cannot be present for your dissertation. Note that a minimum of 50% of your committee must be physically present. The Chair (or one co-chair) must be present. If a Proxy is used he/she must be approved to serve on a committee for the program and the Chair and Graduate Director must approve the appointment. Forward (or CC) approvals to the graduate specialist who will inform Graduate Education of the proxy. Send an email to the graduate specialist asking that any outstanding "Z" grades on your transcript be changed to "Y."

**Terminal Master's Procedures & Paperwork**

Students in Museum Studies and Global Health are accepted into their respective terminal MA programs. Upon completion of the Master's, such students have completed their graduate work at SHESC (i.e., they do not automatically continue on into a PhD). These students may apply to a PhD program in SHESC according to the normal process and deadlines; if accepted, they would enter in Phase II.
• Complete the iPOS by the time you have earned 50% of the credits required for the degree.
• Apply to graduate (via MyASU) by the posted deadline for the semester in which you intend to graduate.
• The deadline to apply to graduate is posted online with other graduation deadlines, but occurs in early October in fall and early February in spring.
• There is a $50 application fee, but if you do not graduate in the semester you pay the fee it will roll forward; you only have to pay the fee once per degree.
• Complete the relevant culminating experience.
• For museum studies, a research portfolio and presentation. Turn in the MA/MS Culminating Experience form to the graduate specialist once complete.
• Global health students take applied project credit so a culminating experience form is not required; however, make sure that your chair contacts the graduate specialist for any grade changes to applied project credit from prior semesters.

Paperwork for Special Circumstances

Student Committee Approval: If one or more of your committee members is outside SHESC or ASU and you are unable to add them to your iPOS, please fill out the Student Committee Approval form and turn it in to the graduate specialist along with that individual’s most recent CV. Per SHESC policy, at least 50% of your committee must be regular SHESC faculty. So if you have 2 external members you need a 4-person committee. Your PhD Supervisory Committee formation documents must be correct and on file with the graduate specialist to add an external member.

Request to maintain continuous enrollment (a.k.a. "leave of absence"). There are separate versions of the form for doctoral students and master’s/certificate students. Graduate students planning to discontinue registration for a semester or more must request approval to maintain continuous enrollment. This request must be submitted and approved before the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program. By requesting to maintain continuous enrollment without course registration, you affirm that you 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 your time to degree “clock.” For a doctoral degree, you have 10 years total or 5 years after your written comprehensive exam, whichever is less. For a master’s degree, you have 6 years total. For a certificate, you have 3 years total. Generally approved reasons for a leave of absence include illness of yourself or a close family member.

Request for an extension: Fill out a petition to Graduate Education, have it signed by your committee, and turn it in to the graduate specialist. The specialist will get the head of academic unit signature and submit it to Grad Education. The petition should include:
• The reason you have been unable to complete the degree by your deadline.
• A timeline of the work remaining until degree completion, including specific dates.
A statement acknowledging that you understand only one extension of time to degree may be granted. If you do not complete the remaining work and graduate according your timeline, no further extensions will be granted and you will be terminated from the degree program.

Generally speaking, you must be advanced to candidacy in order for a petition for an extension 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.

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

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

If you need special information on your enrollment verification, or if you need a specialty verification form completed such as the Canadian or Alaskan form, submit an *Enrollment Verification Request Form* (see instructions on form) to any registration location (photo ID required for in person visits.)

Verification of Full-Time/Half-Time Status. If you have advanced to candidacy, will be registered for fewer than 6 credit hours in a given semester, and have student loans you would like to keep "in school," please fill out this form and put it in Monica Salazar's mailbox so that she may get the signatures and submit to the Registrar. This form does not permit new borrowing.

**Resources for 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, your registration will be cut off until your iPOS is complete. Your iPOS must be complete, updated, and approved at the time of all milestones including the MIP, comprehensive exams, dissertation proposal, and dissertation defense. For more information, see Graduate Education's iPOS page. For a walk-through of the iPOS process that includes screen shots, see the iPOS Training Manual.

**Access your iPOS.** You can access it via myASU → My Programs and Degree Progress box → iPOS tab → Graduate Interactive Plan of Study
Select the appropriate degree. For the PhD, the next screen should state that your requirements are 84 hours, a Written Comprehensive Exam, and a Dissertation.

Reminder: You need to allow pop-ups on your internet browser when filing your iPOS.

Apply previous Master's degree from another institution. If you were awarded a Master's degree from a previous university, you can elect to apply a blanket 30 credit hours from the degree to your doctoral POS.

- Select "yes" when asked whether you want to apply a previously awarded Master's.
- Select the appropriate Master's degree to apply. It should list the university and the year awarded.
- If you do not see a link at the top of the page saying Previous Degree, please contact the graduate specialist.
- Please remember that if you apply the blanket 30 hours from the Master's degree, you do not want to explicitly list any courses that were counted toward the Master's program of study/degree (i.e., you cannot count credits twice).

Master's in Passing (MiP) from ASU. If you were awarded a Master's in Passing from ASU as part of your movement through the PhD program, do not apply the blanket 30 credit hours from the degree to your doctoral POS.

- Select "no" when asked whether you want to apply a previously awarded Master's.
- Import all the courses that you want to count toward your PhD off of your transcript (see "select your courses" below).

Select your courses. The easiest way to do this is to pull directly from your transcript, then delete any excess courses.

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

Select any transfer courses.

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

Select an advisor. You have the option to list your entire committee or just your advisor/chair. SHESC prefers that you list your committee in its entirety. If you have co-chairs, the system will not allow you to submit unless you list your committee in its entirety.

• Your committee must match the committee that is listed on your PhD Committee Approval form, which should be on file with the graduate specialist.

• If you do not have a PhD Committee Approval signature form yet on file, you will need to complete one and submit it to the graduate specialist before your iPOS can be approved.

• If one of your committee members is from outside SHESC or the ASU and comes up as “not found” during the search, please fill out the Student Committee Approval form and turn it in to the graduate specialist along with the individual's most recent CV. External members cannot be the sole chair, but can co-chair.

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

Print off the summary pages. You will want to print off both the “Courses” page and the “Approval” page links found on the right side of the page.

• After you have printed off both pages you will need to have them signed by your advisor/chair.

• If you have co-chairs you only need the signature of one person, though you will want to let your other co-chair/members look at your iPOS pages to confirm that they also approve.

Hand in the papers to the graduate specialist.

• Once you have obtained your advisor’s signature on both pages, you will want to submit them to the graduate specialist, who will obtain the head of the academic unit’s signature for you and electronically approve your iPOS.

Update your iPOS as necessary. Projections do not always match reality. If you do not register for courses you projected during the semester you said you would, or if the prefix/number/title or number of credits do not match, a "course not found" error will be generated.

• Periodically (before degree milestones) you should check your iPOS to be sure that your committee and all coursework are correct.

• If there are errors or out of date information, you can submit a committee or course change to correct them.

• Once you have corrected the information, submit the changes so they are "pending in the academic
I. 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 30 graduate faculty in 10 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, govern 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. (See the ESS Roadmap document for additional information as to documentation and timing of your activities)

II. General Requirements for Graduate Students

A. Organization of the ESS Curriculum
The following curriculum structure applies to all students entering the ESS graduate program. (Note: ESS does not require students to take the professionalism course required for the anthropology degree). 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 (see the ESS Evaluation Criteria document posted on Blackboard.

Figure 1. ESS Graduate Curriculum

<table>
<thead>
<tr>
<th>Curricular Structure</th>
<th>Content / Specific courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Previously awarded master’s degree or 30 hrs. of approved course work.</td>
<td>Topics relevant to environmental social science (these may include Core I and Core II classes in consultation with your advisor.)</td>
<td>Up to 30 credit hours</td>
</tr>
<tr>
<td>2) Conceptual Domains (Core I):</td>
<td>ESS 501: Social Theory and the Environment (3)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>ESS 502: Political Ecology: Theory and Research (3) (Phase I students should take 501 prior to 502)</td>
<td></td>
</tr>
<tr>
<td>3) Topical Foci (Core II):</td>
<td>ESS 510: Urban Environments (3) or an approved alternative</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>ESS 504: Introduction to Analyzing Sociotechnical Systems (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ESS 512: Landscapes (3) or an approved alternative in the School of Geographical Sciences and Urban Planning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ESS 513: Institutions, Society, and the Environment (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ESS 514: Health and the Environment (3) or an approved alternative</td>
<td></td>
</tr>
<tr>
<td>4) Research Design and Proposal Writing: One course; with the specific focus determined based on the student’s interests and research plans.</td>
<td>GCU 585 or ASM 579 Research Design and Proposal Writing Or another approved alternative from other units.</td>
<td>3</td>
</tr>
<tr>
<td>5) Technical Expertise: Two courses that provide intensive background in some area of science relevant to the student's research interests.</td>
<td>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.</td>
<td>6</td>
</tr>
<tr>
<td>6) Electives: At least two courses relevant to the student’s research interests and educational needs and approved by their Chair.</td>
<td>Electives include courses in many fields. Students should discuss possible courses with the ESS director and their committee chairs.</td>
<td>6</td>
</tr>
<tr>
<td>7) Research/Dissertation Hours TOTAL</td>
<td>ESS 792, 799</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td></td>
<td>84</td>
</tr>
</tbody>
</table>
B. Self-Reporting and Evaluation
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 either the ESS Director or 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 “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.

III. 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.

A. 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 socioenvironmental issues and problems. Students should also develop methodological expertise to promote their dissertation research.

B. 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 IV 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. 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.

C. Plan of Study: By the end of the second 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.
D. 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 must 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 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.

E. 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.

F. 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.

G. 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.
**H. 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.

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

Students who enter the ESS program with an MA in 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.

**A. 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 socioenvironmental 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 socioenvironmental 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.

**B. 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.

**C. 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. See the ESS Roadmap for additional information on research and dissertation hours.

D. Doctoral Examination:
During Phase II, the student prepares for and submits a written document to count as their comprehensive examination. With the approval of a student’s chair the Dissertation Proposal should (in most cases) serve as the written part of the 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 should take an approved proposal writing class to prepare the proposal (see Figure I). The dissertation proposal will be presented publically. 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.

E. 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.

F. 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.

G. 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, for ESS students a research dissertation is almost always recommended to speed completion of the degree.
- 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.

H. 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.

I. 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.

V. 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, advisor 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 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 committee.
Environmental Social Science Roadmap
Chronological Chart of Doctoral Degree Program Requirements
October 2014

All of the documents and forms referred to below are on Blackboard (click on “SHESC Graduate Student” and then on “Documents” on the left-hand navigation bar). For further information, see the “Current Graduate Curriculum” on Blackboard, the ESS graduate director, or the Graduate Coordinator. See the ESS Graduate Program Guide for additional details.

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

<table>
<thead>
<tr>
<th>Coursework Requirements</th>
<th>Other Academic Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 credit hours of coursework or Reading &amp; Conferences (R &amp; Cs) (equivalent to 10 three credit hour courses)</td>
<td>(See “Phase I Paper trail” on Blackboard)</td>
</tr>
</tbody>
</table>

**First year:**

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.

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.

**First year:**

Choose an advisor (preferably during Fall Semester), who will serve as your mentor and supervisor during Phase I, and a MA supervisory committee (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.
- Student submits 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 consult Georgie) 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 MA Research Skills Portfolio consisting of one research paper (revised in response to faculty comments), recommended by March 1st of year 2.

- 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.
Your must be registered for 9 hours per semester. This is a SHESC wide rule. R&Cs (ESS 790) can fulfill these hour requirements. Failure to take 9 hours could result in lower evaluation scores on progress to degree. If you are TAing, you still must register for 9 hours. One of these should be an ESS 790 Reading and Conference (3 credit hours), which generally requires less work than regular classes.

Your advisor may recommend/require that you take certain courses in addition other core or technical expertise courses, depending on your research specialization. (see the ESS Graduate Program Guide for additional information).

Your advisor must approve your Plan of Study (iPOS) for you to be awarded the MA and advance to Phase II.

- If approved, have your committee members sign the Report of Final Master’s Culminating Experience form.

Present your MA Portfolio paper at the SHESC-wide MA Research Symposium scheduled during April.

- Have your advisor sign the Documentation of the Research Skills Portfolio form and submit it along with the Report of Final Master’s Culminating Experience form and your MA Portfolio paper to the Graduate Coordinator within one week after the symposium.

After the symposium, you will receive an e-mail from the Office of Graduate Education asking you to fill out and submit your Plan of Study (iPOS) online for your MA in-passing (see “iPOS Resources” on Blackboard). Note that the iPOS for the MA in-passing cannot be filed until ALL of the requirements have been met.

- Obtain your advisor’s signature on your iPOS and submit to the Graduate Coordinator.

Submit the Application for Graduation form at http://students.asu.edu/forms/application-graduation.

You are awarded the ESS MA in-passing degree if you maintain a GPA of 3.2 and receive a positive evaluation of your research skills portfolio and presentation.

You are now able to apply for transition to Phase II.

Submit a formal application to transition to Phase II of the graduate program. (See “Research Skills & Phase I Deadlines” document):

- Email the graduate coordinator indicating your intent to continue onto Phase II.
- Obtain a memo (email) from your chair to grad coordinator supporting your transition to Phase II.
- Include the 1-page statement of research interests from the MA portfolio.
### PHASE II (ca. 2-3 years until advancement to Ph.D. candidacy and 1-2 additional years until receipt of Ph.D.)

<table>
<thead>
<tr>
<th>Coursework Requirements</th>
<th>Other Academic Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 54 credit hours (30 hours of coursework or R&amp;C hours, 12 Research and 12 Dissertation hours)</td>
<td>(See “Phase II Paper trail” on Blackboard)</td>
</tr>
</tbody>
</table>

#### 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. Your advisor/Ph.D. supervisory committee may recommend/require 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 (POS) for you to be advanced to candidacy.

2. 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.

#### 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. **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**

#### 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.
instances your proposal will be the written part of your doctoral examination. Starting on developing a proposal early will speed your advancement to candidacy by your third year. Consult with your advisor.

### 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 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.

### 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.

**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

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If you are taking 9 hours per semester you will have completed your course work hours in your 4th 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):

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 to the Graduate Coordinator.

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

### 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.

### 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](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
Procedures for the Annual Evaluation of ESS Graduate Students

Graduate students in the Environmental Social Science program will be evaluated each calendar year in order to determine which students will receive TA funding for the subsequent academic year and to provide them with feedback on their academic performance. They are required to submit annual progress reports during early Spring Semester on Blackboard. Faculty should carefully review progress reports for both the students they advise (as committee chair) and students on whose committees they serve. The advisor(s) of each student will take the lead in evaluating the student by computing the student’s overall numerical score (as outlined below), which will then be discussed (and possibly adjusted) at an ESS meeting of the approach convener and at least 2 faculty. A general ranking of students in the ETS approach will then be produced.

The evaluation is based on three criteria: course performance, progress toward the degree, and professional/research accomplishments (each will be scored 1 to 5, with 5 being the highest score). Each category will be given different weight when determining students’ overall scores depending on whether they are in:

- Phase I (pre-MA),
- Phase II (after receipt of the MA, but before advancement to PhD candidacy), or
- Phase III (advanced to PhD candidacy).

For students in Phase I, course performance will be the primary basis for the overall score. For students in Phase II, the three categories will be weighted more equally. For students in Phase III, more weight will be given to professional/research accomplishments and less to previous course performance (see table on last page).

Students are also strongly advised to schedule an annual meeting with their supervisory committee to discuss their progress and plans.

Scores for the three evaluation categories will be determined as follows:

**I. Course Performance**

<table>
<thead>
<tr>
<th>Score GPA</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.0</td>
<td>4.0</td>
</tr>
<tr>
<td>4.5</td>
<td>3.8 – 3.99</td>
</tr>
<tr>
<td>4.0</td>
<td>3.6 – 3.79</td>
</tr>
<tr>
<td>3.5</td>
<td>3.4 – 3.59</td>
</tr>
<tr>
<td>3.0</td>
<td>3.2 – 3.39</td>
</tr>
<tr>
<td>2.5</td>
<td>3.0 – 3.19</td>
</tr>
<tr>
<td>2.0</td>
<td>2.8 – 2.99</td>
</tr>
<tr>
<td>1.5</td>
<td>2.6 – 2.79</td>
</tr>
<tr>
<td>1.0</td>
<td>2.4 – 2.59</td>
</tr>
</tbody>
</table>
II. Progress toward the degree

Score
5 = ahead of schedule
4 = on schedule
3.5 = one semester behind
3 = one year behind
2 = two years behind
1 = three years (or more) behind

Expected schedule

Note: 9 hours a semester is considered a normal load.

Phase I:
1st year (1st-2nd semesters): Begin MA coursework, choose advisor and MA supervisory committee
2nd year (3rd-4th semesters): Fall semester: continue MA coursework
Spring semester: finish MA coursework, finish MA research paper, present at MA symposium, and advance to Phase II

Phase II:
1st year (5th-6th semesters): Begin PhD coursework, constitute PhD supervisory committee
2nd year (7th-8th semesters): Fall semester: continue PhD coursework
3rd year (9th-10th semesters): Spring semester: finish PhD coursework, write and defend dissertation proposal, and advance to candidacy

Phase III:
4th year (11th-12th semesters): finish dissertation fieldwork
5th year (13th-14th semesters): write and defend dissertation

Scores should also be adjusted if legitimate hardships or circumstances have slowed progress toward the degree such as financial or health difficulties, working full-time, teaching courses, difficulty finding a dissertation field site, doing additional dissertation fieldwork, etc.

III. Professional and research accomplishments

Students are assigned from 1-5 points, based on the number and kind of professional accomplishments and the quality of research conducted during the past calendar year that is appropriate to the level of academic advancement of the student (scoring can be done in 0.5 increments). The scoring system for professional and research accomplishments is as follows:

5.0: Have a paper accepted for publication or published in a peer-reviewed journal or edited volume (i.e., pubs count for two years); Be awarded a nationally/internationally-funded grant (e.g., NSF GRF or DDIG, Wenner-Gren); Organize a national/international conference, exhibition/collection, or workshop; Conduct very high-quality dissertation research in the field or lab; Make excellent progress on a writing a dissertation; Develop and teach independently a new course at ASU or a peer institution
4.0: Organize a panel at a national/international conference; Conduct good dissertation research in the field or lab; Make good progress on a writing a dissertation; Have a publication accepted for publication or published in a non-peer-reviewed journal or edited volume; Submit a publication for review in a peer-reviewed journal or edited volume; Organize a local conference, exhibition/collection, or workshop; Teach an existing course at ASU or a peer institution

3.0: Apply for a nationally/internationally-funded grant (e.g., NSF GRF or DDIG, Wenner-Gren); Receive dissertation funding as part of a senior national/international grant (e.g., RA on an NSF); Conduct good preliminary field or lab work for the future dissertation; Present at a national/international conference, exhibition/collection, or workshop; Conduct acceptable dissertation research in the field or lab; Make acceptable progress on a writing a dissertation; Participate in a national/international training or workshop; Lead (as head or board member) an ASU committee; Teach a course at ASU or a peer institution with professor supervision (e.g., instructional internship).

2.0: Be awarded a locally-funded grant/award; Conduct acceptable preliminary fieldwork for the future dissertation; Attend a national/international conference or workshop; Participate on a ASU committee; Present at a ASU talk series.

1.0: Apply for a locally-funded grant; Attend a local conference, workshop or talk

Students are scored based on their highest level of achievement (e.g., someone who published a paper and attended a local conference would receive a 5). If a student has a number of accomplishments at a certain scoring level, for instance, three activities at the 3 level, their score should be increased by 0.5.

During Phase I, students are not expected to engage in much professional activity and research. In Phase II, students should start engaging in some professional activities, acquire methodological/research training, and start laying the groundwork for their future dissertation research. In Phase III, fieldwork or lab work and the dissertation chapters will become the primary basis for this score, along with other professional activities.
To determine the overall score of the student, each of the above three scores will be weighted differently depending on the phase the student is in, as follows:

<table>
<thead>
<tr>
<th></th>
<th>Phase I (pre-MA)</th>
<th>Phase II (after MA and before PhD candidacy)</th>
<th>Phase III (advanced to PhD candidacy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course performance</td>
<td>70%</td>
<td>45%</td>
<td>15%</td>
</tr>
<tr>
<td>Progress toward the degree</td>
<td>25%</td>
<td>30%</td>
<td>35%</td>
</tr>
<tr>
<td>Professional/Research accomplishments</td>
<td>add 0.1 to 0.5 to the sum of the above two scores (see below)</td>
<td>25%</td>
<td>50%</td>
</tr>
</tbody>
</table>

For instance, the overall score of a **Phase II** student who scores a 3.5 on course performance, a 3 on progress toward the degree, and a 4 on professional/research accomplishments would be computed as follows:

\[
(3.5 \times 0.45) + (3 \times 0.30) + (4 \times 0.25) \\
= 1.57 + 0.9 + 1.0 = 3.47
\]

Because Phase I students cannot be expected to engage in much professional/research activity, we do not wish to penalize students who do not do much at this stage by making the professional/research category count for a significant proportion of the overall score. At the same time, we do not wish to penalize Phase I students who have already engaged in notable professional/research activities by making this category count for only 5% of the overall score. Therefore, 0.1 to 0.5 will be added to the sum of the course performance and progress toward degree scores depending on the student’s professional/research accomplishments at this stage. 0.1 should be added if the student has engaged in no professional/research activities and 0.5 should be added if the student’s professional/research activities are exceptional for this Phase. Although it is very difficult for Phase I students to be “ahead of schedule” on progress toward the degree (i.e., the highest they can score is a 4 in this category), they will still be able to achieve a perfect (5) overall score if their professional/research activities are exceptional.

Therefore, the overall score of a **Phase I** student who scores a 3.5 on course performance, a 4 on progress toward the degree, and a 0.2 on professional/research accomplishments would be computed as follows:

\[
(3.5 \times 0.70) + (4 \times 0.25) + 0.2 \\
= 2.45 + 1.0 + 0.2 = 3.65
\]
In addition to the numeric score, all students will be given a “S” for Satisfactory performance, a “C” for Concern about performance, and an “U” for Unsatisfactory performance. After the student evaluations are completed, each faculty member must send an e-mail to each advisee summarizing the results of the evaluation (including the overall score, whether the student received a S, C, or U, and comments on the student’s performance).

If a student receives a “C” or “U,” the letter must specify what the student must do to improve his/her status during the next calendar year (including deadlines). Students who receive “U”s for two calendar years in a row will be dismissed from the degree program. All evaluation e-mails should be copied to Monica Hopkins for her records.