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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 member is required.
- Additional participants (e.g., Academic Professionals or external faculty members not on the SHESC Graduate Faculty) may serve as one of the committee members pending approval 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 specialist 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
Global Health Course Requirements

The Ph.D. in global health requires a total of 84 credit hours. A previously awarded master’s degree in a related area can be used to satisfy 30 hours of this requirement. An additional 30 hours of coursework are required.

Our global health graduate students have diverse academic backgrounds and varied career goals, so we offer flexibility when planning the most appropriate path for you. Curricular tracks will tend to be individualized, and final determination of the most appropriate course of study or how each requirement should most appropriately be met will be determined by your advisory committee in consideration of your research and career goals. Each plan will ensure that you graduate with a strong basis in social science theory and appropriate health research methods, as well as considerable experience in community-level research and its application.

Core Program Entry Class (3 credits)
ASB 591/ SSH 510 Health: Social and Bio-cultural Theories (3 credits)

At Least One Course in Ethnographic Method (3 credits)
ASB 500 Ethnographic Research Methods (3 credits) or equivalent

A Course in Ethics Relevant to Global Health (3 credits)
SSH 511 Ethics, Social Justice and Health Social Science (3 credits)
ASB 591 Poverty, Social Justice and Global Health (3 credits)
Or another approved alternative.

A Research Design/Proposal Writing Course (3 credits)
ASM 579 Proposal Writing (3 credits)
Or another approved alternative.

At Least Two Advanced Statistics Courses (6 credits), such as
GPH 603: Spatial Statistics/Modeling (3 credits)
MPH 579: Biostatistics 1 (3 credits)

At Least One Advanced Course in Epidemiology (3 credits)
AML 613: Methods and Concepts in Math Epidemiology (3 credits)
SSH 591: Principles of Epidemiology for Global Health (3 credits)

At Least Two Additional Methods Courses Relevant to Global Health Research (6 credits)
Examples include nutrition, exercise, survey, archival analysis, demography, social network analysis, GIS, modeling, text analysis, etc.
A Relevant Community-Based Internship/Practicum Experience Prior to Advancement to Candidacy (3 credits)
The appropriate form and duration will be determined by the student’s advisory committee as appropriate to the proposed dissertation project and/or career plans of the candidate.
ASB/SSH 512: Social Science Applications in Community Health (3-6 credits)
ASB/SSH 580: Practicum (1-6 credits)
ASB/SSH 583: Fieldwork (1-6 credits)
ASB/SSH 584: Internship (1-6 credits)

Electives (as needed /appropriate)
Elective courses should generally focus in global health areas, as relevant to a student’s dissertation research and career plans. Electives include courses in many fields. Students are encouraged to propose to the executive committee additional courses from any ASU unit as possible electives.

Research and Dissertation Hours (24 credits)
SSH 792 (12 credits)
SSH 799 (12 credits)

A Foreign Language
In most cases, demonstration of language competency is expected; the form and level of competency required will be determined by the student’s advisory committee as appropriate to the proposed dissertation project and career plans of the candidate.

Also recommended is formal training in instruction, such as the short courses provided by the Center for Learning and Teaching Excellence.
PHASE I (two years until receipt of MA 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 and Conference hours (independent study) (equivalent to 10 three credit hour courses or R and Cs)</td>
<td>(See “Phase I Papertrail” on Blackboard)</td>
</tr>
</tbody>
</table>

First –Second years: 30 credit hours (6-9 per semester)

- SSH 510: Social and Biocultural Theories *(required)*
- ASB 500: Ethnographic Research Methods *(required)*
- SSH 594: Epidemiology *(required)*

Suggested Coursework can come from the following areas:
- Statistics
- Ethics
- Practicum

Coursework suggestions:

1. You must take a minimum of 30 credit hours (10, three-credit classes) in your first 4 semesters to advance to Phase II (and the same for Phase II). This means that you should be taking a minimum of 5 courses per year. However, you are encouraged to take 3 regular classes per semester to move through the program quicker and meet your progress expectations.
2. Students are actively encouraged to take courses outside of SHESC.
3. Your advisor may recommend/require that you take certain courses in addition to the standard required courses depending on your research specialization. Your advisor must approve your Plan of Study (POS) for you to be awarded the MA and advance to Phase II.

First year (Fall semester):

- Choose an advisor (preferably during Fall Semester), who will serve as your intellectual mentor and supervisor during Phase I, and a MA supervisory committee (See “SHESC MA committee formation instructions” on Blackboard)
  - Advisor writes memo to SHESC Global Graduate Committee
  - Student submits the memo and the MA Supervisory Committee Approval form to the Graduate Coordinator

First year (Spring):

- develop iPOS for PhD; continue research

Second year (Fall):

Second year (Spring):

(See “Research Skills & Phase I Deadlines” on Blackboard)

- Assemble the MA Research Skills Portfolio consisting of two research papers (one revised in response to faculty comments)
  - Submit the MA Portfolio, your transcript, and a brief statement of purpose (SOP) 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
  - A faculty subcommittee (which includes your advisor, but is different from your MA supervisory committee) evaluates all of the above MA materials. If approved, have your MA supervisory committee members sign the Report of Final Master’s Culminating Experience form.
Present one of your MA Portfolio papers at the SHESC-wide MA Research Symposium scheduled in May
• Have your advisor sign the Documentation of the Research Skills Portfolio form

• Submit both the above form and the Report of Final Master’s Culminating Experience form and your MA Portfolio papers to the Graduate Coordinator within one week after the MA Research Symposium.

• Fill out the Master’s in Passing iPOS online (see “iPOS Resources” on Blackboard), obtain your advisor’s signature, and submit to the Graduate Coordinator. The final iPOS must be submitted online the semester you obtain your MA.

You are awarded the Global Health MA in-passing degree and advance to Phase II.
**PHASE II (2-3 years until advancement to Ph.D. candidacy and 1-2 more years until receipt of Ph.D.)**

*Note: Students with a Master’s degree begin the program in Phase II*

### Coursework Requirements

At least 54 credit hours (30 hours of coursework or R and C hours, 12 Research hours, and 12 Dissertation hours)

#### First 2-3 years:
- **Required Courses:**
  - SSH 510: Social and Biocultural Theories (required)
  - ASB 500: Ethnographic Research Methods (required)
  - SSH 594: Epidemiology (required)
  - Advanced Research Methods (required)
  - Advanced Statistics
  - ASB 790 Reading and Conference
- **Strongly Recommended:**
  - ASM 579 Proposal Writing (for your dissertation proposal—see adjacent column, next page) or a comparable research design/ethics course
  - Electives—should focus on global health areas and be relevant to dissertation research.

### Other Academic Requirements

(See “Phase II Papertrail” on Blackboard)

#### First year (Fall):

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 Graduate Committee
- Student submits the memo, 2 page diss proposal, 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.

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

- Fill out the iPOS online, obtain your advisor’s signature, and submit to the Graduate Coordinator. Subsequent changes to the iPOS must be approved by your committee.
- The iPOS must be submitted online and approved prior to the comprehensive examinations, and any changes that occur between the iPOS approval and graduation should be made all at once at the beginning of the semester you apply to graduate.
- Schedule a meeting with your thesis committee late fall every year. Prepare a presentation with accomplishments during the past year and plan for upcoming year.

#### First year (Spring):

- Write one or two field statements (depending on what your supervisory committee requires), which constitute the written (comprehensive) portion of the doctoral examination necessary for advancement to Ph.D. candidacy (see “Global Health Field Statement Guidelines” on Blackboard)
- Take an ASB 790 Reading and Conference for each field statement
- Submit your field statement(s) to your advisor and
other committee members for their comments/approval
- Have your committee members sign the “Report of Doctoral Comprehensive Examinations” form
- Schedule a meeting with your thesis committee sometime between September and February. Prepare a presentation with accomplishments during the past year and plan for upcoming year.

Second year (Fall):
- Complete coursework

Second Year (Spring):
Write a dissertation research proposal in consultation with your advisor/supervisory committee (see “Global Health Dissertation Proposal Guidelines” available from your approach convener)
- Take ASM 579 Proposal Writing (strongly recommended)
- Submit your dissertation proposal to your advisor and other committee members for their comments/approval

Third Year (Fall):
Schedule an oral defense of your dissertation proposal, which constitutes the oral portion of the doctoral examination necessary for advancement to Ph.D. candidacy
- After you have passed both the written comps (field statements) and oral comps (dissertation proposal defense), 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
- Schedule a meeting with your thesis committee sometime between September and February. Prepare a presentation with accomplishments during the past year and plan for upcoming year.
You are advanced to Ph.D. candidacy and are ABD (“All-But-Dissertation”)

Third Year (Spring)
- Finish fieldwork for your dissertation research
- Schedule a meeting with your thesis committee sometime between September and February. Prepare a presentation with accomplishments during the past year and plan for upcoming year.
**Fourth and Fifth Years:**

Register for 12 hours of ASB 792 Research and 12 hours of ASB 799 Dissertation (it is possible to register for Research/Dissertation hours before you are advanced to candidacy).

Please note that your doctoral iPOS must contain *exactly* 12 hours of Dissertation (no more, no less). You can register for more but can only include 12 hours on the iPOS. Please register for Dissertation hours in 3- or 6-hour increments to ensure that they will add up to exactly 12 (it is a real headache to correct the issues that arise if you registered, for example, for 6 units one semester and 9 for another, since the total would come to 15 and there is no way to “break apart” those units to equal 12).

You may have more than 12 hours of ASB 792 Research on your doctoral iPOS, but shouldn't have fewer.

The Graduate Education recommends taking ASB 792 Research until you have accumulated 12 hours, then taking ASB 799 Dissertation until you have accumulated 12 hours, and then reverting back to taking ASB 792 Research until you graduate.

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**Fourth Year:**

**Write-up your dissertation**

- Submit dissertation chapter drafts to your advisor and committee members for comments. Your completed dissertation must be read and approved by all committee members.

- Have your committee members sign the *Preliminary Evaluation of Dissertation, Thesis, or MA Publishable Paper* form and submit to the Graduate Coordinator

**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 Education at least 2 weeks before your defense

- After you pass your dissertation defense, your committee signs the *Announcement and Report for Doctoral Dissertation Defense* form

You are awarded the Ph.D. in Global Health, you can go out and celebrate after 7 long and difficult years (hopefully before the euphoria wears off), you have the privilege of everyone suddenly calling you “Doctor” (believe me, it gets old really fast!), and you have to confront the grim reality of getting a real job.
Global Health Field Statement Guidelines

All global health graduate students in Phase II must write two or three field statements, depending on what your Ph.D. supervisory committee requires. This constitutes the written (comprehensive) portion of the doctoral examination necessary for advancement to Ph.D. candidacy. Students are strongly urged to take an ASB 790 Reading and Conference (3 credit hours each) during their second year in Phase II for each field statement. The field statement(s) must be completed and approved by the student’s Ph.D. supervisory committee prior to the defense of the dissertation proposal, which constitutes the oral portion of the doctoral examination.

The content of the student’s field statement(s) is determined in consultation with his/her advisor and Ph.D. committee and serves as preparation for the future dissertation project. Students should initially prepare a 1-2 page summary of each field statement with a preliminary bibliography. The field statements are designed to provide students with breadth of knowledge of particular subfields or geographical areas of study before they write their dissertations (which focus in-depth on a more specific topic). Therefore, field statements should be relatively broad in scope and coverage and not focus narrowly on one topic/issue or on one country/group of people.

Field statements should be about 30 pages each (double spaced, excluding bibliography) and written as a bibliographic literature review (see the review essays in the Annual Review of Anthropology for useful models). Relevant literature should be organized under certain topics/issues/schools of thought with subheadings. Good field statements will not just summarize masses of literature, but will analyze/critique the readings, demonstrating both the student’s intellectual grasp of and ability to synthesize the materials. They will also provide some sense of the student’s own emerging theoretical/conceptual perspective on the topic.

Although field statements should be extensive and demonstrate that students are intellectually qualified to proceed with the dissertation, students should not go overboard and try to read all of the available literature, nor try to write a huge magnum opus. Field statements are simply transitional documents, which can be eventually used as part of the dissertation’s (or dissertation proposal’s) literature review. Students should be selective in what they read and should not write much more than 30 pages.