Welcome to the Global Technology and Development (GTD-AID) degree program! The program is administered by the School for the Future of Innovation in Society (SFIS). This handbook is designed primarily to guide graduate students through the degree program. It includes specific information about requirements and policies associated with the degree program. Should questions arise that are not answered here, please consult the program advisors.

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WELCOME

Welcome M.S. in Global Technology & Development-Applied International Development graduate student!

We are very excited to have you in this unique program in international development, and look forward to your participation in classes, the final applied project, and other activities in the School for the Future of Innovation in Society (SFIS), and the other schools and colleges at ASU. The Concentration in International Development has been added as an offering in the Fall of 2018, and we look forward to facilitating your journey through this new, applied, version of the GTD master’s.

Flexibility has always been one of the hallmarks of the GTD program. Areas of Specialization have been designed by many participating schools and colleges across ASU to offer you courses in applied

Please do not hesitate to contact any of us during your journey as a master’s student in the GTD-AID. We look forward to working with you!

Mary Jane Parmentier, Clinical Associate Professor, GTD Program Chair
WHAT IS THE MS in GLOBAL TECHNOLOGY AND DEVELOPMENT with a concentration in APPLIED INTERNATIONAL DEVELOPMENT?

The Master of Science in Global Technology and Development is a globally focused social science program that offers students the understanding of systems of technology, the interface between technology and society, and current dynamics of global development, innovation and change. This degree concentration in applied international development within the M.S. in Global Technology & Development allows students to choose an applied area of specialization, including education, business, management, public administration, or health. This applied concentration offers practioners of international development, both early career and experienced professionals, to construct a set of coursework that fits their needs. The degree offers the development and enhancement of applied skills and attributes in planning, management, analysis and evaluation in development with attention to sectoral specializations. Students in this program will be anchored in the School for the Future of Innovation in Society, but choose areas of specialization that are offered by schools and colleges across ASU's curriculum, including the Thunderbird School of Global Management, W.P. Carey School of Business, and the College of Health Solutions, among others.

In this program, you will be able to select an area of specialization relevant to your interests, current work, and career goals. You will also take a core course with others in the program, which reviews international development theory, history and policy in the contemporary context. As well, you will be able to select courses that will develop skills in research, project management and project evaluation.
SCHOOL FOR THE FUTURE OF INNOVATION IN SOCIETY (SFIS)

WHAT IS SFIS?
The influence of science, technology and innovation in how we live our lives has never been greater. Tomorrow it is likely to be greater still. Headlines that would have seemed like science fiction a few short years announce new technical realities: “editing” human genes to erase disease traits or add new ones; programming robotic drones to operate autonomously on the battlefield; and collecting and interpreting data from nearly uncountable human interactions. These new capabilities contain both promise and challenge. But it is not just new technologies that draw our attention. The legacies of fossil fuels and nuclear power are ongoing. Our urban infrastructures of water, energy, transportation, food and health are intertwined in complex ways. Gaps between technological haves and have-nots are profound and stubbornly persistent against the backdrop of technological change.

Universities prepare students for the future. At SFIS we’re making the future – or, rather, the set of plausible futures that humanity has – a focus of our activities. We are planning now for the kinds of futures that we will want to inhabit.

Universities are at the forefront of innovation, generating and applying knowledge to improve our lives. At SFIS we’re making innovation the object of systematic study and informed critique, so that we might get what we truly want and need out of our scientific and technological endeavors.

Universities serve society by producing knowledge and facilitating opportunity. They educate new generations of informed citizens and skilled, productive workers. At SFIS we see our efforts as part of a larger social fabric – local, regional, national, global – that informs our wants and needs about the futures we will want to inhabit.

Our faculty have an extraordinary record that fully embraces the design aspirations of the New American University and the ASU Charter. Their interdisciplinary backgrounds enable them to advance use-inspired research in creative ways, for example, by bringing art and science together to help people learn about the societal aspects of emerging technologies. Their commitment to outcomes means seeking positive, knowledge-based transformations of society, like sustainable energy futures here in Arizona or agricultural practices resilient to climate change in Nepal.

Through our courses and curricula, our faculty will – in the words of visionary John Seely Brown – “teach content, mentor skills, and cultivate dispositions.” SFIS programs are designed to allow students to make innovative choices and follow their creative instincts. Success is less about checking the right box and more about taking intellectual risks and designing novel combinations. Our PhD program prepares students to perform research and create new knowledge about complex, socio-technical phenomena. Our master’s programs prepare students to take on professional roles in serving the public good by understanding and translating new knowledge in domestic and global settings. Our undergraduate programs prepare a great variety of students to succeed in creating futures that are for everyone.

~ David Guston, SFIS Director

ORGANIZATION OF SFIS

- **Director**
  David Guston – David.Guston@asu.edu
- **Associate Director for Faculty**
  Clark Miller – Clark.Miller@asu.edu
- **Associate Director for Programs**
  Gary Grossman – Gary.Grossman@asu.edu
- **Associate Director of Students**
  Diana Bowman – Diana.Bowman@asu.edu
- **GTD Degree Program Chair**
  Mary Jane Parmentier – MJ.Parmentier@asu.edu – (480) 727-91156
- **GTD Program and Application Review Committee**
  The GTD Graduate Application Review Committee consists of the Degree Program Chair, who also serves as the chair of the application review committee, and other SFIS faculty.
- **Graduate Program Academic Advisor**
  Wendi Taylor – Wendi.Taylor@asu.edu – (480) 965-6584
STUDENT RESPONSIBILITIES

PURPOSE OF THE HANDBOOK
The handbook provides an overview of the policies and procedures for students in the GTD degree program. It serves as an initial resource to give guidance and to answer questions, but students are also encouraged to consult with their faculty mentor/advisor, the Degree Program Chair, or the SFIS Graduate Program Academic Advisor. The primary references for graduate students on rules and regulations are the Arizona State University Academic Catalog that can be found at https://catalog.asu.edu/ and Graduate College Policies and Procedures Manual available online at https://graduate.asu.edu/policies-procedures. Each student should become familiar with both.

POLICIES AND PROCEDURES
It is the responsibility of each student to understand and observe all procedures and requirements specified by the Graduate College and the School for the Future of Innovation in Society. It is a requirement for all students to read and understand the GTD Graduate Student Handbook, the ASU Academic Catalog and Graduate College Policies and Procedures. Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student.

COMMUNICATION FROM SFIS
All ASU students are also required to have an active ASU e-mail account and to check it frequently. Students may forward their ASU email to another preferred account but are still responsible for frequently checking their official ASU email account for correspondence. Information is provided to students via MyASU (https://my.asu.edu/), and students should frequently check their MyASU Account for information regarding their status, holds, and list of “to do” items.

STUDENT OBLIGATION TO NOTIFY SFIS OF THE FOLLOWING CONDITIONS
According to the Teaching Assistant (TA)/Research Assistant (RA) Handbook provided by the Graduate College, “TAs/RAs are not restricted from holding additional teaching or consulting positions outside of the university unless otherwise indicated by their appointing unit. Academic units may choose to stipulate that by accepting their assistantship, TAs/RAs agree not to hold any outside teaching or consultant position without prior consultation and agreement between the department and the TA/RA.”

Graduate students who receive financial support from SFIS or from any external source (e.g., NSF, or a foundation) that covers tuition and includes a stipend equal to or greater than 20 hours per week of support must immediately notify their advisor and their program chair in writing if they have an additional offer of employment or funding within ASU or outside ASU.

Graduate students enrolled full-time in any program must immediately notify their advisor and their program chair in writing if they are enrolled in any other degree program, including programs at ASU or at other institutions.

STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY
As a graduate student you have joined a larger community that is engaged in the quest for truth, thus committing yourself to an honest, ethical, and cooperative style of learning and inquiry. You will represent the university within this community in many ways and consequently are requested to consider that responsibility in your conduct and general appearance. Course work must reflect individual effort and integrity. Your research and applied project work must be original, accurate, and documented, and must reflect individual effort and integrity. When in doubt about appropriate conduct, students should consult a faculty advisor to seek clarification. Additional information about academic integrity policies of the University is available at https://provost.asu.edu/academic-integrity/policy. SFIS has a zero-tolerance policy for any form of academic misconduct. Penalties for unethical behavior range from being placed on academic probation to dismissal from the program.

Newly admitted students will receive a notice under “Priority Tasks” on their MyASU directing them to complete a blackboard module on academic integrity. There is a link in the notice that will bring them directly into the module, so that they can self-enroll. The module consists of a PowerPoint that outlines academic integrity at length. Then, the student will be required to take a very short quiz on what they have learned. Students are required to pass with an 80% or higher. Once successfully passed, the priority task will be removed in the overnight process automatically.

The highest standards of academic integrity and compliance with the university’s Student Code of Conduct (https://eoss.asu.edu/dos/srr/codeofconduct) are expected of all graduate students in academic coursework and
research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

The ASU student academic integrity policy lists violations in detail. These violations fall into five broad areas that include but are not limited to:

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

Each student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments. A student may be found to have engaged in academic dishonesty if, in connection with any Academic Evaluation or academic or research assignment (including a paid research position), he or she:

1. Engages in any form of academic deceit;
2. Refers to materials or sources or uses devices (e.g., computer disks, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment;
3. Possesses, reviews, buys, sells, obtains, or uses, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration;
4. Acts as a substitute for another person in any Academic Evaluation or assignment;
5. Uses a substitute in any Academic Evaluation or assignment;
6. Depends on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student's abilities;
7. Provides inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials used or intended for Academic Evaluation;
8. Engages in Plagiarism;
9. Uses materials from the Internet or any other source without full and appropriate attribution;
10. Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization;
11. Claims credit for or submits work done by another;
12. Signs an attendance sheet for another student, allows another student to sign on the student's behalf, or otherwise participates in gaining credit for attendance for oneself or another without actually attending;
13. Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity; or
14. Attempts to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement.

The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus. All Students are expected to adhere to the ABOR Student Code of Conduct.

RESEARCH INTEGRITY AND ASSURANCE
Students who are collecting human subjects data as part of their research must submit their research proposal to the Institutional Review Board (IRB) submission along with their faculty research advisor. All research activities involving the use of human subjects must be reviewed and approved by the IRB before data collection can begin. Investigators may not solicit subject participation or begin data collection until they have IRB approval.

The Office of Research Integrity and Assurance was established as a resource for the university to achieve and maintain ethical principles and compliance with federal, state, and university regulations governing research. The Office of Research Integrity and Assurance coordinates the development of, implements and oversees university policies related to research compliance and provides support for the responsible conduct of research for the following areas:
• Institutional Animal Care and Use Committee
• Institutional Biosafety Committee
• Institutional Review Board
• Responsible Conduct in Research
• Objectivity in Research
• Security and Export Controls
• Scientific Diving

Office of Research Integrity and Assurance
ASU Centerpoint
660 South Mill Avenue, Suite 312
Mail Code: 6111
Tempe, AZ 85281-6111
(480) 965-6788 Telephone
(480) 965-7772 Fax
research.integrity@asu.edu
ADMISSIONS POLICIES FOR GLOBAL TECHNOLOGY AND DEVELOPMENT

The School for the Future of Innovation in Society encourages applications from students of diverse backgrounds. To be eligible for admission, students are required to hold a minimum of a bachelor’s degree (or equivalent) or a graduate degree from a regionally accredited College or University of recognized standing. A bachelor’s degree in any field is potentially sufficient, although a combination of course work and/or work experience in technology/science and the social sciences is preferred.

Students are strongly encouraged to have had prior relevant international or intercultural education, work or experience. Students must also hold a minimum of a 3.00 cumulative GPA (on a scale where 4.0=A) in the last 60 hours of a student's first bachelor's degree program. Applicants with a GPA lower than a 3.0 may be considered depending upon individual circumstances. A personal statement of purpose of two pages is required for admission and two letters of recommendation, either academic or professional.

NOTE: If you are uncertain about your qualifications, we encourage you to contact us.

While the GRE is not required, the statement of purpose is a significant factor in the application process, and it should address the background and capabilities of the applicant, as well as their interest in the program.

APPLICATION DEADLINE
For the ASU Online GTD program, admissions are conducted five times per year, and students may begin the GTD program in either A and B sessions in Fall or Spring semesters, or session A in Summer. Applications may be reviewed by the degree program application review committee up to one week before start of classes in each semester, however to ensure enrollment in classes applicants are advised to apply at least one month before the start of classes in the session in which they begin.

APPLICATION PROCESS
The Global Technology and Development – Applied International Development concentration application process:

1. Initiate an online ASU Graduate Admissions Application through the Graduate College web site (https://students.asu.edu/graduate/admissions) by creating an account – remember your log in email and password in case you need to return to the application.
2. Page 1: My Application Status; “Start New Application”
3. Page 2: Personal Information
4. Page 3: College and University information with majors and GPAs
5. Page 4: Residency information
6. Page 5: Degree Selection; Search by College = School for the Future of Innovation in Society; select “Global Technology and Development (MS) – concentration in Applied International Development” then click the “Choose” button; in the pop up indicate “ASU ONLINE Campus” and the term for which you wish to apply
7. Page 6: Supplemental Application information
   • Identify any faculty, students or staff you have been in contact with about the degree program.
   • Request two Letters of Recommendation from people who can evaluate your potential for success in this program. These letters must be submitted using the online application system. As you move through the steps in the online application, you will be asked to enter the email addresses for the two people who will be writing your recommendations. The ASU Graduate College online application system will automatically contact them with information on how to log in to the online system and upload the Letter of Recommendation.
   • Prepare and upload a Personal Statement.
   • Answer the questions
   • Indicate if you are applying to an Accelerated 4+1 bachelor’s/master’s program
8. Submit the online ASU Graduate Admissions Application.
9. Pay the Application Fee ($70 for domestic students, $90 for international students).
10. Have official transcripts* sent to ASU. One set of official transcripts from every college and university from which a Bachelor's or higher degree was earned should be sent to:

**If sending by U.S. Mail, use this address:**
Arizona State University
Graduate Admission Services
PO Box 870112
Tempe, AZ 85287-0112

**If sending by FedEx, DHL or UPS, use this address:**
Graduate Admission Services
Arizona State University
1151 S. Forest Avenue, #SSV112
Tempe, AZ 85287-0112

ASU transcripts do not need to be sent. If additional transcripts are required, the Graduate College will notify you.

_**International Applicants** – more information on requirements for international academic credentials ([https://international.asu.edu/graduate](https://international.asu.edu/graduate))._

* You must have one set of official transcripts from every college and university from which you earned a bachelor’s degree or higher sent to ASU. ASU accepts official transcripts that are original academic credentials issued by the registrar of the institution attended, bearing the original raised or colored seal of the institution and the signature of your institution’s registrar, academic official or recognized international organization.

All international transcripts must be submitted in the original language accompanied by an official English translation. Translations must be literal, complete versions of the originals and must be translated by a university, government official or official translation service. You may not complete your own translation.

If you attended ASU, you do not need to request ASU transcripts to be sent.

11. If you are from a country whose native language is not English, you must provide proof of English proficiency. Acceptable proof is as follows:

- TOEFL score of at least 550 (PBT) or 80 (iBT)
- IELTS overall band score of at least 6.5 with no band below 6.0
- Pearson Test of English (PTE) score of at least 60

More information on English Proficiency is available on the Graduate College web site ([https://international.asu.edu/graduate/proficiency](https://international.asu.edu/graduate/proficiency)).

PROVISIONAL ADMISSION

When an applicant does not meet minimum academic standards with respect to grade point averages as required by the Graduate College and the academic unit, but has additional evidence to suggest the potential for success, the GTD Application Review Committee might recommend that the student be considered for Provisional Admission. The student would be admitted with the provision that they must take a certain number of graduate level academic credits (applicable to the GTD program) over a specified period of time and obtain a specified GPA on that coursework. If students satisfy the requirements then they would be converted to regular admission status. If not, ASU Graduate Admissions will withdraw the student from the degree program.
TUITION COSTS AND FINANCIAL ASSISTANCE

TUITION COSTS and UNIVERSITY FEES
Tuition is set by ASU and the Arizona Board of Regents every year and tuition costs are subject to change. For the 2018-2019 academic year estimated ASU Tuition and ASU University Fees for ASU ONLINE students are:

- AZ Resident ONLINE Full Time (9 credit hours each semester for fall and spring terms) = $4,797 per semester x 2 semesters = $9,594 for both semesters
- Out-of-state ONLINE Full Time (9 credit hours each semester for fall and spring terms) = $4,797 per semester x 2 semesters = $9,594 for both semesters
- International ONLINE Full Time (9 credit hours each semester for fall and spring terms) = $4,797 per semester x 2 semesters = $9,594 for both semesters

Nine (9) credit hours per semester is considered full time for a graduate student. The estimated costs above are based on 9 credit hours. Students wishing to enroll in a different number of credit hours should consult the Tuition by Credit Hour charts available at the site below.

More information is available on the ASU Online tuition and cost website at https://asuonline.asu.edu/what-it-costs.

TUITION ASSISTANCE, SCHOLARSHIPS, and FINANCIAL AID

GTD Chair Awards
The GTD Program often has small amounts of funding available for students in good standing, to attend conferences related to their studies, or to support travel for work associated with the applied project. Students may contact the Graduate Program Academic Advisor for information on availability and how to apply.

Traditional Financial Aid
Loans and Grants may be available if the student has filed a FAFSA for the academic year. More information is available on ASU’s Financial Aid website.

Scholarships
Although graduate students do not qualify for grants from the state or federal government, there are other options to help fund your ASU education. Some private donors offer scholarships to graduate students and more information is available on the Scholarship Search.
STEPS TOWARDS DEGREE

REQUIRED COURSEWORK

GTD Required Core Course (3 credits)
GTD 511 Development Policies and Practices (3 credits)
This course provides a summary of development theory, policy and practice, with an emphasis on analyzing past successes and failures, and considering innovative ways in which collaboration with local knowledge systems can create more inclusive and equitable development worldwide.

Required Concentration Courses (9 credits – pick 9 credits from the list below)
GTD 501 Global Technology and Development (3 credits)
GTD 506 Quantitative and Qualitative Analysis in Technology and Development (3 credits)
NLM 520 Financial and Resource Management (3 credits)
NLM 530 Program Evaluation and Information Management (3 credits)

Courses for Areas of Specialization (15 credits)
Students in the AID Concentration select 15 credits of the 30 total program credits from ONE of the schools listed below. (course list may change over time as new courses become available; check with advisors for latest list)

MARY LOU FULTON TEACHERS COLLEGE
- BLE 535 Sociolinguistic Issues in Bilingual Education (3)
- COE 501 Introduction to Research and Evaluation in Education (3)
- EDT 502 Design and Development of Institution (3)
- EDT 501 Foundations of Learning Design and Technologies (3)
- EDT 503 Design of Effective Communications (3)
- EDP 540 Learning Theories and Instructional Strategies (3)
- HED 607 Visualization and Presentation for Higher Education (3)
- TEL 504 Learning and Instruction (3)
- EDA 514 Leadership in Curriculum and Assessment (3)
- ECD 565 Instructional Methods (3)
- ECD 505 Foundations of Early Childhood Education (3)

THUNDERBIRD SCHOOL OF GLOBAL MANAGEMENT
- TGM 551 Global Marketing Strategy (2)
- TGM 579 Communicating Global Context (2)
- TAM 527 Global Organizational Consulting: Basics (2)
- TAM 542 Leadership and Personal Leadership Development (3)
- TAM 541 Strategy in a Competitive World (3)
- TAM 531 Project and Operations Leadership (3)

COLLEGE OF PUBLIC SERVICE AND COMMUNITY SOLUTIONS

School of Community Resources and Development
- CRD 572 Community and Social Innovations (3)
- NLM 520 Financial and Resource Management (3)
- NLM 530 Program Evaluation and Information Management (3)
- NLM 562 Social Entrepreneurship (3)
- NLM 565 Grant Writing Nonprofit Organizations (3)
- NLM 570 International Non-Governmental Organizations (3)
- NLM 572 Community and Social Innovations (3)
- TDM 530 Sustainable Tourism Destination Planning and Management I (3)
- TDM 531 Sustainable Tourism Destination Planning and Management II (3)
- TDM 570 Sustainable Tourism (3)

School of Public Affairs
- PAF 505 Public Policy Analysis (3)
- PAF 508 Organization Behavior (3)
- PAF 520 Public Management (3)
- PAF 552 Integrated Emergency Management (3)
- PAF 555 Information Technology in Emergency Management (3)
- PAF 560 Community Resilience (3)

School of Criminology and Criminal Justice
- CRJ 510 Criminal Justice Planning and Program Evaluation (3)
- CRJ 554 Homeland Security (3)

W.P. CAREY SCHOOL OF BUSINESS
- ACC 501 Basics of Financial Performance Reporting and Analysis (1.5)
- ACC 504 Basics of Internal Measures of Success: Managerial Accounting (1.5)
- MGT 501 Basics of Leading People, Teams and Organizations: Org Theory (3)
- WPC 504 Basics of Understanding Facts: Statistics for Managers (3)
- ECN 504 Basics of Decisions, Market Structure and Games: Managerial Economics (3)

COLLEGE OF HEALTH SOLUTIONS
- HCD 502 Health Care Systems and Design (3)
- HCD 521 Law and Health Promotion (3)
- HCD 532 Health Care Management and Finance (3)
- HCD 570 Process Engineering (3)
- HCD 575 Leadership and Professionalism (3)

Culminating Experience Requirement: Applied Project (3 credits)
There is some flexibility and scope in the nature of each student’s Applied Project. It can be a research paper where students must introduce a research problem, conduct a relevant literature review, describe the methodology, and then conduct research, or, create a project as a solution to that problem. They would then evaluate the research results, or the project — all in a written document. There is room, however, for a variety of other options, including a research proposal for funding, a publishable paper, or a multimedia project such as film documentary or other audio visual exploration and demonstration of concepts, research, and development practices.

<table>
<thead>
<tr>
<th>Summary of M.S. Global Technology &amp; Development Requirements</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTD-AID core course</td>
<td>3</td>
</tr>
<tr>
<td>GTD-AID concentration courses</td>
<td>9</td>
</tr>
<tr>
<td>GTD-AID specialization courses</td>
<td>15</td>
</tr>
<tr>
<td>Applied Project</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total: 30</strong></td>
<td></td>
</tr>
</tbody>
</table>

Applied Project (3 credits)

An applied project is a project that must be completed and documented before graduation. There is substantial flexibility in the nature of each student’s Applied Project. In the GTD-AID concentration, students are encouraged to pursue a project that relates to their area of Specialization, and even to their professional work. The project can entail investigation with a final report, or a project plan that fits a particular problem, most likely culminating in a written paper; however, other presentations and media are possible. Applied Projects must also be relevant to the subject areas of Global Technology and Development, and therefore must address in some way the global context, the factor of technology, and social, economic, cultural or political development.

Procedure for Applied Projects
- Select Supervisory Committee Chair (Faculty Mentor) who must be from the SFIS faculty list. A preliminary Prospectus must be submitted to that faculty member and a request made by the student for that faculty member to serve as Committee Chair/Faculty Mentor.
- Submit the Prospectus – In order to register for GTD 593 credit students must provide a two page prospectus of their idea, including preliminary sources and a description of the methods planned for either research or project development, and the name of a faculty member who agrees to work with them as Faculty Chair. Complete the Applied Project Approval Form – GTD 593 (see Appendix A). Submit the form and the two page prospectus to the Faculty Chair for approval. Once the Faculty Chair approves the prospectus, he/she will indicate on the form the term and year that the student needs to register for GTD 593. The completed form and prospectus are submitted to the SFIS Graduate Academic Advisor so a
registration permission can be entered into the system to allow the student to register for the appropriate course in the appropriate term.

- Complete the research, project and/or final document.
- See the information on page 17 covering the final steps to complete the Applied Project.

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. Even if a student is only engaged in research, they must still register for at least one credit hour of graduate level credit during that term.
- Registration for every fall semester and spring semester is required. Summer registration is required for students completing culminating experiences or graduating from the degree program.
- The Graduate College has not established a maximum course load for graduate students. Students should consult with their faculty advisor, the Degree Program Chair and/or the Graduate Program Academic Advisor if they have questions.
- To maintain continuous enrollment the credit hour(s) must:
  - Appear on the student’s Plan of Study, OR
  - Be research (592) or continuing registration (595), OR
  - Be a graduate-level course.
- Courses with grades of “W” and “X” are not considered valid for continuous enrollment purposes.
- Students completing work for a course in which they received an “I” must maintain continuous enrollment during the time in which they are completing the work for that course.
- Students planning to discontinue enrollment for a semester or more must submit a Request to Maintain Continuous Enrollment: Master’s and Certificate. Student may request for a maximum of two semesters during their entire program. The form, endorsed by the members of the student's supervisory committee and the Head of the Academic Unit, must be approved by Vice Provost for the Graduate College. This request must be filed and approved before the anticipated semester of non-enrollment.
- If the student fails to enroll for a fall or spring semester without an approved Request to Maintain Continuous Enrollment Form, the student is considered withdrawn from the university under the assumption that they have decided to discontinue their program.
- Students removed for this reason may reapply for admission to resume their degree program. However, there will not be any special considerations for the new application -- the application for re-admission will be evaluated against the pool of current applications for that year and re-admission is NOT guaranteed.

ENROLLMENT STATUS AND REQUIREMENTS

<table>
<thead>
<tr>
<th></th>
<th>Full Time*</th>
<th>Half Time</th>
<th>Less Than Half Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>9 or more hours</td>
<td>5-8 hours</td>
<td>4 or fewer hours</td>
</tr>
<tr>
<td>Graduate assistant**</td>
<td>6 or more hours</td>
<td>------</td>
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</tr>
<tr>
<td><strong>Six-week summer session</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Graduate</td>
<td>3 or more hours</td>
<td>2 hours</td>
<td>1 hour</td>
</tr>
<tr>
<td>Graduate assistant**</td>
<td>2 or more hours</td>
<td>1 hour</td>
<td>------</td>
</tr>
<tr>
<td><strong>Eight-week summer session</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>5 or more hours</td>
<td>3-4 hours</td>
<td>2 or fewer hours</td>
</tr>
</tbody>
</table>

* An audited course does not count for full-time enrollment.

** For enrollment verification purposes, "graduate assistant" is a generic term that includes teaching assistants, research assistants, teaching associates and research associates.

For financial aid eligibility, a student must register for at least 5 credit hours during each of the fall, spring and summer terms.

International students are required to maintain full-time enrollment status to maintain their U.S. visa.

FACULTY MENTOR/ADVISOR

Admitted students may be assigned a faculty mentor/advisor, or the Program Chair may serve that role. This will be their primary faculty point of contact for discussing broader opportunities, challenges and progress as students enter and move through the program. The faculty mentor/advisor will be responsible for supporting students in successfully completing the program, and gaining the most benefit from it. They will also be
responsible for helping students address issues and challenges as they might arise. Faculty mentors/advisors complement the role of the supervisory committee, which is more focused on the applied project, and supporting education and expertise within a specific area.

SUPERVISORY COMMITTEE on Plan of Study
- The Supervisory Committee consists of one faculty member, also known as the Faculty Mentor. (NOTE: GTD students will additionally be assigned a second reader for their applied project, but that person is not included on the Plan of Study.)
- The Chair of the committee is the Faculty Mentor who is overseeing the student's Applied Project and must be an ASU faculty member from the School for the Future of Innovation in Society or one of the units providing a specialization for the GTD-AID concentration.

PLAN OF STUDY (POS)
- Each student must submit a Master's Degree Plan of Study (POS) for approval. A link to the student POS is provided through MyASU (https://my.asu.edu/).
- After consultation with their Supervisory Committee Chair and the Graduate Program Academic Advisor, the student should create and submit the online POS.
- The POS specifies the requirements that students must complete for their degree and is submitted and revised electronically via the online interactive POS system.
- Graduate students with regular status must submit their POS by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program. For this degree program, you must submit your iPOS by the time you have enrolled for 15 credit hours – for full time students, that would be by the end of the first semester.
- The POS should have a minimum of 30 credit hours, with the core course GTD 511, 12 credit hours for the four required courses (GTD 501, GTD 503, GTD 505 and GTD 506), 6 credit hours of Regional/Area Studies courses, 6 credit hours of Technology and Development restricted electives, and 3 credit hours of GTD 593 Applied Project.

TYPES OF COURSES USED ON THE POS
- 400 Level Coursework Credits
  - A maximum of six credit hours of 400 level coursework may be used on an approved POS. 400 level courses taken prior to admission and/or graded as Pass/Fail cannot be included on a POS.
- Courses Used for Prior Degrees
  - Students may not include on their Plan of Study any credit hours that have been applied towards a previously awarded degree.
- Pre-Admission Credits used towards degree
  - Credit hours completed at ASU and/or from another regionally accredited US institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits.
  - With the approval of the degree program and the Graduate College office, students may include a maximum of 12 graduate-level credit hours with grades of "B" or better that were not used towards a previous degree. Of the 12 credits, a maximum of 6 can be from another university. Pre-admission credits must have been taken within three years of admission to the ASU degree program to be accepted.
- Using Graduate Credits earned by Undergraduate Students towards a Graduate Degree
  - Pre-admission credit hours earned in graduate-level courses (per Graduate College policy) by ASU undergraduate students may count toward a graduate degree at ASU provided the credit hours have not been used toward a previously awarded degree. Prior to awarding a bachelor’s degree, ASU undergraduate students should contact their undergraduate advisor to set aside graduate courses for use toward a future graduate degree so that these courses do not count toward their undergraduate degree.
  - A maximum of 12 credit hours can be taken as an undergraduate and reserved for graduate credit.
  - An undergraduate degree and a graduate degree may not be awarded during the same term of enrollment.
  - Students must apply, be admitted and registered as a graduate student to earn a master's or doctoral degree at ASU.
- Individual Course Grades
  - Courses with grades of “D”, “E”, or “W” and audited courses (graded as “X”) cannot be included on an iPOS.
• **Repeating ASU Courses**
  Graduate students may retake any course at ASU, but all grades remain on the student transcript as well as in all GPA calculations.

• **Incomplete Grades**
  Student must submit the *Incomplete Grade Request Form* ([https://students.asu.edu/forms/incomplete-grade-request](https://students.asu.edu/forms/incomplete-grade-request)) to the instructor of record for the course. The student must maintain continuous enrollment while completing the work for the incomplete.

According to University grading policies ([https://students.asu.edu/grades](https://students.asu.edu/grades)), a grade of "I" (incomplete) may be given by an instructor *when a student is otherwise doing acceptable work but is unable to complete the course because of illness or other conditions beyond their control*. Incompletes must be completed within one calendar year; after that the “I” changes to a permanent “I”:

- The student must complete the *Incomplete Grade Request* Form, available at the link above, and the instructor may set deadlines for the student to complete the work.
- Students who receive a grade of “I” in graduate courses (500 level or above) have one calendar year to complete the course for a grade. If after one calendar year the student has not completed the courses for a grade, the grade of “I” will become a permanent part of the transcript.
- Once coursework has been fulfilled, the instructor will assign a final grade for the course. If the student does not complete coursework within the allotted time, the incomplete will become permanent and remain in the student’s transcript. If the course is a required course for the degree program, the student will have to re-take the course.
- To repeat the course for credit, a student must reregister and pay fees. The grade for the repeated course will appear on the transcript but will not replace the permanent “I.”

• **Audit Classes**
  Graduate students may register to audit one or more courses with the approval of the supervisory committee chair and the consent of the instructor involved. An audited course does not count towards the required credits for the POS, the minimum number of credits required for international students with visa restrictions, students employed as TA/RAs, or students receiving financial assistance.

**POS APPROVAL**

- The POS must be approved by the student’s Supervisory Committee Chair, the Head of the Academic Unit (this is usually the Degree Program Chair unless that person serves as the Faculty Mentor; in that case the Head of Academic Unit is the Associate Director for Programs, and the Vice Provost for Graduate College. The POS becomes a contract between the University and the student that guides the student in completing degree requirements.
- After submitting the *Interactive Plan of Study (iPOS)* online through *MyASU*, the student should notify the SFIS Graduate Program Academic Advisor that the iPOS is in the online system and ready for review.
- The SFIS Graduate Program Academic Advisor will get the approval of the Committee Chair or Co-Chairs and the Head of Academic Unit.
- The SFIS Graduate Program Academic Advisor will forward the online electronic version of the completed iPOS to the Graduate College for final approval.

**COMMITTEE CHANGES TO POS**

- Once the original iPOS has been approved by the Graduate College, the student will need to submit an *online Committee Change request* through the iPOS web site to officially add or change members of the supervisory committee.
- After submitting the online Committee Change Request, the student should notify the SFIS Graduate Program Academic Advisor that the request is in the online system and ready for review.
- The SFIS Graduate Program Academic Advisor will get the approval of the Committee Chair or Co-Chairs and the Head of Academic Unit.
- The SFIS Graduate Program Academic Advisor will forward the online electronic version of the Committee Change request to the Graduate College for final approval.

**COURSE CHANGES TO POS**

- Submit a *Course Change request* through the online iPOS system to remove courses from the iPOS that the student did not take and/or to add courses that the student did take that were not originally listed on the iPOS.
After submitting the online Course Change Request, the student should notify the SFIS Graduate Program Academic Advisor that the request is in the online system and ready for review.

The SFIS Graduate Program Academic Advisor will get the approval of the Committee Chair or Co-Chairs and the Head of Academic Unit.

The SFIS Graduate Program Academic Advisor will forward the online electronic version of the Course Change request to the Graduate College for final approval.

**APPLIED PROJECT GTD 593**

For the Applied Project as the final culminating experience, the student must provide the Supervisory Committee with a copy of the written research document and the *Report of Final Culminating Experience – GTD 593 – Applied Project* form (see Appendix A). Each semester deadlines will be announced for the receipt of the first draft by the Faculty Mentor – this deadline will be approximately one month before the final semester’s grades are due. This deadline is important as it allows time for the Faculty Mentor to provide feedback to the student, and for the student to respond with required revisions to their project. Note that approval is contingent upon a satisfactory completion of the project, as deemed by the Faculty Mentor and the Second Reader, and is not guaranteed. If extensive revision is required it could take another semester, in which case the student must register for one credit of continuing registration as they complete their project.

*Grading options are letter grades A through E. A grade of B or higher is required to pass the applied project and for graduation.*

*If you are doing your Applied Project in your final academic term, pay close attention to the deadline from the Graduate College for completing your presentation!*
STUDENT RESOURCES

GTD ADVISING
The GTD Graduate Program Academic Advisor in SFIS is available to help explain department and university policies and procedures. Questions about paperwork or university policies should be addressed to the Program Academic Advisor first. At times it might be necessary to refer the student to someone else or another unit. Questions regarding what courses a student should take, topics for the applied project, and research applied toward the degree should be directed to the student’s faculty advisor and/or supervisory committee.

GTD RESOURCES BLACKBOARD SITE
All current GTD students will be granted access to the GTD Resources Blackboard site. Students can access the site through MyASU (https://my.asu.edu) by clicking on “Blackboard” at the bottom of the “My Classes” box in MyASU. The site will be located in the list of “My Organizations.” The site contains the GTD handbook, the applied project guidelines, the list of projects from past students and selected papers.

WAYS TO STAY CONNECTED
Students in the M.S. in Global Technology and Development have the advantage of expanded networking possibilities due to the fact that there is a campus-based program as well as the completely online version. There are several social media sites that campus and online GTD students both join, making connections around the world.

GTD Facebook Page (official): http://www.facebook.com/globaltechnologydevelopmentasu
GTD Facebook Page (admitted students): https://www.facebook.com/groups/gtdasu/
Linked In Page: https://www.linkedin.com/groups/4523628/profile

SFIS GRADUATE STUDENT ORGANIZATION
The School for the Future of Innovation in Society Graduate Student Organization (GSO) exists to support three key functions for SFIS graduate students. In addition to cultivating community & cohesion within and between graduate cohorts & programs, we strive to provide a mechanism for interactions between SFIS graduate students, staff, and faculty, while supporting SFIS graduates in their academics, professional development, and new endeavors. Visit the SFIS GSO web site for more information.

TRAVEL FUNDING
Travel funding for conferences, internship interviews and job interviews may be available through SFIS, Graduate College and Graduate and Professional Student Association (GPSA). Some travel awards require a funding match from the academic unit. Students should pay close attention to application processes and deadlines.

ASU ONLINE STUDENT SUPPORT AND SERVICES
ASU Online student resources offers information on libraries, career services, disability resources military support, online tutoring, study abroad, and much more.

ASU GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA)
GPSA is the official, representative student body government for all ASU graduate and professional students that supports students’ research, personal and professional development and service efforts. It operates through executive and legislative branches composed of over 41 elected student assembly members representing all ASU college and schools, 20 elected and appointed executives, and hundreds of volunteers.

Students are welcome to apply to GPSA for funding for travel, research and childcare. It also offers a wellness program, health insurance guide and professional development. Many events are scheduled throughout the year and students are encouraged to participate.

ASU GRADUATE WRITING CENTERS
ASU Writing Centers offer a dynamic, supportive learning environment for undergraduate and graduate students at any stage of the writing process. Tutors from a wide range of majors help students hone writing skills and gain confidence in their writing. The GTD degree program recommends that all students take advantage of this opportunity.
Benefits of Writing Tutoring
All writers — all ASU undergraduate or graduate students — can benefit from visiting the Writing Center to:

- explore, plan, and develop ideas
- organize and structure a paper
- integrate and cite sources
- engage in writing and revision
- discuss editing and proofreading strategies
- find a place to write

Online Writing Tutoring
Need help with a paper and can't get to campus? Try online writing tutoring, accessible anywhere you have an Internet connection. Have questions? Please call 480-965-9072.

Throughout the fall and spring semesters, the Graduate Writing Centers will host special workshops and webinars on writing in graduate school. For information about online workshop offerings, please email Jessica.J.Jones@asu.edu.

ASU LIBRARIES
ASU Library provides resources for ASU Online students through https://libguides.asu.edu/online. This includes research databases, electronic journals, e-books, and other research material.

CAREER SERVICES, INTERNSHIPS, AND PROFESSIONAL DEVELOPMENT
ASU Career Services offers support year-round for online students. Virtual career advising appointments are available for all online students. Appointments can be made through Handshake. Virtual career fairs, workshops, and internship assistance are also available along with resume assistance.

For internships specific to the GTD degree program, students are also welcome to contact the SFIS Internship Coordinator or the GTD Graduate Academic Advisor for assistance.

VETERANS AND MILITARY
The Office for Veteran and Military Academic Engagement serves the Arizona State University community by promoting dialogue, teaching, and research that increases information, understanding, knowledge, and relationships among military, civilian, and academic cultures. Their goal is to listen to veteran students, look for ways to connect them with faculty and other students, and continue to learn where and how to build bridges between these different cultures.

The Pat Tillman Veterans Center provides guidance and support for students who are veterans, active-duty military or military dependents.

ASU Online Students
Military Student Support
militaryonline@asu.edu
480-884-1906
480-522-3058 Fax

STUDENT ACCOUNTS
Student Business Services offers a variety of student account services including tuition and billing, student refunds (including financial aid), receipt and payment processing, support for past due accounts, third party sponsorship assistance and Perkins Loan repayment. Student may call 1-855-278-5080 or email sbs@asu.edu for information on their accounts. Office hours and locations are:
Monday - Friday
8:15 a.m. - 4:30 p.m.
Closed Saturday, Sunday and university holidays.

ASU ID CARDS
The Sun Card is the official photo ID of all ASU students. To obtain your ID, submit your ID photo and identification verification online, once your receive a photo approval email, you must complete the Sun Card Request form.
SUN DEVIL BOOKSTORE
The Sun Devil Campus Stores sell textbooks, used books, academic supplies, art supplies and ASU logo clothing and gifts. Students can rent textbooks, or enjoy the convenience and savings of digital textbooks and ebooks. Thesis and dissertation binding is available, as are medical and nursing reference materials.

DISCRIMINATION COMPLAINTS
It is a violation of ASU policy to discriminate against any employee or student on the basis of that individual’s race, color, religion, national origin, citizenship, sex, gender identity, sexual orientation, age, disability, Vietnam-era veteran status, special disabled veteran status, other protected veteran status, newly separated veteran status, or any other unlawful discriminatory grounds. Complaints should be filed within 120 days of the last act of alleged discrimination. The director, Office of Equity and Inclusion, may waive or extend this time frame for good cause such as holidays or times that classes are not in session.

An employee or student (or member of the public in cases of disability complaints) who believes he or she has been unlawfully discriminated against may discuss his or her concerns with the director or an assistant director of the Office of Equity and Inclusion, file a report, and/or file a complaint of unlawful discrimination with the Office of Equity and Inclusion (https://cfo.asu.edu/equity-and-inclusion).

The Office of Equity and Inclusion review of complaints is a confidential process because it involves personnel matters. The parties to the complaint are guaranteed confidentiality except as noted in the policy and as necessary to conduct a thorough and fair investigation of the complaint. All witnesses in a complaint investigation are guaranteed confidentiality. All documentation and reports received and/or developed as part of the report/complaint process, including investigative reports are considered confidential unless otherwise noted in the policy.

To review the official policy, see “ACD 403: Procedures for Resolving Complaints of Unlawful Discrimination” in the Academic Affairs manual (https://www.asu.edu/aad/manuals/acd/).

CRISIS SERVICES
ASU Counseling Services prioritize immediate access to services to ensure that all students who request or need services can be seen the same day- no appointment is necessary. Students local to one of the major campuses may call or walk in and be seen anytime at one of our four campus locations between Monday-Friday, 8 a.m. – 5 p.m.

- Downtown Phoenix: 602-496-1155
- Polytechnic: 480-727-1255
- Tempe: 480-965-6146
- West: 602-543-8125

If you need assistance outside of business hours, please call EMPACT’s 24-Hour ASU-dedicated Crisis Line: 480-921-1006.

For Life threatening emergencies, please call 911.

If You Are Concerned About a Student
Faculty, staff, and parents can be very helpful in supporting a student in distress to access counseling services. ASU Counseling Services staff offers consultation assistance to concerned parents, faculty, staff, and other students who have concerns about a student. By speaking with one of our counselors, you can receive information about how to talk with a student experiencing difficulties and how to access various resources. You may call any ASU Counseling Services location and ask to speak to a counselor who will help you decide what options are available. If a crisis occurs on or near campus students, faculty, and staff may be affected. ASU Counseling Services staff will schedule meetings with groups of faculty, staff, and students who have been affected by a crisis. You may call any ASU Counseling Services location and ask to speak with a counselor who will talk with you about your needs.

TITLE IX
Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and
academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, additional information and resources are available for you at https://cfo.asu.edu/titleIX.

DIASBILITY RESOURCES
The Disability Resource Center (DRC) facilitates a comprehensive range of academic support services and accommodations for qualified students with disabilities. Qualified students with disabilities may be eligible to receive academic support services and accommodations. 

Eligibility is based on qualifying documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing qualifying documentation to the DRC. Every effort is made to provide reasonable accommodations for qualified students with disabilities.

Qualified students who wish to request an accommodation for a disability should contact the DRC by going to https://eoss.asu.edu/drc, calling 480-965-1234, or emailing DRC@asu.edu.
REGISTRATION DURING GRADUATION SEMESTER
Students are required to register for at least one semester hour of credit that appears on the iPOS or one hour of appropriate graduate-level credit during the fall, spring or summer session in which they complete their culminating experience.

REVIEW POS FOR ACCURACY
Each student will need to review his/her POS against their current ASU transcript at the beginning of the last academic term. Any changes necessary to make the POS match the official transcript should be done through the iPOS link in MyASU (https://my.asu.edu/).

APPLY FOR GRADUATION
Apply for graduation and pay the graduation fee online through My ASU. Select the Graduation tab from My Programs and follow the online instructions. A credit card is required to complete your application. If application for graduation is made after the deadline, the student will be assessed a late fee.

<table>
<thead>
<tr>
<th>If you are graduating in.....</th>
<th>Your deadline is....</th>
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<tbody>
<tr>
<td>Fall</td>
<td>October 1</td>
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<tr>
<td>Spring</td>
<td>February 15</td>
</tr>
<tr>
<td>Summer</td>
<td>July 15</td>
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</table>

- If application deadline falls on a weekend or holiday, the deadline will be extended to the next business day.
- To ensure that your name appears in the ASU commencement book and to avoid paying a late fee, the application must be received by the appropriate deadline.
- Summer graduate names appear in the Fall commencement book.

If you are not able to apply online:
- **Apply in person.**
  - Print and complete the Application for Graduation.
  - Pay all graduation fees at any University Cashier’s Office.
  - Complete the Graduation Survey.
  - Submit completed application, payment receipt and completed graduation survey to the University Registrar Services.
- **Apply by mail.**
  - Print and complete the Application for Graduation.
  - Mail the completed application and applicable payment to the address listed on the application.

Students who apply for graduation will not be eligible to register for subsequent semesters without being admitted to a new certificate program. Students who wish to change their graduation semester after they have applied must contact the graduation office to request that the application for graduation be moved to their new intended semester of graduation prior to the conferral date of their original graduation semester.

Your Application Status—Check your application status from your MyASU page. Your status will be one of the following.

- **Applied:** Your application for graduation has been received and is being processed. If your application cannot be processed your status will change to either denied or withdrawn and you will be notified by email. Review your Plan of Study regularly to ensure that all requirements will be met. Unless you are denied or withdrawn, your status will appear as applied until your degree is posted, which occurs approximately 4-6 weeks after the degree conferral date.
- **Denied:** Your application for graduation has been denied because you will not meet one or more degree requirements by the degree conferral date. Review your Plan of Study and contact either your academic advisor or department chair to review your degree requirements and discuss your options.
- **Withdrawn:** Your application for graduation has been withdrawn because you have not completed all coursework (including incompletes) and degree requirements listed on your Degree Audit or Plan of Study by
the degree conferral date. Review your Degree Audit Report or Plan of Study and contact either your academic advisor or department chair to review your degree requirements and discuss your options.

**COMPLETE ALL DEGREE REQUIREMENTS**

Students must complete all degree requirements in a timely manner. Final grades must be posted and all required forms and evaluations must be submitted to meet the deadlines for graduation. Students must obtain at least a 3.0 GPA on all three GPA calculations: 1) iPOS, 2) Graduate (all graduate level coursework 500 level and above), 3) cumulative that includes all coursework completed during the graduate career.

Refer to Graduate College Graduation Deadlines ([https://graduate.asu.edu/completing-your-degree](https://graduate.asu.edu/completing-your-degree)).
ACADEMIC STANDARDS

SATISFACTORY PROGRESS
Student progress through the M.S. in Global Technology and Development program is assessed at the end of the fall, spring and summer semesters. The standard for satisfactory progress is completion of all course requirements with GPAs maintained of at least a 3.0/4.0, no more than 2 incompletes in a one year period, and the student is on track to complete their culminating requirement within the six year time limit for the completion of a master’s degree at ASU.

If, in the progress review, the faculty determines any deficiency in a student’s progress or performance, a letter will be sent to the student, which will outline a required course of action. These requirements might include completing Incompletes (see Incomplete Polices below), raising the GPA, or beginning the Applied Project, for instance. If the student does not comply with the requirements, the student may be recommended for Dismissal to Graduate College. Only the Vice Provost for Graduate College or her /his designee can dismiss a student from their graduate program. This dismissal may be appealed if done within 10 days of when the Recommendation for Dismissal has occurred. Students may also voluntarily withdraw at this point to avoid having a Dismissal on their records.

To be considered as making satisfactory progress toward the degree objective, a student must:
1. Remain continuously enrolled in the degree program.
2. Maintain a cumulative GPA of 3.0 or higher in all classes included in the Program of Study
   (Those students who have not yet filed a program of study must maintain a combined GPA of 3.0 or higher for all courses taken since entering the current degree program and all courses numbered 500 and above completed since the last degree.)
3. Maintain a Graduate GPA of 3.0 or higher in all classes on their transcript numbered 500 or above
4. Maintain an overall cumulative GPA of 3.0 or higher
5. Not have more than two incomplete grades within a 12 month period
6. Make timely progress through coursework and the applied project
7. Meet the stated time limit for graduation from the degree program

REVIEW OF PROGRESS
At the end of each term (fall, spring, summer), the SFIS Graduate Academic Advisor will conduct a review of all GTD students and discuss their progress towards degree with the Degree Program Chair.

PROBATION
Students can be placed on probation for a variety of reasons including:
- Failure to maintain continuous enrollment
- Failure to maintain Plan of Study, Graduate and Cumulative GPAs of 3.0 or higher
- More than two incomplete grades within a 12 month period
- Failure to meet degree program deadlines described above in Satisfactory Progress and Steps Toward Degree
- Less than satisfactory academic performance as described above in Satisfactory Progress
- Inadequate progress in their Applied Project and Internships as indicated by their Applied Project Faculty Advisor or their Internship Site Supervisor

Students should take being placed on probation as a strong warning that their continuing status in the program is in jeopardy unless corrective action is taken. Students are placed on probation by the Degree Program Chair following his/her own evaluation or following a recommendation by the student’s supervisory committee.

If initiated by the supervisory committee, the recommendation for probation including the following information will be specified in a memo to the Degree Program Chair by the major professor in consultation with the supervisory committee.
- The reason(s) for the probation -- policy or policies the student is in violation of
- The conditions of the probation – remedy or remedies for getting out of probation
- The time frame for meeting the conditions – specific, clear dates and times
- The consequences of not meeting the conditions – including a statement that the student may be recommended for withdrawal from the degree program if the conditions are not met by the given time frame
Students who are placed on probation due to the Cumulative, Plan of Study and/or Graduate GPA(s) dropping below 3.0 must raise the GPAs to 3.0 or better by the semester following the semester in which the student was placed on academic probation.

The Degree Program Chair can also initiate probation, if the evaluation of the Degree Program Chair differs from the major professor’s or if other circumstances merit this action. Notification of probation and its conditions will then be conveyed to the student in a letter from the Degree Program Chair that will also be copied to the major professor and members of the supervisory committee.

The student may appeal this action is writing to the Degree Program Chair within 10 days of the written notification. Appeals should be based on unusual circumstances, hardships, or error in the student’s record. Any supporting documents from the student’s major professor and supervisory committee should be included.

The student will be removed from probation if he/she satisfies the conditions of the probation by the deadlines. The student will then be considered in good standing. Failure to satisfy a condition by the deadline will result in the actions specified in the original probationary letter. These actions can include cessation of any financial support or dismissal from the program. If the latter actions are pursued, the student will be notified in writing by the Degree Program Chair and will have 10 days to appeal the decision in writing. The student will be notified in writing of the final decision. Upon recommendation from the Degree Program Chair, the Vice Provost for the Graduate College can withdraw a student who is not progressing satisfactorily.

Graduate students who have been withdrawn from a graduate program at ASU due to lack of satisfactory academic progress are eligible to apply for admission to the same program only after one year from the term of the withdrawal.
MAXIMUM TIME LIMIT FOR DEGREE PROGRAMS

According to the Graduate Catalog the maximum time to complete a Master’s degree is defined as follows:

- All work toward a master’s degree must be completed within six consecutive years. The six years begins with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the Plan of Study must have been completed within three years of the semester and year of admission to the program.
- Continuous enrollment would be required for the duration of the degree seeking period.

IMPORTANT REMINDERS

QUESTIONS
If students ever have questions or doubts about anything................. please ask. Students should consult with the Faculty Advisor, the Degree Program Chair, or the Graduate Program Academic Advisor.

And remember that the Graduate College web site offers all kinds of resources for graduate students. Bookmark their website!

POLICIES and DEADLINES

We have listed the policies and deadlines for your milestones in this handbook. But remember that things can change and the final word comes from the Graduate College. We suggest you also bookmark these and check frequently for any updates:

- The Graduate Catalog -- https://catalog.asu.edu/
- Graduate College Policies and Procedures -- https://graduate.asu.edu/policies-procedures
- The Current Students page on Graduate College web site -- https://graduate.asu.edu/
- Graduation Deadlines and Procedures -- https://graduate.asu.edu/completing-your-degree

Students can also visit with a staff member in the Graduate Enrollment Services Office (Student Services 112), or call (480) 965-6113.
APPENDIX A: FORMS

- Applied Project Approval Form – GTD 593
- Report of Final Culminating Experience – Applied Project – GTD 593
STUDENT: This form must be completed (fill in all form fields) and given to the Faculty Chair listed on the Plan of Study, along with a two page prospectus (see below), prior to the deadline for registration for the session in which the student wishes to register for applied project credit.

FACULTY CHAIR: Submit completed and approved form with prospectus to the Graduate Academic Advisor in the School for the Future of Innovation in Society, wendi.taylor@asu.edu.

NOTE: Student must have completed or be in the process of completing all other required coursework (27 credit hours) for the degree before submitting the Applied Project Approval Form and getting permission to register for GTD 593. On rare occasion, a student may concurrently do a class during the time they are working on the final paper, but this request must be approved in advance.

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>DATE (00/00/0000)</th>
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<tr>
<td>ASU AFFILIATE ID (10-DIGIT)</td>
<td>ASU EMAIL ADDRESS</td>
<td>ALTERNATE EMAIL ADDRESS</td>
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LOCAL ADDRESS | CITY | STATE | ZIP

DATE PLAN OF STUDY WAS APPROVED
(Approved Plan of Study must be on file with the Graduate College before the student begins GTD 593)

GRADUATE COURSEWORK GPA | PLAN OF STUDY GPA | CUMULATIVE GPA | COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE

Write a two page prospectus outlining the proposed applied project. In general, it should contain:
- A problem
- Problem background
- Significance of the problem
- A purpose statement (The purpose of this research or research proposal is to…….)
- Literature review (preliminary, can be annotated bibliography)
- Methods (How will you collect your data? What is the overall design?) (Applied Project: what will you create? How will you create it? What problem does it solve?)

Semester, Session and Year for GTD 593 registration:

NOTE: The Faculty Chair who is overseeing your research or project should be listed as the Chair on your approved Plan of Study.

Faculty Chair Name: ☐ Approved ☐ Disapproved

Faculty Mentor Signature ____________________________ Date ____________

Head of Academic Unit Name: ☐ Approved ☐ Disapproved

Head of Academic Unit Signature ____________________________ Date ____________

Return completed form to the Graduate Academic Advisor in the School for the Future of Innovation in Society.
**FACULTY CHAIR:** Submit completed and approved form with Final Applied Project grade to the Graduate Academic Advisor in the School for the Future of Innovation in Society, wendi.taylor@asu.edu.

<table>
<thead>
<tr>
<th>NAME OF STUDENT (Last name, first name, middle initial)</th>
<th>10 DIGIT ASU AFFILIATE ID#</th>
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<tr>
<td>Master of Science</td>
<td>Global Technology and Development</td>
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<tr>
<th>APPLIED PROJECT TITLE</th>
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<tr>
<th>AREAS OF PERFORMANCE</th>
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<th>4 (Good)</th>
<th>3 (Satisfactory)</th>
<th>2 (Poor)</th>
<th>1 (Unsatisfactory)</th>
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<tbody>
<tr>
<td>1. Identification and Framing of Global Technology and Development Problem/Issue</td>
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<td>2. Application of Appropriate/Relevant Methods</td>
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<td>3. Development and Evaluation of Data and Recommendations</td>
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<td>4. Written Communication of Project Results</td>
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**GRADE ASSIGNED________________________

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<th>NAMES OF COMMITTEE</th>
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<tbody>
<tr>
<td>CHAIR (Faculty Mentor for Applied Project as he/she appears on the approved Plan of Study)</td>
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<tr>
<td>MEMBER (Second Reader of Final Paper)</td>
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<tr>
<th>NAME OF HEAD OF ACADEMIC UNIT</th>
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