Welcome to the Human and Social Dimensions of Science and Technology (HSD) PhD 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, consult the program advisors.

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INTRODUCTION

PURPOSE OF THE HANDBOOK
The handbook provides an overview of the policies and procedures for students in the HSD degree program. It serves as an initial resource to give guidance and to answer questions, but students are also encouraged to consult with their advisor, the Degree Program Chair, or the SFIS Graduate Program Advisor. The primary references for graduate students on rules and regulations are the Arizona State University Academic Catalog which can be found at http://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.

STUDENT RESPONSIBILITY
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 HSD Graduate Student Handbook, the ASU Academic Catalog and the 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. 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 (http://my.asu.edu) and students should frequently check their MyASU Account for information regarding their status, holds, and list of “to do” items.

PROFESSIONAL ETHICS 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, second year project, and dissertation 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 mentor to seek clarification. Additional information about academic integrity policies of the University is available at http://provost.asu.edu/academicintegrity. 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 "priority task" under To Dos 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 file 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.

Breaches of academic integrity include, but are not limited to, the following:

- Engages in any form of academic deceit
- 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
- 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
- Acts as a substitute for another person in any Academic Evaluation or assignment
- Uses a substitute in any Academic Evaluation or assignment
- 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
- 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
• Engages in Plagiarism
• Uses materials from the Internet or any other source without full and appropriate attribution
• Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization
• Claims credit for or submits work done by another
• 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 on oneself or another without actually attending
• Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity
• Attempts to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement
• Failing to follow ethical procedures for research involving human subjects, such as violating participants' confidentiality, or failing to maintain confidential or sensitive research data in a secure location
• Knowingly using data that do not meet appropriate standards for reliability and validity;
• Engaging in a romantic relationship with an undergraduate student whom you supervise or evaluate in a classroom or research setting
• Repeatedly failing to meet commitments and responsibilities, such as chronically missing deadlines, or failing to provide work promised to colleagues
• Behaving in a way that reflects poorly on the degree program, SFIS, CLAS and University while conducting research or participating in community activities as a representative of the School

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/hr-equityandinclusion).

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 (http://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. You can call or walk in and be seen anytime at one of our four campus locations between Monday-Friday, 8 a.m. – 5 p.m.

For more information about our services, call 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.

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](https://cfo.asu.edu/titleIX).
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 ago now 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 going to make 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 going to make 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 School is new, but our faculty have an extraordinary record that fully embraces the design aspirations of the New American University. 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 a variety of settings. In the future, our undergraduate programs will prepare a great variety of students to succeed in creating their own futures.

ORGANIZATION OF SFIS

- **Director**
  David Guston – [David.Guston@asu.edu](mailto:David.Guston@asu.edu)

- **Associate Director for Faculty**
  Clark Miller – [Clark.Miller@asu.edu](mailto:Clark.Miller@asu.edu)

- **Associate Director for Programs**
  Gary Grossman – [Gary.Grossman@asu.edu](mailto:Gary.Grossman@asu.edu)

- **HSD Degree Program Chair**
  Erik Fisher – [Erik.Fisher.1@asu.edu](mailto:Erik.Fisher.1@asu.edu) – (480) 965-9744

- **Managing Director**
  Lori Hidinger – [Lori.Hidinger@asu.edu](mailto:Lori.Hidinger@asu.edu) – (480) 727-8825

- **Graduate Program Advisor**
  Andra Williams – [Andra.Williams@asu.edu](mailto:Andra.Williams@asu.edu) – (480) 727-9498

HSD DEGREE PROGRAM EXECUTIVE COMMITTEE
The HSD Executive Committee oversees the HSD Program. Erik Fisher chairs the committee.

- Erik Fisher - HSD Degree Program Chair and Associate Professor, SFIS
- Gaymon Bennett – Assistant Professor, School of Historical, Philosophical and Religious Studies
- Jenny Brian – Lecturer, Barrett, The Honors College
The HSD Executive Committee has three main roles. It sets program policy. It reviews applicants to the degree program and makes admission decisions. It approves HSD faculty.

The HSD Executive Committee also serves as a resource when students have academic concerns or problems. Erik Fisher, Degree Program Chair, provides general problem solving support to all students in the program, including students having difficulties with their advisors.
ADMISSIONS POLICIES FOR HUMAN AND SOCIAL DIMENSIONS OF SCIENCE AND TECHNOLOGY PHD

Preference is given to students with demonstrated interest and competence in relevant areas of intellectual work. All students must hold an undergraduate degree from a regionally accredited institution or university of recognized standing when they enter and have a minimum GPA of 3.0 on a 4.0 scale for the last 60 semester hours of undergraduate work. No specific field of prior study or experience is required for applicants, but prior education and experience must provide a relevant foundation for the student’s proposed graduate work. Students come from the natural and social sciences, humanities, and engineering. The strongest applicants are likely to have some experience in both the sciences or engineering and the social sciences or humanities, but this is not a strict requirement.

QUANTITATIVE MEASURES

<table>
<thead>
<tr>
<th>Previous Degree Requirements</th>
<th>Bachelors required</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA (based on a scale of 4.00)</td>
<td>3.0 minimum Jr/Sr*</td>
</tr>
<tr>
<td>GRE Gen: Verbal</td>
<td>Required**</td>
</tr>
<tr>
<td>GRE Gen: Quantitative</td>
<td>Required**</td>
</tr>
<tr>
<td>GRE Gen: Writing</td>
<td>Required**</td>
</tr>
<tr>
<td>GRE SUBJECT</td>
<td>Not required or recommended</td>
</tr>
<tr>
<td>TOEFL (Paper)</td>
<td>550</td>
</tr>
<tr>
<td>TOEFL (Internet)</td>
<td>80</td>
</tr>
<tr>
<td>IELTS</td>
<td>Overall band score of 6.5 with no individual band below a 6.0</td>
</tr>
<tr>
<td>Pearson Test of English</td>
<td>60</td>
</tr>
</tbody>
</table>

*Jr/Sr = last 2 years or last 60 semester hours.

**Applicants must submit scores from the GRE general examination. The admissions committee considers these scores when evaluating applications, but there are no minimum required scores for admission to the HSD Program.

In addition, international students may have to achieve minimum scores on the SPEAK test exam and/or the speaking section of the iBT (internet based TOEFL) to work in a research laboratory or to be a teaching assistant.

Admissions are conducted for Fall terms only.

APPLICATION DEADLINE

Students are only allowed to begin the degree program during the Fall Semester of each year. Applications are reviewed by the HSD Executive Committee. The application deadline is December 15th for admission the following fall semester.

APPLICATION PROCESS

The Human and Social Dimensions of Science and Technology PhD application process:

1. Initiate an online ASU Graduate Admissions Application through the Graduate College web site (https://students.asu.edu/graduate/admissions).
2. Complete the "General Information Section." You will be asked to enter information on universities that you have attended, GPAs, and GRE scores. The GRE General Exam is the only standardized test required for this degree application. If you have not yet taken the GRE, please leave this information section blank (or enter zeros if the system will not let you move out without entering a number) and enter a note in last box of the Degree Section with the date you expect to take the exam.
3. Complete the Degree Section.
   a. Click "Find Your Degree/Certificate Program"
   b. Select "Tempe" as your degree program campus.
   c. Search for and select "Human and Social Dimensions of Science and Technology" as your degree program.
   d. Identify any faculty you have been in contact with about the degree program.
   e. Request three 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 three 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.

f. Prepare and upload a Personal Statement.
g. Prepare and upload a current CV or Resume.
h. Prepare and upload the Academic Record Form (available on the HSD web site).

4. Submit the online ASU Graduate Admissions Application.
5. Pay the Application Fee.
6. Have official transcripts* sent to ASU. One set of official transcripts from every college and university from which a Bachelors 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 871003
   Tempe, AZ 85287-1003

   **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://students.asu.edu/graduate/international).

* 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.

7. The GRE General Exam is the only standardized test required for this degree application. Have ETS (Educational Testing Service) provide ASU with official GRE scores. The ETS Institutional Code for ASU is 4007. Enter the Department Code as 0000. Test scores must be received directly from the agency administering the test. Photocopies and faxes are not acceptable.

8. If appropriate, complete and submit a paper copy of the Financial Guarantee Form (https://students.asu.edu/international/immigration). This form must be completed by anyone who will attend ASU while holding an F-1 or J-1 visa. Send the form to:

   **If sending by U.S. Mail, use this address:**
   Arizona State University
   Graduate Admission Services
   PO Box 871003
   Tempe, AZ 85287-1003

   **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

9. 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://students.asu.edu/graduate/proficiency).
STEPS TOWARDS DEGREE

WHAT IS THE HUMAN AND SOCIAL DIMENSIONS OF SCIENCE AND TECHNOLOGY PHD?
The PhD in Human and Social Dimensions of Science and Technology at Arizona State University is an ambitious, interdisciplinary initiative to understand what it means for humanity that today's societies are permeated by science and technology. We come from the humanities and social sciences, the sciences, and engineering. We come from non-profits, policy, business, communication, and education. Together, we pursue a common goal: to rethink how people fit into the worlds of science and technology and how science and technology fit into diverse social contexts so that we can create better human outcomes, solve the 21st Century's grand challenges, innovate more responsibly and responsively to human needs, and fashion more just and livable societies.

DEGREE REQUIREMENTS
The HSDST MILESTONE CHART (see Appendix A) has a step by step check list of all the program requirements and most of the necessary forms to progress through the degree program. Students should follow the chart very closely and stay within the designated timelines and deadlines.

The degree requires completion of 84 credit hours of which 12 hours are for dissertation. Students may apply up to 30 hours from a prior master's degree towards the total hour requirement upon approval of the program steering committee. Each student, with his or her Supervisory Committee, develops a unique plan of study, which the student's Supervisory Committee approves.

Each student completes the following coursework. There are no foreign language or statistics requirements, except as needed for a particular student's selected dissertation project.

Coursework

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSD 601: Human Dimensions of Science and Technology</td>
<td>4</td>
</tr>
<tr>
<td>HSD 602: Science, Power and Politics</td>
<td>4</td>
</tr>
<tr>
<td>HSD 692: Research (Second-Year Research Project)</td>
<td>6</td>
</tr>
<tr>
<td>HSD 610: Colloquium</td>
<td>4</td>
</tr>
<tr>
<td>Coursework for Field 1</td>
<td>9</td>
</tr>
<tr>
<td>Coursework for Field 2</td>
<td>9</td>
</tr>
<tr>
<td>Coursework for Field 3</td>
<td>6</td>
</tr>
<tr>
<td>Courses for Methods Training</td>
<td>0-6</td>
</tr>
<tr>
<td>Electives or HSD 792: Research</td>
<td>0-6</td>
</tr>
<tr>
<td>HSD 790: Dissertation Prospectus</td>
<td>3</td>
</tr>
<tr>
<td>HSD 799: Dissertation</td>
<td>12</td>
</tr>
<tr>
<td>Total</td>
<td>84</td>
</tr>
</tbody>
</table>

Core Seminar (8 hours)
All first-year students participate in a yearlong seminar, HSD 601 and HSD 602, to provide them with a thorough introduction to the literature on the human and social dimensions of science and technology, as well as core research tools and an overview of the major HSD methods. The Core Seminar also provides skills in planning and conducting research, individually and in research teams, and involves projects that help students learn skills in communicating and working with scientists and engineers, policy and community officials, and/or the public.

Colloquium (4 hours)
The colloquium is a regular series designed to create opportunities for the exchange of ideas among all members of the HSD community. It has a range of activities, including student or faculty member presentations, community discussions, and outside speakers. To strengthen the interdisciplinary character of the program and to take advantage of speakers or events of mutual interest, the colloquium may meet jointly with one or more other series on campus. Each semester the colloquium is offered for one credit as HSD 610: Colloquium. Students take at least four credits of HSD 610.
Second-Year Research Project (6 hours)
During the second year, students pursue a major, guided, original research project, designed to provide them with essential research skills, as well as to demonstrate their mastery of these skills. This project includes a research proposal, data collection and analysis, and the completion of a research paper of publishable quality or an equivalent scholarly work. The project must also involve at least some level of collaboration or engagement with scientists and/or engineers, policy and/or community officials, and/or members of the public. The student’s advisor directs the project. The student’s second-year project committee may choose to require an oral presentation and defense of the project, but the program does not require such a defense.

Fields (24 hours)
In consultation with the student's supervisory committee, each student develops three distinct fields to provide the in-depth training necessary to formulate and carry out his or her dissertation research and provide a strong grounding in the field. Each student completes two major and one minor field. Major fields consist of the equivalent of three courses of specialized work (either in existing elective courses or through independent reading or research projects) designed to achieve mastery of a particular intellectual subject. The minor field consists of the equivalent of two courses of specialized work. Fields are not pre-determined by the program but are defined by the student and the supervisory committee. For each field, the supervisory committee and student agree upon a set of courses and bibliography, as well as the format for demonstrating mastery of the field. In most cases, this format consists of a written field exam followed by an oral exam; although a field paper or exemplary course paper can also be considered. This may be done as a committee or the committee may assign one of its members to oversee each field. Students typically begin working on their fields in the first year. For students who enter with a relevant Master’s degree, the degree can be used to fulfill one field.

Methods Training (0-6 hours)
Methods training occurs in two stages. The yearlong Core Seminar, HSD 601 and HSD 602, provides HSD students with broad introductory knowledge of HSD research methods including:
- The interpretation of work in the major methodological traditions within HSD, including historical, philosophical, policy/political, and ethnographic methods
- The formulation of research questions
- The selection of appropriate research methods for addressing specific research questions
- The development of effective research work plans
- The design and crafting of a logically sound and rhetorically compelling argument

The second stage of methods training is defined by each student and her/his Supervisory Committee and involves the selection and inclusion in the student's plan of study of specific methods courses, as necessary, to adequately prepare the student for his or her dissertation research. With the approval of the Supervisory Committee, courses may meet both Methods Training and Field requirements.

Student should be aware that SFIS offers courses in research methods (HSD 500).

Electives and Research (21-27 hours)
Elective courses may supplement Fields or be used to explore related areas of interest. Students take many elective courses from HSD Faculty members, although humanities, social science, or science coursework, not specifically in the area of the human and social dimensions of science and technology but necessary for a student to develop skills or knowledge to undertake his or her research, may also be appropriate. Students register for directed research hours, preparatory to completing a dissertation, with their Supervisory Committee chair or another appropriate faculty member.

400-Level Courses
No more than 6 hours of 400-level courses may be counted in the plan of study.

Dissertation Prospectus (3 hours)
Each student develops a written Dissertation Prospectus, including a bibliography, discussion of relevant research skills, and a brief (less than one page) description of each Field completed and how mastery was demonstrated. The Dissertation Prospectus shows that the student can integrate and synthesize the knowledge and skills developed through coursework and apply them to the development of a research project.

Dissertation (12 hours)
Each student collects and analyzes data and writes a dissertation.
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 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 completing the dissertation 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 (792) or continuing registration (795), 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 **Doctoral Request to Maintain Continuous Enrollment** (https://graduate.asu.edu/sites/default/files/maintain-continuous-enrollment-phd.pdf). 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 **Doctoral 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>
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</tr>
<tr>
<td><strong>Six-week summer session</strong></td>
<td></td>
<td></td>
<td></td>
</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>
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<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.

SUPERVISORY COMMITTEE

The Supervisory Committee provides intellectual guidance for the degree. The committee approves the Plan of Study, oversees the writing and defense of a dissertation prospectus, and guides the writing and defense of a dissertation.

- The Supervisory Committee consists of 3 faculty members, including a chair or co-chairs.
- The Chair of the committee and the student’s main advisor must be a member of the HSD Graduate Faculty endorsed by the Graduate College to chair such committees. The list of approved chairs, co-chairs and members eligible to serve as HSD Graduate Faculty is located on the Graduate College website.
- At least two of the committee members must be members of the HSD Graduate Faculty.
- Most regular ASU faculty and emeritus faculty can be committee members.
ASU Adjunct Faculty and Research Faculty may serve as committee members through a special approval process, but they may not serve as Chairs or Co-Chairs. See the SFIS Graduate Advisor for more information.

If the student wishes to have someone on their committee who is not currently approved by the Graduate College, they will need to submit a Committee Approval Request form (available on the Graduate College website at http://graduate.asu.edu), a memo explaining the importance of that person to the committee, and a current CV for that person to the Degree Program Chair requesting that the person be approved to serve on the committee.

NOTE: This information MUST be submitted at the same time as the original Plan of Study.

PLAN OF STUDY (POS)

Each student must submit a Doctoral Degree Plan of Study (POS) for approval. A link to the online student iPOS (Interactive Plan of Study) is provided through MyASU (http://my.asu.edu).

The POS is an official agreement between the student and ASU about what constitutes the work done for the graduate degree.

After consultation with their Supervisory Committee Chair and the Graduate Program 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.

In order to facilitate degree completion and shorten time to degree, 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 the HSD program, that mark is 42 hours of coursework.

In the semester that students will complete half of their required hours, they should take the best guess about what courses they will take in future semesters so the POS can be submitted. Changes to the POS are easy to make later if need be.

In subsequent semesters, when students register for courses, they should review the POS, read any messages from the computer system, and make any necessary updates to the POS.

Three to four months before students plan to defend the dissertation, they should work with their advisors to review the POS and make the final updates prior to graduation.

The POS should not substantially exceed 84 credit hours, unless the program specifically requires additional hours.

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.

Applying a previously awarded master's degree to a PhD POS

- Students with a relevant master’s degree can apply to have 30 hours credited towards their PhD POS. The HSD program approves specific previous credit hours to meet specific HSD requirements. Students complete the Applying Master’s and/or Pre-Admission Credit to the HSD PhD POS form (see the HSSTST Milestone Chart in Appendix A) with their advisor and submit it to the SFIS Graduate Program Advisor for approval.

- If the student receives approval to use a previous master’s degree, they should select the blanket 30 hours of credit option in the POS online system. If fewer than 30 hours are approved for use, the approved hours are considered Pre-Admission Credits.

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.

- 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. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted.

- Students complete the Applying Master’s and/or Pre-Admission Credit to the HSD PhD POS form (see the HSSTST Milestone Chart in Appendix A) with their advisor and submit it to the SFIS Graduate Program Advisor for approval.

Transfer Credit used towards degree

- Transfer credits included in pre-admission credits are those accepted from another institution for inclusion on an ASU POS. Transfer credits must be from a regionally accredited US institution or an international institution officially recognized by that country. Official transcripts of any potential
transfer credit for a POS must be sent directly to Graduate Enrollment Services at ASU from the Office of the Registrar at the institution where the credit was earned.

- Transfer hours for the HSD program can be requested at a maximum of 12 credit hours. Only graduate level courses with grades of "A" (4.00) or "B" (3.00) taken within three years of admission to the ASU graduate degree program may be transferred. Transfer credits may not be applied toward the minimum degree requirements for an ASU degree if they have been counted toward the minimum requirements for a previously-awarded degree.

- Certain types of graduate credits cannot be transferred to ASU, including credits awarded (as follows):
  - By post-secondary institutions that lack candidate status or accreditation by a regional accrediting association.
  - For life experience.
  - For courses taken at non-collegiate institutions (e.g., government agencies, corporations, and industrial firms).
  - For courses, workshops, and seminars offered by other postsecondary institutions as part of continuing education programs.
  - For extension courses.

- Academic credits earned at other institutions that base their credit calculation on a different scale from ASU’s are subject to conversion before inclusion on a Plan of Study. In all cases, the inclusion of transfer courses on a POS is subject to approval by the degree program and the Vice Provost for the Graduate College.

- **Individual Course Grades**
  - Courses with grades of “C”, “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**
  - If a student is unable to complete coursework during the allotted time, the student must submit the [Incomplete Grade Request Form](http://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, 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 a calendar year; after that the "I" changes to a permanent "I".

  - The student must complete the [Incomplete Grade Request Form](http://students.asu.edu/forms/incomplete-grade-request) 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.

**THE HSD POS**

The HSD POS should include the following:

- HSD 601 & HSD 602
- At least 4 hours of HSD 610, Colloquium (Additional credits for HSD 610 may be used as “electives” with approval of the advisor.)
- HSD 692 “Second Year Project” (The POS will have 6 and only 6 hours of HSD 692. All research other than the second-year project should be registered for under HSD 792 “Research.”)
- HSD 790 “Dissertation Prospectus” (3 and only 3 hours devoted to writing the Dissertation Prospectus)
• HSD 799 “Dissertation” (12 and only 12 hours of HSD 799 devoted to writing the Dissertation)
• There is no minimum required number of credit hours for HSD 792 “Research”
• HSD 592, Research, and HSD 599, Thesis, are for master’s degree students only. These should not appear on a PhD POS.
• Normally, students will take all research, dissertation prospectus, and dissertation hours under the HSD prefix.
• Students cannot use courses with grades lower than “B-” on a POS.
• Students cannot use courses with grades of “I” (Incomplete), “X” (Audit), or “W” (Withdrawn) on a POS.
• Graduate students must maintain minimum GPAs to maintain satisfactory academic program and to graduate. Minimum GPAs must be maintained on both the POS GPA, Cumulative GPA, and the Graduate GPA.
  o The POS GPA is based on all courses that appear on the student’s approved POS. HSD PhD students must maintain a 3.2 POS GPA.
  o The Cumulative GPA includes all the coursework on the student’s transcript. HSD PhD students must maintain a 3.2 POS GPA.
  o The Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript. HSD PhD students must maintain a 3.2 POS GPA.

POS APPROVAL
• The POS must be approved by the student’s Supervisory Committee Chair and/or Co-Chairs, the Head of the Academic Unit, and the Vice Provost for the Graduate College. The POS becomes a contract between the University and the student that guides the student in completing degree requirements.
• The student completes the Applying Master’s and/or Pre-Admission Credit to the HSD PhD POS (if applicable).
• In conjunction with the advisor, the student defines fields and completes the Fields Proposal Form. (See the HSD Milestones Chart in Appendix A)
• Student constructs a preliminary version of the POS using the Plan of Study Template. (See the HSD Milestones Chart in Appendix A)
• Student and committee review the preliminary POS and the student makes any needed revisions.
• Student sends all the forms above that comprise the preliminary POS to the SFIS Graduate Program Advisor. After review the student makes any needed revisions requested by the SFIS Graduate Program Advisor and resubmits the forms.
• Once the forms have been approved, the student enters EXACTLY the courses from the revised, preliminary POS into the electronic iPOS system.
• Student prints course page and approval page from the online system.
• Student gets committee to sign approval page. (Although there are no printed lines, members should print their name and sign below the line for the advisor’s signature. If a committee member is not in residence when the student submits the plan, the member can email his or her approval to the advisor. The advisor should then sign for the committee member and attach a copy of the email to the approval page.)
• Student takes signed approval and course pages to the SFIS Graduate Program Advisor for review and approval. The iPOS submitted electronically through MyASU will not be approved without a paper copy signed by all committee members.
• The SFIS Graduate Program Advisor gets the approval of the Head of Academic Unit and submits the POS to the Graduate College for review and approval.
• The HSD Milestones Chart (see Appendix A) contains the necessary forms and covers the necessary steps to submit the POS.

COMMITTEE CHANGES TO POS
• Once the original POS has been approved by the Graduate College, the student will need to submit an online Committee Change request through the POS 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 Advisor that the request is in the online system and ready for review.
• The student should send a copy of the Committee Change request page from the POS web site via email to the Supervisory Committee Chair and/or Co-Chairs requesting that they email their approval to the SFIS Graduate Program Advisor.
• The SFIS Graduate Program Advisor will get the approval of the Head of Academic Unit.
• The SFIS Graduate Program Advisor will forward the online electronic version of the Committee Change request to the Graduate College for final approval.
• **NOTE:** Committee Approval Request forms and CVs for members not already approved to serve on doctoral committees must be submitted and approved prior to submitting the online Committee Change request.

**COURSE CHANGES TO POS**

- Submit a Course Change request through the online POS system to remove courses from the POS that the student did not take and/or to add courses that the student did take that were not originally listed on the POS.
- After submitting the online Course Change Request, the student should notify the SFIS Graduate Program Advisor that the request is in the online system and ready for review.
- The student should send a copy of the Course Change Request page from the POS website via email to the Supervisory Committee Chair and/or Co-Chairs requesting that they email their approval to the SFIS Graduate Program Advisor.
- The SFIS Graduate Program Advisor will get the approval of the Head of Academic Unit.
- The SFIS Graduate Program Advisor will forward the online electronic version of the Course Change request to the Graduate College for final approval.

**DISSERTATION PROSPECTUS**

HSD students advance to candidacy when they successfully write and defend a dissertation prospectus. The written prospectus is also the student’s written comprehensive exam. The defense of the prospectus is also the student’s oral comprehensive exam. Students typically defend the dissertation prospectus in semester 6.

The written dissertation prospectus must contain, at a minimum, a description of the research question and its significance; a detailed work plan for data collection, analysis, and writing; and a complete bibliography.

Students should meet with their committees the semester before the formal prospectus defense to prepare for the defense. The student should provide a draft of the prospectus to the committee. The committee should provide suggestions for improvement and in particular should assure that the student has compiled an appropriate bibliography for the project.

The dissertation prospectus defense consists of a 25-30-minute presentation followed by roughly an hour of questions. The presentation should cover:

- The research question
- The significance of the question
- A summary of current scholarly literature in the area (a synopsis of the literature review)
- A work plan for data collection and analysis
- A work plan for dissertation writing (chapters, timeline)
- Outstanding questions, areas of needed advice

The examination following the presentation will include questions on:

- The presentation
- The written document
- The student’s knowledge of the scholarly literature relevant to the project
- The viability of the plans for conducting the research and writing

The goal of the prospectus document and its oral defense is for the committee to be able to ascertain whether the candidate is ready to start researching and writing the dissertation. The candidate must have an answerable research question, a full knowledge of sources, and plans for conducting the research and writing the dissertation that provides the committee milestones to assess.

**Roles**

The student will:

- Write a prospectus
- Schedule the defense. This includes coordinating committee member participation, requesting a room, and reserving AV equipment, if needed.
- Notify the SFIS Graduate Advisor of the defense date several weeks before the defense. Wendi assures that the student has met all program and Graduate College requirements to hold a prospectus defense.
- Circulate a written prospectus to the full committee at least two weeks prior to the defense
- Bring the School for the Future of Innovation in Society “Report of Doctoral Comprehensive Examinations and Approval of the PhD Dissertation Prospectus” form to the defense
- Make a presentation and answer questions
- Deliver signed form to the SFIS Graduate Programs staff after the defense

The advisor will:
- Work closely with the student on the development of the prospectus and preparation for its defense
- Approve the student’s request to schedule the prospectus defense
- Convene and direct the proceedings

Other committee members will:
- Provide the student feedback on the draft of the prospectus submitted prior to the formal defense
- Actively participate in the examination of the student at the defense

Process
1. When students have essentially completed the course work in an approved POS, they should prepare and defend a dissertation prospectus. Students should not defend the prospectus before they are ready to focus on the dissertation because passing the comprehensive exams (preparing and defending the dissertation prospectus for HSD students) starts a five-year clock for completing the degree.
2. Students must enroll for at least one credit in the semester they defend the dissertation prospectus.
3. The Graduate College must approve the POS before the student may defend a dissertation prospectus. In addition, the student must appoint the full dissertation committee through the electronic iPOS system and have the committee members sign a paper copy of the POS. Students should submit the POS at least a semester prior to the anticipated defense of the prospectus. POS approval can take weeks or months. If the prospectus defense date is near, SFIS Graduate Programs staff can request “rush” processing, which takes 2-3 weeks. Plan accordingly!
4. Students meet with their committees to discuss a draft prospectus in the semester before defense of the prospectus.
5. The student schedules the defense.
6. The student notifies the SFIS Graduate Program Advisor of the defense date several weeks before the defense. Wendi assures that the student has met all program and Graduate College requirements to hold a prospectus defense.
7. The student provides the revised written prospectus to the committee at least two weeks before the prospectus defense.
9. The student defends the prospectus.
10. **NOTE:** All committee members must be represented at the prospectus defense. If one or more committee member cannot attend in person, HSD follows the Graduate College’s “Absent Member Policy.” See https://graduate.asu.edu/file/absent-committee-member-procedures
11. The committee determines the outcome of the defense and records the outcome on the form. The student obtains the Degree Program Chair’s signature and delivers the form to the SFIS Graduate Programs staff. SFIS Graduate Advisor enters the results of the exams into the student’s electronic record.
12. Students should receive a Letter of Doctoral Candidacy from the University Registrar after the results are processed. This can take several months.
13. Students submit a copy of the Letter of Doctoral Candidacy from the University Registrar to the SFIS Graduate Program Office.
14. Passing Comprehensive Exams, which for our program are the written dissertation prospectus and its oral defense, starts a five-year clock for completing the degree. Students must defend the dissertation within five years of passing the oral and written Comprehensive Exams.

**DISSERTATION**
The culminating experience of the HSD PhD is a dissertation that that the student orally defends. These are original works of research and scholarship. The Graduate College’s process for defending a dissertation or thesis and completing an ASU graduate degree has numerous strict deadlines. These are summarized below. In addition, **be sure to consult the Graduate College’s web site several months before the anticipated completion of a degree** for specific deadlines and process changes.

**Process**
1. Six to twelve months before defense of the dissertation, students present the thesis in a program colloquium. The committee chair, as many of the committee member as possible, and other HSD program faculty, staff, and students attend. This presentation gives students valuable feedback on successfully finalizing the project.
2. Students meet with their committees to discuss a draft prospectus in the semester before defense of the prospectus.

3. The semester before the student plans to defend a dissertation or thesis, he or she should update the iPOS, if necessary. Updating includes reconciling the iPOS and the transcript so that the iPOS only lists courses on it that the student has actually taken, affirming that the committee list is complete and correct, and checking that the student has not exceeded the maximum time limit for completion of the degree.

4. Students must enroll for at least one credit of appropriate graduate level coursework in the semester they defend the dissertation.

5. At least two months before the defense, and ideally four months before, the student should submit a complete draft of the dissertation to the committee for comments.

6. The student should apply for graduation through MyASU no later than the middle of the semester of the defense. The deadline for applying for graduation is a “hard” deadline that changes each year. Check the Graduate College web site for the specific deadline.

7. If desired, the student registers to participate in graduation ceremonies through MyASU. The deadline for registration is about a month before commencement. See the Graduate College web site for specific deadlines.

8. Once the Supervisory Committee is certain that the student is ready to defend the dissertation, the student must submit the Permission to Schedule Dissertation Defense form (see Appendix A) signed by the committee and Head of Academic Unit. The completed form should be submitted to the SFIS Graduate Program Advisor.

9. Through the SFIS Graduate Programs staff, the student schedules a day, time, room, and AV equipment, if needed, for the defense. To allow for coordinating schedules, the student should start planning a defense date with the committee several months or more in advance of the defense.

10. No later than 10 working days before the scheduled defense, the student schedules the defense with the Graduate College online through MyASU, submits a complete draft of the dissertation to the Grad Format Dropbox. Be sure to check the Graduate College web site for the specific deadline to submit these materials that corresponds to the defense date.

   • Students must submit documents in Microsoft Word or PDF by clicking on the Graduate College Dropbox link and uploading their document. Before uploading the document to Dropbox students must save their document as: Affiliate ID number and Thesis/Dissertation. (i.e. 1234567890 Thesis Jones or 1234567890 Dissertation Jones). Students must include their ten (10) digit ASU ID number in order for their document to be reviewed.

   • The document should be uploaded by clicking on the Graduate College Dropbox link 10 days prior to the student’s defense.

   • Documents should only be submitted after consultation with the student’s committee/chair and must be a complete, defense-ready document (i.e. meets standards set by the Format Manual, complete content).

   • The Grad Format team will not review incomplete documents or those that have not been formatted according to the format manual. If students submit a partial or incomplete document, the document will be returned to without evaluation and a request for revision.

11. Three to five days prior to the defense, the student confirms that the advisor has received the “Announcement and Report for Doctoral Dissertation Defense" form (commonly called the Pass/Fail form) from the Graduate College. The advisor brings this form to the defense.

12. No later than about a month before commencement, the student defends the thesis/dissertation and has committee members sign the Pass/Fail form. See the Graduate College web site for the last day students can defend a dissertation or thesis on a specific commencement date.

13. The student completes any revisions required by the committee. Normally, students complete revisions in time to graduate in the semester they defend the dissertation. The Graduate College will not allow students to submit a revised dissertation more than one-year after a defense. If revisions will take longer than 10 days, the student must submit a photocopy of the Pass/Fail form signed by the advisor to the Graduate College.

14. The advisor reviews the revisions and, when satisfied, signs the revision section of the Pass/Fail form.

15. The student submits the Pass/Fail form to the SFIS Graduate Program Advisor who will obtain the signature of Head of Academic Unit.

16. The student completes any format revisions required by the Graduate College and re-submits the document for final format approval, if required.

17. Once the student has received the Graduate College format approval, (s)he takes the Pass/Fail form to the Graduate College for final processing. Students should keep a copy of the form for their records. The Graduate College deadline for this step is about two weeks before commencement. See the Graduate College web site for specific deadlines.

18. The student submits a PDF copy of the final thesis/dissertation to UMI/ProQuest. See the Graduate College web site for specific deadlines.
MOVING TOWARDS GRADUATION

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 (http://my.asu.edu).

APPLY FOR GRADUATION
Apply for graduation and pay the graduation fee. From 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>
</tr>
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<tbody>
<tr>
<td>Fall</td>
<td>October 1</td>
</tr>
<tr>
<td>Spring</td>
<td>February 15</td>
</tr>
<tr>
<td>Summer</td>
<td>July 15</td>
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- 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 that apply for graduation will not be eligible to register for subsequent semesters without being admitted to a new degree program. Students that wish to change their graduation semester after they have applied must contact the graduation office and must re-apply for graduation for 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. Refer to the Graduate College Graduation Deadlines (https://graduate.asu.edu/completing-your-degree).
ACADEMIC STANDARDS

SATISFACTORY PROGRESS
All graduate students are expected to make systematic progress towards completion of their degree. This progress includes meeting the conditions listed below and achieving the benchmarks and requirements set by the individual degree program. If a student fails to meet the requirements and/or benchmarks of their degree program, the student may be withdrawn from their program based on recommendations submitted by the academic unit to the Graduate College.

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 3.2 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 3.2 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 3.2 or higher in all classes on their transcript numbered 500 or above
4. Maintain an overall cumulative GPA of 3.2 or higher
5. Meet all DEADLINES stated in the section above, Steps Toward Degree and included in the HSDST MILESTONE CHART (see Appendix A):
6. Meet the stated time limit for graduation from the degree program.

ANNUAL REVIEWS
The annual review process is meant to facilitate timely and productive progress through the degree program. Students are expected to complete an annual progress report by May 1st of each year.

Goals
- Provide a ‘milestone’ map for the PhD program to define adequate progress in the program
- Enable faculty to assess the progress of individual PhD students
- Enable the program to identify students who are not making adequate progress and develop plans to address the situation
- Teach students to articulate and document their research programs and progress toward their completion to facilitate applying fellowships, jobs, and tenure

Process
Annually SFIS reviews the progress of all students. Each student prepares review materials and submits them to the SFIS Graduate Program Advisor. The progress report is forwarded to the student's advisor. After reviewing the materials, the advisor provides an assessment. The Degree Program Chair makes the final determination of each student's standing in the HSD Program.

- Student annual self-evaluation. Student submits annual review materials.
- Advisor evaluation. Advisors review the review materials of each advisee and provide assessments of the students' academic progress.
- HSD Degree Program Chair evaluation. The Degree Program Chair makes the final determination of each student's standing in the HSD Program (progress, probation, or program removal) based on students' review materials and advisors' assessments. The Degree Program Chair conveys the evaluation outcome to each student and to the SFIS Associate Director of Programs. The Degree Program Chair also coordinates with the SFIS Associate Director of Programs and the Graduate College when a student is placed on probation or recommended for removal from the program.

Materials Submitted
- Coversheet. Students complete the Student Annual Review coversheet. The SFIS Graduate Program Advisor will email out the coversheet each spring semester for submission by the end of classes for that spring term. Submitted annually.
- Self-evaluation. Students write one-page summaries of their scholarly achievements in the past year. Submitted annually.
- CV. Students provide up-to-date science and society CVs. Each CV includes education history (e.g. degrees and major professional development activities), employment history (e.g. RA or TA positions), a list of grant applications submitted and whether the grants were funded, a list of presentations and publications, a list of teaching activities, a list of outreach activities (e.g. community presentations), and a list of professional service (e.g. committee memberships). Submitted annually.
• Plan of Study or Plan of Study Template. A list of all courses completed, in progress, or anticipated that will be part of the student's POS. Use the Plan of Study Template or equivalent. (See Appendix B.) Submitted annually, until admitted to candidacy.
• Unofficial transcript. An unofficial copy of the ASU transcript showing all graduate coursework completed as part of the HSD degree. Submitted annually, until admitted to candidacy.
• Second year project prospectus and committee list. Students develop prospectuses for their second-year projects in the core seminar. They must establish a committee of at least three but no more than five members to advise the project. Submitted for second-year review only.
• Fields Proposal Form. Once a student files a “Fields Proposal Form,” a copy should be included in the annual review packet until the student is admitted to candidacy.

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
• 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 Second Year Project, Field Exams, Dissertation Prospectus, and/or Dissertation as indicated by their Faculty Mentor and/or their Supervisory Committee.

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 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

Doctoral students must complete all program requirements within a ten-year period. The ten-year period begins with the semester and year of admission to the doctoral program. Graduate courses taken prior to admission that are included on the iPOS must have been completed within three years of the semester and year of admission to the program. Previously awarded master’s degrees used on the POS are not included in the ten-year period.

Additionally, the student must defend the dissertation within five years after passing the comprehensive exams. For HSD students, the comprehensive exams are also the written dissertation prospectus and its oral defense. Therefore, the maximum time limit is the shortest of the following:

- Time period since initial enrollment (10 year time limit); OR
- Time after passing the comprehensive exams (5 year time limit).

Any exception must be approved by the supervisory committee, the head of the academic unit and the Vice Provost for the Graduate College. If a student needs to request a time limit exception, they may need to re-take the comprehensive examinations. The Graduate College office may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

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 Mentor, the Degree Program Chair, or the Graduate Program 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 -- [http://catalog.asu.edu/](http://catalog.asu.edu/)
- Graduate College Policies and Procedures -- [https://graduate.asu.edu/policies-procedures](https://graduate.asu.edu/policies-procedures)
- The Current Students page on the Graduate College web site -- [https://graduate.asu.edu/](https://graduate.asu.edu/)
- Graduation Deadlines and Procedures -- [https://graduate.asu.edu/completing-your-degree](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:

HSDST MILESTONE CHART (begins on the following page)
HSDST DEGREE MILESTONE CHART

After Admission to the Program

- Stay in contact with the Degree Program Chair to make sure you have met all the requirements for enrollment for your first term.
- If you are assigned an advisor at the time of admission, communicate with your advisor on a regular basis and work together to determine the classes you need to take during your first term.
- If you were not assigned an advisor at the time of admission, the Degree Program Chair can assist you with your course selections for the first term.

CONSULT THE HSD HANDBOOK FOR MORE SPECIFIC INFORMATION ON EACH OF THE MILESTONES BELOW.

YEAR 1

TERM 1

RECOMMENDED CREDITS = 15

REQUIRED CLASSES:
- HSD 601 “Human Dimensions of Science and Technology” core class (4)
- HSD 610 “Colloquium” (1)
- Other coursework applicable to your anticipated fields (discuss with your advisor) or research credits (list class name and credits below)

GETTING STARTED
- Select a faculty member to serve as your Second-year Project Advisor by the end of the first term.

TERM 2

RECOMMENDED CREDITS = 15

REQUIRED CLASSES:
- HSD 602 “Science, Power and Politics” core class (4)
- HSD 610 “Colloquium” (1)
- Other coursework applicable to your anticipated fields (discuss with your advisor) or research credits (list class name and credits below)

SECOND-YEAR PROJECT PROSPECTUS and DEVELOP FIELDS
- Schedule regular meetings with your Second-year Project Advisor during the term.
- Select TWO additional members for your Second-year Project Committee.
- Write a Prospectus for a Second-year Project during HSD 602 and get it approved by the Second-year Project committee members. Attach a copy of the prospectus to the Second-year Project Prospectus Approval Form and get the signatures of your committee members and submit to the degree program chair.
- Begin to discuss and develop Fields with your advisor so you know what classes to take next term.
- At the end of the Term, you will receive an Annual Progress Report to complete and return to Andra Williams in the SFIS Graduate Programs in INTDSB 366.
Human and Social Dimensions of Science and Technology

Second-Year Project Prospectus Approval Form
August 2015

Form instructions:
1. The student completes Part I, enters names of committee members, prints form and attaches a copy of the completed Second-Year Project Prospectus.
2. Committee members sign indicating approval of project.
3. HSD Degree Program Chair signs indicating program approval of project.
4. Student delivers form to SFIS Graduate Programs in INTDSB 366 (Andra Williams).

Part I. Project Information

Name: ID Number: Date:

Project title:

Abstract:

Attach copy of your Second-Year Project Prospectus to this form.

Part II. Second-Year Project Committee Approval

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<tr>
<th>Date</th>
<th>Please Type Names of Committee</th>
<th>Signatures</th>
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<td>Member</td>
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Part III. Program Approval

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<tr>
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<th>HSD Degree Program Chair</th>
<th>Signature</th>
<th>Date</th>
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<td></td>
<td>Erik Fisher</td>
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</table>
YEAR 2

TERM 3

RECOMMENDED CREDITS = 15

REQUIRED CLASSES:

☐ HSD 610 “Colloquium” (1)
☐ HSD 692 “Second-year Project” (3)
☐ Classes appropriate towards your Fields (list classes and credits below)

______________________________________
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FINALIZE DISSERTATION COMMITTEE, BEGIN WORK ON SECOND-YEAR PROJECT, SUBMIT FIELDS PROPOSAL FORM, and SUBMIT PLAN OF STUDY

☐ Select Dissertation Supervisory Committee Chair and finalize all members of your Dissertation Supervisory Committee.

☐ Research and begin writing the Second-year Project research paper.

☐ Develop a Fields Proposal Form in consultation with your Dissertation Supervisory Committee Chair based on discussions from Term 2. Submit completed form to Program Chair for approval.

☐ File Plan of Study by the end of the term. Use forms from previous terms to submit POS:
  ▪ Applying Master’s and/or Pre-Admission Credit to the HSD Ph.D. POS (if you have credits from a previous master’s program or took applicable classes before admission to the program that you want to use towards your degree – consult with your Dissertation Supervisory Committee Chair; get signatures from Committee Chair and Program Chair)
  ▪ Fields Proposal Form (signed by Dissertation Supervisory Committee Chair and Program Chair)
  ▪ Plan of Study Template Form (fill in this form based on the two forms above and in consultation with your Dissertation Supervisory Committee Chair)
  ▪ Enter the information from the Plan of Study Template Form into the online POS through MyASU. (see “How to submit your Plan of Study”)
  ▪ Email the THREE forms above to Andra Williams (andra.williams@asu.edu) and request review of your POS.

TERM 4

RECOMMENDED CREDITS = 15

REQUIRED CLASSES:

☐ HSD 610 “Colloquium” (1)
☐ HSD 692 “Second-year Project” (3)
☐ Classes appropriate towards your fields – refer to your approved POS from Term 3 (list classes and credits below)

______________________________________
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COMPLETE THE SECOND-YEAR PROJECT and FIRST FIELD EXAM

☐ Finish up research and writing on the Second-year Project research paper.
  o Schedule your oral presentation and defense of your Second-year Project prior to the end of the term.
  o Complete all requirements for the Second-year Project – written research paper and oral presentation.
  o Complete the Second-year Project Completion Form, attach a copy of your written report, and get the signatures of your Second-year Project Committee members. Submit the completed paperwork to the Program Chair.

☐ Study for and complete at least one Field.
  o Hold a meeting with your Dissertation Supervisory Committee and agree on the bibliography for your first field and format for field mastery exams. Schedule your first field mastery exam.
  o Complete your first field mastery exam by the end of the fourth term.
  o File your signed Field Completion Form for this first field with the Program Chair.

☐ At the end of the Term, you will receive an Annual Progress Report to complete and return to Andra Williams in the SFIS Graduate Programs in INTDSB 366.
Human and Social Dimensions of Science and Technology

Applying Master’s and/or Pre-Admission Credit to the HSD Ph.D. POS
August 2015

Form instructions:
1. In consultation with the advisor, the student completes all sections of the form other than signatures.
2. The student’s Faculty Advisor and HSD Degree Program Chair sign, indicating approval.
3. Student delivers form to SFIS Graduate Programs in INTDSB 366 (Andra Williams).

Name:  ID Number:  Date:

Part I. Considerations
The HSD program allows Ph.D. students to apply hours from a previously conferred master’s degree and/or graduate hours taken before beginning the HSD Ph.D. to the POS with program approval. The hours must meet the following criteria.

1. Work should provide skills or knowledge directly relevant to the conduct of the HSD Ph.D. research.
2. Up to 30 hours from a master’s degree and up to 12 hours of pre-admission credits, for a total of no more than 42 hours, can be applied to the HSD Ph.D. POS.
3. HSD Ph.D. students may apply up to 9 hours from a conferred masters or pre-admissions hours towards one or more of their fields. Additional hours may be applied towards required courses, methods training, or electives.
4. One field may be drawn entirely from previous work. In this case, the student submits a “Field Completion Form” specifying how the student demonstrated mastery of the field along with this form. The “Field Completion Form” will be considered complete with the signatures of the student’s advisor and the HSD program chair.
5. The hours must be approvable under Graduate College rules. For pre-admission credits this means:
   a. The hours may not have been applied to another degree.
   b. Hours must be for 500-level or higher courses.
   c. Grades for these hours must be “B” or better.
   d. Students must have completed the courses no more than three years before the semester and year of admission to the HSD Program.

(complete Parts II and III on page 2)
Part II. Hours to be applied to HSD Ph.D. POS

Previous Degree:
Degree Date:
Institution:
Total master’s hours:
IF A BLANKET 30 CREDITS are being used, attach a copy of the transcript showing coursework and degree awarded; you do not need to list the courses below

Pre-Admission Credits – LIMITED TO 12 CREDITS
Date(s):
Institution(s):
Total pre-admission hours:
List Pre-Admission Courses below

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<th>HSD Requirement</th>
<th>Prefix &amp; No.</th>
<th>Title</th>
<th>Hrs</th>
<th>Instructor(s)</th>
<th>Semester</th>
<th>Grade</th>
<th>From previous degree? (Yes/no)</th>
<th>Pre-admission credits? (Yes/no)</th>
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Part III. Approvals

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<th>Name</th>
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<th>Date</th>
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<td>Faculty Advisor:</td>
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<tr>
<td>HSD Degree Program Chair:</td>
<td>Erik Fisher</td>
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</table>
Fields Proposal Form
August 2015

Form instructions:
1. In consultation with the advisor, the student completes all sections of the form other than signatures.
2. The student’s Faculty Advisor and HSD Degree Program Chair sign, indicating approval.
3. Student delivers form to SFIS Graduate Programs in INTDSB 366 (Andra Williams).

Name: 
ID Number: 
Date: 

Part I. Major Field 1
Field title:
Short description of field content

Courses:
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<th>Prefix &amp; No.</th>
<th>Title</th>
<th>Hrs</th>
<th>Instructor(s)</th>
<th>Semester</th>
<th>Grade</th>
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Part II. Major Field 2
Field title:
Short description of field content

Courses:
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Part III. Minor Field
Field title:
Short description of field content

Courses:
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<th>Prefix &amp; No.</th>
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<th>Hrs</th>
<th>Instructor(s)</th>
<th>Semester</th>
<th>Grade</th>
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Part IV. Approvals

Name | Signature | Date
Advisor: 
HSD Degree Program Chair: Erik Fisher
Instructions:
1. In consultation with the faculty advisor, the student completes all sections of the template to identify courses that will be entered into the online plan of study. Students may use their own Word or Excel document as long as it contains the same information.
2. Student submits the template *electronically* to the SFIS Graduate Program Advisor (Andra Williams) for program review. **Note:** The Field Proposal Form must be submitted before or at the same time as the Plan of Study Template.
3. When the template is approved, the student enters exactly the approved courses into the online iPOS, prints the course summary and signature pages, obtains signatures of advisor and any committee members, submits the online iPOS, and delivers the signed paper copy of the iPOS to SFIS Graduate Programs in INTDSB 366 (Andra Williams).

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Prefix &amp; No.</th>
<th>Title</th>
<th>Hrs</th>
<th>Instructor(s)</th>
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</tbody>
</table>
Form instructions:
1. The student completes Part I, enters names of committee members, prints form and attaches completed second-year project. (Note: The second-year project committee does not have to the same as the dissertation committee or formally appointed through the iPOS system.)
2. Committee members sign indicating approval of final project.
3. HSD Degree Program Chair signs indicating program approval of project.
4. Student delivers form to SFIS Graduate Programs in INTDSB 366 (Andra Williams).

Part I. Project Information

Name: ID Number: Date:

Project title:

Abstract:

Part II. Second-Year Project Committee Approval

<table>
<thead>
<tr>
<th>Date</th>
<th>Please Type Names of Committee</th>
<th>Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advisor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Member</td>
<td></td>
</tr>
</tbody>
</table>

Part III. Program Approval

<table>
<thead>
<tr>
<th>HSD Degree Program Chair</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erik Fisher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Form instructions:
1. In consultation with committee, student completes all sections of the form other than signatures.
2. Committee members and HSD Degree Program Chair sign indicating the student’s successful completion of the field.
3. Student delivers form to SFIS Graduate Programs in INTDSB 366 (Andra Williams).

Part I. Field Description
Name: ID Number: Date:
Field title:
Major Field? □ Minor Field? □
Short description of field content

Courses:
<table>
<thead>
<tr>
<th>Prefix &amp; No.</th>
<th>Title</th>
<th>Hrs</th>
<th>Instructor(s)</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Part II. Bibliography
Attach a bibliography of materials mastered by the student.

Part III. Field Mastery Plan
Summarize format for demonstrating mastery of the field, such as a field exam, field paper, or exemplary course paper.

Part II. Committee Approval
Date
Please Type Names of Committee
Signatures
Advisor
Member
Member
Member
Member
Member

Part III. Program Approval
HSD Degree Program Chair Signature Date
Erik Fisher
YEAR 3

TERM 5

RECOMMENDED CREDITS = 15

REQUIRED CLASSES:
- HSD 790 Dissertation Prospectus (3)
- HSD 792 Research or, in exceptional circumstances, classes appropriate towards your fields – refer to your approved POS from Term 3 (list classes and credits below)

COMPLETE FIELDS AND DRAFT DISSERTATION PROSPECTUS
- Hold a meeting with your Dissertation Supervisory Committee and agree on the bibliography for your second and third fields.
- Schedule your second and third field mastery exams.
- Complete your second and third field mastery exams by the end of the fifth term.
- File your signed Field Completion Forms (one for each field; form on previous page) for the second and third fields with the Program Chair.
- In consultation with your Dissertation Supervisory Committee, complete an initial draft of your Dissertation Prospectus.

TERM 6

RECOMMENDED CREDITS = 15

REQUIRED CLASSES:
- HSD 792 Research (as needed)
- HSD 799 Dissertation (12)

DEFEND DISSERTATION PROSPECTUS and BEGIN DISSERTATION RESEARCH
- Hold a meeting with your Dissertation Supervisory Committee to review committee feedback on your draft Dissertation Prospectus. If the committee feels you are ready to defend your Prospectus, complete the Approval to Schedule Dissertation Prospectus Defense form with all necessary signatures and submit to Andra Williams in the SFIS Graduate Programs in INTDSB 366.
- Schedule the Oral Defense for your Prospectus.
- As soon as the defense is scheduled with your committee, notify Andra Williams (andra.williams@asu.edu) of the date of your Oral Defense.
- Two weeks before the defense, provide your committee with a final copy of the Dissertation Prospectus. If any additional revisions are needed, make those before the defense.
- Obtain the official SFIS Report of Doctoral Comprehensive Examinations and Approval of the PhD Dissertation Prospectus form from Andra.
- All committee members must be represented at the defense. If one or more committee members will attend remotely, notify Andra. For more information see “Completing Your Degree - Defenses.”
- Take the Report of Doctoral Comprehensive Examinations and Approval of the PhD Dissertation Prospectus form to the defense and obtain all signatures.
- Finalize and defend your Dissertation Prospectus. (This satisfies the Oral and Written Comprehension Exam requirements as well and advances you to candidacy. Send a copy of your Candidacy Letter to Andra.)
- Begin dissertation research.
- At the end of the Term, you will receive an Annual Progress Report to complete and return to Andra Williams in SFIS Graduate Programs in INTDSB 366.
Form instructions:
1. The student completes all sections of the form other than signatures.
2. Committee members sign indicating the student may schedule the dissertation prospectus defense.
3. HSD Degree Program Chair signs indicating program approval.
4. Student delivers form to SFIS Graduate Programs in INTDSB 366 (Andra Williams).

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Date completed</th>
<th>HSD Form Filed</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPOS, including full committee</td>
<td></td>
<td>na</td>
</tr>
<tr>
<td>HSD 601, Core Seminar I</td>
<td></td>
<td>na</td>
</tr>
<tr>
<td>HSD 602, Core Seminar II</td>
<td></td>
<td>na</td>
</tr>
<tr>
<td>Second-Year Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field 1 (major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field 2 (major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field 3 (minor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft dissertation prospectus</td>
<td></td>
<td>na</td>
</tr>
</tbody>
</table>

Part II. Committee Approval

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

Please Type Names of Committee

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>Member</td>
<td></td>
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<tr>
<td>Member</td>
<td></td>
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<tr>
<td>Member</td>
<td></td>
</tr>
</tbody>
</table>

Part III. Program Approval

<table>
<thead>
<tr>
<th>HSD Degree Program Chair</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erik Fisher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Part I. The student should complete Part I and bring the form to their Comprehensive Exams. Before the exams the student should have an approved iPOS and full committee appointed. The supervisory committee listed below should match the approved Plan of Study.

2. Part II. After the exams the Committee Chair will fill in Part II with the dates you passed your exams.

3. Part III. The examining committee members complete Part III by signing the form and indicating their votes of Passed or Failed.

4. Part IV. The Head of the Academic Unit completes Part IV noting the final result of the examinations. The final result is based on a majority vote.

5. Part V. If student is completing their Dissertation Prospectus at the same time as the comprehensive exams, they would have their committee sign Part V before turning the forms into the SFIS Graduate Staff.

6. All test results including failure in any one of the required examinations, should be reported. Failure in the comprehensive examinations is considered final unless the student petitions for a re-examination, the supervisory committee and the head of the academic unit recommend, and the Vice Provost for the Graduate College approves the re-examination.

7. Candidacy. Upon successful completion of Comprehensive Exams and Dissertation Prospectus, the Vice Provost for the Graduate College will send you a letter (viewable in your MyASU) showing you have advanced to candidacy.
**Part I: Student Information - to be completed by the Student**

<table>
<thead>
<tr>
<th>NAME OF STUDENT (Last name, first name, middle initial)</th>
<th>10 DIGIT ASU AFFILIATE ID#</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Degree</th>
<th>MAJOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>Human &amp; Social Dimensions of Science and Technology</td>
</tr>
</tbody>
</table>

**Dissertation Prospectus Title**

**Completion Date** – MM/DD/YYYY

---

**Part II: Prospectus Assessment – to be completed by Committee Chair and/or Co-Chairs**

**Dissertation Prospectus Evaluation Rubric**

<table>
<thead>
<tr>
<th>Areas of Performance</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Justification - Identifies and justifies an important theoretical problem</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>2.</strong> Methods - Presents a well-designed plan for collecting and analyzing data</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>3.</strong> Feasibility - Documents the feasibility of the size and scope of the project</td>
<td></td>
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</tr>
<tr>
<td><strong>4.</strong> Organization - Presents the justification, methods, and feasibility in a compelling narrative structure</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>5.</strong> Completeness – Includes all of the necessary components of the proposal as spelled out in the call for proposals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.</strong> Grammar and Rhetoric – follows the proper rules of writing and uses words and language appropriately</td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Chair/Co-Chairs of Supervisory Committee**

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

**Chair (Co-Chair)**

**Co-Chair (if applicable)**

Page 2 of 2

Updated 08/17/2015
Permission to Schedule Dissertation Defense
August 2015

Form instructions:
1. The student completes all sections of the form other than signatures.
2. Committee members sign indicating the student may officially schedule the final dissertation defense with the Graduate College.
3. HSD Degree Program Chair signs indicating program approval.
4. Student delivers form to SFIS Graduate Programs in INTDSB 366 (Andra Williams).

Name: ___________________________ ID Number: ___________ Date: ___________

Part I. Requirement completion

<table>
<thead>
<tr>
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<td></td>
</tr>
<tr>
<td>Field 2 (major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field 3 (minor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Comprehensive Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Comprehensive Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissertation Prospectus</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part II. Committee Approval

Date

Please Type Names of Committee | Signatures
--------------------------------|-------------
Advisor                         |             |
Member                          |             |
Member                          |             |
Member                          |             |
Member                          |             |

Part III. Program Approval

<table>
<thead>
<tr>
<th>HSD Degree Program Chair</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erik Fisher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
REQUIRED CREDITS = 1
RECOMMENDED CREDITS = 1

REQUIRED CLASSES:
☐ HSD 799 Dissertation (1 each term)

CONTINUE DISSERTATION RESEARCH
☐ Hold a meeting each term with your Dissertation Supervisory Committee to review progress.
☐ Once you have completed 2-3 dissertation chapters, contact your committee to set up a time for a Preliminary Dissertation Seminar to present your research to your committee and the HSD program faculty and students. Contact Andra Williams (andra.williams@asu.edu) to schedule your seminar.
☐ Review your Plan of Study to make sure your transcript matches your Plan of Study. If not, contact Andra Williams (andra.williams@asu.edu) to help you with POS reviews.
☐ At the end of each Spring Term, you will receive an Annual Progress Report to complete and return to Andra Williams in SFIS Graduate Programs in INTDSB 366.

DEFEND DISSERTATION
Pay close attention to all deadlines!
Defense Information on the Graduate College website

☐ Submit a draft dissertation to your committee by the beginning of the term in which you plan to defend.
☐ Hold a meeting at the beginning of the term with your Dissertation Supervisory Committee to plan the schedule and process for defending your dissertation.
☐ Get feedback from your committee on your draft dissertation and make revisions.
☐ As soon as you have a date for your dissertation defense, submit the “Permission to Schedule Dissertation Defense” form and work with Andra Williams (andra.williams@asu.edu) to reserve a room for your Dissertation Defense.
☐ If you have committee members who cannot attend in person, notify Andra. (https://graduate.asu.edu/file/absent-committee-member-procedures)
☐ Immediately after you reserve your room, go into your MyASU and officially schedule the defense through the Graduate College. This must be done no later than 10 working days prior to the scheduled defense date (https://graduate.asu.edu/file/10-working-day-calendar)
  - Sign in to MyASU
  - Locate the "My Programs and Degree Progress" box
  - Select the "Defense" tab
  - Click on the "Next Steps" link
  - Click on the "Schedule my defense" link
☐ Once you have submitted the request to schedule a defense through your MyASU, the request must be approved by your academic unit; your defense is not officially scheduled until approved.

(continued on next page)
Once your committee agrees that you have a defense ready dissertation draft, and you have scheduled your defense, you must submit your complete, defense ready document both to your committee, at least two weeks before the defense, and load to the Graduate College Dropbox within 10 calendar days of your defense.

Complete the Survey of Earned Doctorates.

Apply for Graduation through MyASU (pay attention to deadline!).

RSVP for Graduation Ceremonies. You are welcome to attend any application ceremonies, but you should definitely RSVP for Graduate Commencement.

Three to five days prior to your defense, make sure your Dissertation Supervisory Committee Chair has received the “Announcement and Report for Doctoral Dissertation Defense” form from the Graduate College.

Defend your Dissertation and secure all signatures. If revisions are required, make sure you complete them before the deadline. Remember that you will have to go through the Graduate College format approval after revisions.

If revisions will take longer than 10 days after the defense to complete, FAX a copy of the “Announcement and Report for Doctoral Dissertation Defense” form to the Graduate College so they know the defense occurred.

The advisor will review requested revisions and, when satisfied, signs the revision section of the “Announcement and Report for Doctoral Dissertation Defense” form.

Obtain the Degree Program Chair’s signature.

Turn in the “Announcement and Report for Doctoral Dissertation Defense” form to Andra Williams in the SFIS Graduate Programs in INTDSB 366.

Submit final Dissertation document to UMI/ProQuest. You must have completed the following before you can upload to ProQuest:

- Signed “Announcement and Report for Doctoral Dissertation Defense” form submitted to the Graduate College (all revisions required by committee/chair must be completed at this point)
- Receive approval from the Graduate College (Ready for ETD/ProQuest) to upload to ProQuest